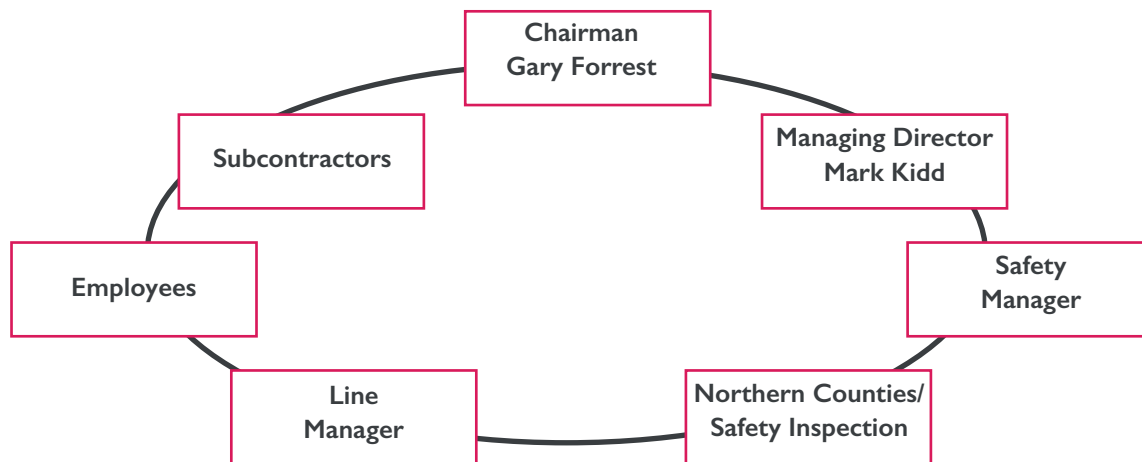


## HEALTH AND SAFETY ORGANISATIONAL STRUCTURE



The Chairman is responsible for the overall arrangements and for ensuring that the company's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its operations.

In particular the Chairman will:

- Ensure there is an effective company policy for health and safety and that all employees, contractors and temporary workers are made aware of their individual responsibility
- To understand and ensure, through appointment of competent persons, that the company's responsibilities as employers under the Health and Safety at Work Act
- To appoint a SHEQ Manager
- To ensure that all Directors and Managers understand and fulfil their responsibilities with regards to Health and Safety
- Arrange funds and facilities to meet the requirements of company policy and legislation
- Make provision for adequate and appropriate training to be given to all employees
- To ensure that notification and reporting procedures to the relevant statutory authorities are carried out
- Set a personal example on all matters of health and safety

### Managing Director Responsible for Health and Safety

The Managing Director responsible for Health and Safety is accountable to the Chairman for all matters relating to health, safety and welfare of employees and those affected by the company's operations.

- Understand and ensure that the implications and duties imposed by new Acts of Parliament Statutory Instruments, H.S.E Guidance Notes and Codes of Practice are brought to the attention of the Chairman
- To bring company related health and safety matters to the attention of the Chairman
- To ensure that good communications exist between employer and employees and are maintained
- Liaise with the person appointed in the role of SHEQ Manager over the full range of their duties and responsibilities, with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources
- Ensure adequate means of distributing and communicating health, safety and welfare information obtained from the H.S.E., Safety organisation and Trade associations regarding new techniques of accident prevention, new legislation requirements and codes of practice
- Ensure that an adequate programme of training for health and safety is established and that the safety culture is encouraged amongst employees

- Set a personal example at all times by using the correct personal protective clothing/equipment and following all safety requirements and procedure

## **Safety Manager**

The primary role of the Safety Manager is to advise the Chairman and Managers on all safety, health and welfare matters to ensure the Company complies with its statutory obligations.

The Safety Manager is accountable to the the Managing Director responsible for health and safety to control and update this Safety Manual and to ensure that all Departments operate to the procedures and instructions contained there:

In particular the Safety Manager will:

- Understand the application of the Health and Safety at Work Act 1974 and other legislation relevant to the Companies business
- Keep up to date with changes in current legislation and to bring to the attention of the Director responsible for Health and Safety any relevant new legislation
- Attend such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation
- Ensure all assessments as required by legislation are conducted and reviewed at relevant intervals and to maintain records of the same
- To recommend control measures and advise on the standard of PPE issued to employees
- Conduct health and safety inspections and prepare reports of all the company's operations
- Immediately contact the Managing Director responsible for health and safety if situations are found, that in the opinion of the Safety Manager, require immediate rectification or the stopping of any operation
- To carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms
- To arrange Health surveillance as instructed
- To highlight areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice, or H.S.E. guidance
- To bring new techniques for improving health, safety and welfare to the attention of the Managing Director responsible for Health and Safety
- To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures

## **Northern Counties Safety Inspections**

Northern Counties carry out monthly safety inspections on all our sites and feed back to the Managing Director, site teams and Chairman.

## **Line Managers/Heads of Department**

Each Manager/Department Head is responsible for his personal safety and that of all personnel under his or her authority, including others who may be affected by the company's activities.

In particular they will:

- Understand and implement the company safety policy
- Appreciate the responsibilities of personnel under their authority and ensure that each employee/knows his/her responsibility and are equipped to play their part
- Conduct Risk Assessments on activities within their department ensuring that the methods and systems of work are safe. Also, that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied
- Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with
- Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate

- Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and the necessary licenses/certificates of competence are in force and appropriate
- Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of Appointed First Aiders are displayed and maintained in prominent locations.
- Ensure all new employees in the company are provided with a copy of the policy statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and their personal responsibilities as set out in this manual
- Reprimand any employee for failing to discharge their health and safety responsibilities

## Employees

All employees are expected to:

- Carry out assigned tasks and duties in a safe manner; in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice
- If aware of any unsafe practice or condition, or if in any doubt about the safety of any situation, consult their supervisor
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged. All tools/equipment and personal protective equipment must be stored in the approved place after use
- To report any accident, near-miss, dangerous occurrence or dangerous condition to their line management
- To switch off and secure unattended plant or equipment

## Sub-Contractors

All Sub-Contractors must comply with the aims of this policy as a condition of their sub-contract and will be required to forward a copy of their Safety Policy and Safety plan for the work to All Saints Construction.

Sub-Contractors will attend pre-contract meetings and submit Assessments, Test Certificates and Method Statements to comply with Statutory requirements.

All Sub-Contractors and their employees must respond to, and promptly comply with, any instruction issued by All Saints Construction employees where it effects health and safety.

Every Sub-Contractor will be responsible for providing his employees with all necessary personal protective clothing and equipment.

Sub-Contractors will be responsible for ensuring that the personnel placed on site are fully trained and competent in the work to be undertaken. Evidence of training will be required at the tendering stage and maybe requested during site safety inspection/audits.

Sub-Contractors will ensure that they maintain their workplaces in a safe condition and that their storage areas are kept clean, tidy and free from hazards.