

Health and Safety Policy

Konect Electrical Services Ltd



INDEX

- 1.0 RESPONSIBILITIES
- 2.0 ARRANGEMENTS
- 3.0 PROCEDURES
- 4.0 WORKING AT HEIGHT
- 5.0 LADDERS
- 6.0 ABRASIVE WHEELS
- 7.0 ACCESS AND EGRESS
- 8.0 ASBESTOS
- 9.0 COMPRESSED GAS CYLINDERS
- 10.0 CUTTING, GOUGING AND WELDING
- 11.0 TEST AND LIFTING GEAR
- 12.0 DISPLAY SCREEN EQUIPMENT
- 13.0 ELECTRICITY AT WORK
- 14.0 ALCOHOL AND DRUG ABUSE
- 15.0 NOISE
- 16.0 EYE PROTECTION
- 17.0 HOUSE KEEPING
- 18.0 FIRE PREVENTION
- 19.0 FIRE PROCEDURES
- 20.0 ACCIDENT REPORTING AND INVESTIGATION
- 21.0 ACCIDENT REPORTING PROCEDURES – VISITORS/CONTRACTORS
- 22.0 ACCIDENT REPORTING PROCEDURES – CLIENT PREMISES
- 23.0 ACCIDENT BOOK
- 24.0 FIRST AID
- 25.0 FIRST AID ARRANGEMENTS
- 26.0 DANGEROUS SUBSTANCES
- 27.0 PROTECTIVE CLOTHING AND EQUIPMENT
- 28.0 YOUNG PERSONS
- 29.0 PUPILS AND YOUNG PERSONS
- 30.0 TEMPORARY AND CASUAL STAFF
- 31.0 VISITORS
- 32.0 SUB-CONTRACTORS
- 33.0 WORKING HOURS
- 34.0 INFORMATION, INSTRUCTION, TRAINING, SUPERVISION
- 35.0 INDUCTION AND NEW EMPLOYEES
- 36.0 PORTABLE ELECTRICAL APPLIANCE TESTING
- 37.0 MAINTENANCE OF PLANT
- 38.0 AUDIT PROCEDURES

1.0 Responsibilities

Managing Director

The Managing Director has overall responsibility for the organisation's Health and Safety Policy.

The Managing Director will:-

Ensure that expenditure on Health and Safety is provided for in the annual budget.

Ensure that sufficient funds are available for the organisation to fulfill its Health and Safety obligations.

Ensure that all management staff understand the implications of the organisation's Health and Safety Policy with regard to their responsibilities.

Ensure that appropriate arrangements and procedures are created for Health and Safety throughout the organisation.

Ensure that the Health & Safety performance of each area is monitored and necessary corrective action is taken to minimise hazards.

Employees

Employees of *Konect Electrical Services Ltd* are required to:-

Co-operate and participate in the implementation of the organisation Safety Policy.

Ensure their work is carried out in a safe manner and to use appropriate safety equipment as necessary.

Report all accidents, damage or dangerous occurrences to their Departmental Manager whether or not persons are injured.

Under Section 7 of the 1974 H & SAWA, it is the duty of every employee:-

To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

as regards any duty or requirement imposed on *Konect Electrical Services Ltd* or any other persons by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Contract / Service Managers

The Departmental Managers are responsible for the day-to-day implementation of this Safety Policy within their areas of responsibility.

They will ensure that, in their absence, arrangements are made to monitor and implement the Safety Policy in their department.

They will ensure that the Senior Directors are made fully aware, at all times of any non-conformities or unsafe working practices which subject employees or the Company to Health and Safety risks.

They will actively encourage and promote Health and Safety awareness in their departments, through the Contracts / Service Engineers.

Electricians / Data Engineers

Electricians / Data Engineers are responsible to their Departmental Managers for ensuring compliance with this Safety Policy, and the Safety Policy of our clients whilst on their sites.

They will continually monitor the activities of their subordinates and will ensure that all arrangements, safeguards, systems and procedures are adhered to in the interests of Health and Safety.

They will ensure, through effective supervision, that individual employees are not exposed to unnecessary risks as a result of inadequate training, experience or induction.

They will, as appropriate, report to their Departmental Managers that any unsafe practices or conditions requiring further examination.

Safety Representatives

Under the Safety Representatives and Safety Committee Regulations 1977, it is the requirement for those appointed as safety representatives to represent the employees in consultation with the employer, and also for the employer to consult with the safety representatives, so that arrangements can be made which will enable both employer and employees to co-operate effectively in promoting and developing measures to ensure the Health and Safety at Work of all employees (Regulation 4).

To this end, *Konect Electrical Services Ltd* fully supports all recognized safety representatives in pursuance of their responsibilities including:-

Investigation of potential hazards

Investigation into the cause of accidents

Inspection of working areas at agreed times

Consultation with HSE inspectors on behalf of their group of employees

Attendance at safety meetings.

2.0 Arrangements for Securing the Health and Safety of Workers

Konect Electrical Services Ltd will, in consultation with workers and their representatives:

carry out an assessment of the risks involved in work to be carried out and take steps to eliminate or control all potential hazards.

provide all the necessary equipment to allow safe access to and egress from the place of work.

provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace.

when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue.

when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible.

arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.

appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

3.0 Procedures for Dealing with Health and Safety Issues

Assessments

In accordance with the Regulations we have assessed all reasonably foreseeable hazards and our staff have been informed and trained as to how to minimise or eliminate the risks. Wherever possible our systems of work are conducted in such a way as to eliminate risks completely, where this is not practicable our staff will take such action as is necessary to protect themselves and others.

Risk Assessment

We accept that some of our operations may, unless properly controlled, create risks to our employees or others who may be affected by our activities; to this end we will take all reasonably practicable steps to reduce these risks. In accordance with the Management of Health and Safety at Work Regulations 1999 our Safety Officer will: -

Ensure that Risk Assessments are carried out to identify any hazards and associated risks within our business activities.

Take appropriate steps following Risk Assessment to eliminate or reduce risks as far as is reasonably practicable.

Monitor and review the Risk Assessments as and when circumstances change significantly.

Safe Working Procedures

Konect Electrical Services Ltd have prepared Safe Working Procedures, (a written safe system of work), to be followed by all involved in the work. Where it is not possible to follow the procedure:-

a responsible person is to be informed

no work is to be undertaken until an alternative procedure is prepared.

4.0 Working at Height

All reasonable steps shall be taken by *Konect Electrical Services Ltd* to provide a safe working environment for employees required to carry out their trade or professional skills at height.

We will provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The employee and any other person involved in the work activity shall co-operate in the implementation of this policy.

We will provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height.

We will ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

5.0 Ladders

Under S.2 of the Health and Safety at Work Act 1974, it is our duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of our employees. Falling off ladders is a common cause of accidents, and we take particular care to ensure ladders are properly constructed and used.

Ladders should not be dropped or jarred. Timber ladders receiving a heavy blow may suffer compression damage, distortion, loosened rungs or cracked stiles. If it is considered that a ladder had been damaged, it will be withdrawn from service.

Ladders carried on our vehicles are to be properly supported to avoid sagging and are to be loaded in such a way as to ensure minimal overhang beyond supporting points.

The company recommends that ladders should only be used for short duration work and for longer periods of working at height scaffold towers and platforms will be provided, as is reasonably practicable.

6.0 Abrasive Wheels

We will take all reasonable steps to ensure the health and safety of our employees who work with grinding machines which incorporate abrasive wheels. When properly used, abrasive wheels serve an important purpose. However, we acknowledge that health and safety hazards may arise from the use of this equipment. It is our intention to ensure that any risks are reduced to a minimum.

We will carry out an assessment of the work activity and take measures to reduce the risks found as a result of the assessment to ensure that all equipment used for grinding operations is maintained in good condition and is suitable for the task. We will also advise all employees, including new employees, who work or will work with abrasive wheels, of the risks to their health and safety and of the results of any assessments we have done.

7.0 Access and Egress

We are committed to providing a safe place of work and a safe means of access and egress to and from that place of work.

In particular, we will ensure that:-

articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately
employees are encouraged to report any situation where safe access and egress is restricted or obstructed and arrange for the appropriate remedial action to be taken immediately.

Confined Space Working

We acknowledge that working in confined spaces can be particularly hazardous and it is therefore our intention to secure the health and safety of employees who may be at risk working in these environments. In particular, we will ensure that:

a risk assessment of the area and work operation is prepared by a manager or senior engineer.
a "method statement" is produced and strictly adhered to.
a "permit to work" is issued before commencement of the works.
a minimum of two persons are present at all times.
the necessary PPE equipment is issued.
adequate ventilation is ensured.

8.0 Asbestos

We acknowledge the health hazards arising from exposure to Asbestos and we will protect our employees and other persons exposed to Asbestos dust as far as is reasonably practicable.

As a general policy we will not use materials containing Asbestos. Where this is not practicable, we will ensure that any work carried out which exposes our employees or others to the effects of Asbestos dust is only carried out by competent people using appropriate equipment.

9.0 Compressed Gas Cylinders (Transportable Gas Containers)

We will take all reasonable steps to secure the health and safety of our employees who work with compressed gas cylinders (transportable gas containers) and associated plant and equipment.

We acknowledge that health and safety hazards may arise from the reception, transport, distribution, storage, use and/or disposal of any compressed gas cylinder or gas contained within it and it is our intention to ensure that any risks are reduced to a minimum. In particular we will ensure that suitable and sufficient training and information will be given to our employees who are required to handle compressed gas cylinders (transportable gas containers).

10.0 Cutting, Gouging and Welding

We will comply with all the statutory requirements and, so far as is reasonably practicable, we will ensure the health and safety of our employees and others who may be affected by oxy-fuel and electric arc cutting, gouging and welding processes. We will achieve this by:-

Setting up safe systems of work - based on risk assessments - which will either eliminate or reduce hazards to acceptable levels in accordance with the approved guidelines and codes of practice. These systems will be supported - as a last resort –by the provision and maintenance of Personal Protective Equipment providing information and training and through the development of a 'safety culture' throughout all levels of our organisation.

11.0 Testing of Lifting Gear

In addition to our general duties under S.2 of the Health and Safety at Work Act 1974, there are relevant specific requirements in the Factories Act 1961:-

All chains, ropes and lifting tackle (chain slings, rope slings, rings, hooks, shackles and swivels) are:-

tested and thoroughly examined by a competent person before being used for the first time.
thoroughly examined every six months.
are of good construction, sound material, adequate strength and free from patent defects.

We will ensure that all lifting equipment used at our clients premises are thoroughly examined and tested by a competent person or organisation at the required intervals.

12.0 Display Screen Equipment

We will take all reasonable steps to secure the health and safety of our employees who work with display screen equipment (DSE).

We acknowledge that health and safety hazards may arise from the use of such equipment, and it is our intention to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health it is appreciated that some employees may have genuine reservations and concerns.

We will seek to give information and training to enable a fuller understanding of these issues. In particular we will:-
carry out an assessment of DSE activities. take such actions as are appropriate in the circumstances to minimise any identified risks to our employees who use DSE equipment.

13.0 Electricity at Work

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment, we acknowledge that work on electrical equipment can be hazardous and it is therefore our intention to reduce the risks as far as is possible. In particular we will ensure that:-

only competent people are permitted to maintain electrical equipment.
wherever practicable, electrical equipment will be switched off whenever any maintenance work is required to be carried out
electrical equipment will be periodically inspected by competent people, any equipment found to be defective will be withdrawn from use for repair or disposal.

14.0 Alcohol and Drug Abuse

The consumption of alcohol or drugs immediately prior to work and during work by our employees is not permitted. Alcohol and drugs impair physical and mental alertness and ability and significantly increase the likelihood of accidents and unsafe working practices.

Our employees are aware that certain prescription drugs can also affect their ability.

We are committed to providing a safe and healthy working environment and we recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work. This policy, which applies to all employees, aims to:

promote the health and well being of our employees and to minimise problems at work arising from the effects of alcohol or drugs
identify employees with possible problems relating to the effects of alcohol or drugs at an early stage
offer employees known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

Any employee whose over indulgence of alcohol on one or more occasion is believed to put himself/herself or others at an increased risk of accident or injury, will be deemed to be in direct contravention of his/her terms and conditions of employment and, at the discretion of the management will be subject to disciplinary action which may result in dismissal.

15.0 Noise

Under the Noise at Work Regulations 1989, three noise "action levels" are defined:

The first action level establishes a daily personal noise exposure of 85dB(A).
The second action level establishes a daily personal noise exposure of 90dB(A).
The third action level is a peak action level of 140dB(A) and is likely to be linked with the use of cartridge operated tools, guns and similar loud explosive noises.

Irrespective of action levels we seek to reduce the risk of damage to the hearing of our employees to the lowest level reasonably practicable.

Where it is not reasonably practicable to reduce the level of noise by engineering or other methods, we supply to our employees, such protective equipment as is necessary to ensure that the risk of damage caused by noise is reduced.

16.0 Eye Protection

We are committed to ensure that the eyes and eyesight of all our employees and visitors, and our subcontractors are protected as far as is reasonably practicable. In particular we will ensure that:-

where appropriate, areas will be designated as 'eye protection areas'
all our employees and visitors and subcontractors comply and co-operate with any instruction, whether verbal, in writing or via appropriate signage, which seeks to protect the individuals eyes and eyesight.
work involving the use of hand tools, hammers, chisels, etc., or power driven portable tools will not be carried out without our employees being equipped with and wearing suitable eye protection or, where appropriate a shield. Eye protectors are supplied to our employees on an individual basis where required and we maintain additional supplies of equipment to replace those items which are lost, damaged or destroyed.

17.0 Housekeeping

Poor standards of housekeeping often cause employees to 'slip, trip or fall', and are consequently one of the most common causes of accidents and injury at work. Many workplace fires are either caused or made worse by poor housekeeping standards.

We recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean up as you go' will always be the preferred option.

18.0 Fire Prevention

We are committed to ensuring that any risk of fire at our premises and those of our clients is minimised so far as is reasonably practicable. We acknowledge that despite this commitment it cannot be assumed that fire will never break out and therefore we will develop and maintain such emergency procedures as are appropriate in the circumstances both in our offices and on our Client's premises. In particular we will ensure that:-

a Risk Assessment is carried out to highlight potential fire risks.

procedures are in place to deal with the breakout of fire.

means of escape are maintained at all times

fire alarm systems and fire-fighting equipment are regularly tested, serviced and maintained in accordance with the requirements laid down in our Fire Certificate.

planned emergency evacuations are carried out periodically.

19.0 Fire Procedures

On our Client's premises, contract engineers will ensure that all our operatives and sub-contractors are aware of the fire procedures applicable to that site.

In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on discovery of any fire however small; *Konect Electrical Services Ltd* refutes the notion that the alarm should be raised only in the event of a "large" fire.

All employees are empowered to raise the alarm if they believe there is a fire, no authority should be sought from any other person. We will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

we do not require our employees to attempt to extinguish a fire, but extinguishing action may be taken if the employee feels competent and safe to do so.

20.0 Accident Reporting and Investigation

It is our policy to investigate all accidents, injuries, diseases and dangerous occurrences, to record and report them where appropriate and to formulate action plans to prevent recurrences of a similar nature. Near misses will also be investigated to identify potential risk areas and conditions and wherever possible, measures will be taken to minimise the likelihood of the incident re-occurring.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, we are obliged to notify the enforcing authority at the earliest opportunity of any:-

fatal injuries to our employees or other people in an accident connected with our business.

major injury to our employees or other people in an accident connected with the business.

dangerous occurrences listed in the Regulations.

We will also send a written report to the enforcing authority within 10 days of any notifiable incident and also of:-

any other injury to an employee which results in their absence from work or being unable to do their normal work for more than three days (including days which would not normally be working days).

any of the cases of ill health listed in the Regulations.

21.0 Accident Reporting Procedure - Visitors/Contractors

Any non-employee who has or becomes involved in an accident or near-miss whilst on our premises should report the incident immediately to the person responsible for his/her presence on site. If the contact person is not available, the visitor/contractor should inform a responsible person to ensure that the relevant information is passed on.

22.0 Accident Reporting Procedure – Clients Premises

Any employee or appointed sub-contractor who has or becomes involved in an accident or near-miss whilst on our clients premises should report the incident immediately to the person responsible for his/her presence on site. If the contact person is not available, they should inform a responsible person to ensure that the relevant information is passed on.

Any accident or occurrence should also be reported to the responsible contracts engineer who in turn should report to the Safety Officer who will ensure the incident is properly recorded in accordance with the procedures in this safety policy.

23.0 Accident Books

All accidents must be recorded in the *Konect Electrical Services* Accident Book and the Clients Accident Book if the accident happened on a clients site. The Safety Officer will periodically review the accident book in order to identify the number and type of accidents, which have occurred.

All near misses must also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

24.0 First Aid

We are committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries occurring at work. In particular we will ensure that:-

appropriate first aid training is given to those of our employees who agree to become 'First-Aiders'.
adequate and suitable stocks of First Aid equipment are supplied and maintained by the company secretary.
anybody who is injured or becomes ill whilst on our premises is taken to the nearest available medical help, by the swiftest means - if necessary an ambulance will be summoned.

In an emergency situation, our trained and appointed First Aiders are empowered to 'take charge' of the situation and decide what is best for the injured or ill person.

25.0 First Aid Arrangements

We will provide, or will ensure that provision is made for such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to our employees if they are injured or become ill at their place of work.

All our service vehicles are supplied with appropriate first aid equipment, but assistance may be requested from our customers if serious accidents occur.

26.0 Substances which are inherently or potentially dangerous

We will, in accordance with the Control of Substances Hazardous to Health Regulations 1994, assess as far as possible the exposure of our employees to all substances hazardous and potentially hazardous to their health encountered whilst at work, this includes the provision (where necessary) of adequate respiratory and other forms of personal protective equipment.

We acknowledge that no substance can be considered completely safe and therefore everything practicable will be done to ensure that our employees are not exposed to substances potentially hazardous to their health. In particular we will ensure that:-

hazardous substances are used only when safer alternatives are not available or appropriate.
engineering solutions are implemented where practicable to minimise the exposure of our employees to the effects of hazardous substances.

where exposure cannot be adequately controlled by engineering or other means, appropriate personal protective equipment will be provided to employees and visitors to our premises or working on our clients site.

Information is obtained from the suppliers of hazardous substances, and COSHH assessments carried out, the relevant details are made available to our employees to enable them to understand the reasons why precautionary measures are sometimes needed.

We will ensure that any personal protective equipment provided for the use of our employees, conforms to relevant British and European standards and is appropriate and suitable for the job.

We will ensure that all hazardous and potentially hazardous materials and substances are stored and handled safely by our employees in accordance with relevant guidance and instructions as may be applicable to that material or substance.

27.0 Protective Clothing And Equipment

We will provide Personal Protective Equipment when the risk presented by a work activity cannot be adequately controlled by other means, in doing so we acknowledge that health and safety hazards will have already been identified. It is our policy to ensure - through the proper use of PPE that the hazards are reduced to the lowest level practicable. In particular we will ensure that:-

The contract managers' will identify from the findings of the risk assessments whether PPE is required and from this issue appropriate PPE.

any PPE supplied provides the maximum protection for the particular hazard.

employees are given such information and instruction as is necessary to enable them to understand the importance of wearing PPE where required.

where appropriate, training is given to our employees to enable them to wear and maintain items of PPE correctly.

ensure that any personal protective equipment provided is maintained in relation to any manner which it is reasonably foreseeable will affect the health and safety of our employees in an efficient state, in efficient working order, in good repair and in hygienic condition.

Suitable instruction information and training has been given to all our employees who have cause to wear personal protective equipment. All our employees who have been provided with personal protective equipment will:-

Make full and proper use of that personal protective equipment; and will forthwith report to us any loss of or obvious defect in that personal protective equipment.

28.0 Young Persons

It is our policy to carry out a Risk Assessment before we employ young people, to ensure any risks are identified and addressed. In particular we will take into account:-

- the inexperience and immaturity of the young person.
- their lack of awareness of risks to their health and safety.
- the nature, degree and duration of any exposure to biological, chemical or physical agents.
- the form, range, use and handling of work equipment.

We are aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

29.0 Pupils and young persons on work experience

We will take all reasonable steps to secure the health and safety of young persons who may be placed with us on work experience programs. There will be thorough preparation before pupils/students arrive, enabling a risk assessment to be undertaken of any hazards to which they may be exposed.

30.0 Temporary and Casual Staff

It is the policy of *Konect Electrical Services Ltd* to protect the Health and Safety of all its employees, including those who work for us for relatively short periods of time. With regard to Temporary and Casual employees in particular, we will ensure that:-

- they are informed of any special skills, qualifications or requirements that are needed to enable them to function safely and without risk to health.

31.0 Visitors to Our Offices or Work Sites

It is our responsibility to ensure the health and safety of all persons who come into contact - either directly or indirectly - with our work activities. In particular we will:-

- inform our visitors and sub-contractors of any particular hazards which they might expect to encounter during their time on-site, and
- inform them of any precautions that they should take.

32.0 Sub Contractors

We will plan, co-ordinate, control and monitor the activities of Sub-Contract Companies to effectively minimise the risks presented to our employees, other persons on site and the public. In particular we will ensure that:-

- Only sub-contractors who have proved themselves able to discharge their primary responsibility - to safeguard their employees and other persons who may be affected by their undertakings and on our Approved List of Contractors will be maintained. The list will be controlled by the Safety Officer and will be periodically reviewed. Sanctions will be applied to Contractors as a result of poor health and safety performance including written warnings, suspension, financial penalties and removal from the approved list.

33.0 Working Alone

We will assess the hazards and risks associated with lone-workers and take steps to minimise them so far as is reasonable practicable. In particular we will:-

- ensure that 'plant' used by lone workers is properly maintained.
- consider any special training which may be required for lone workers.
- ensure that communication is established with lone worker which is appropriate to the circumstances.

34.0 The Provision of Information, Instruction, Training and Supervision

Under the Health and Safety at Work Act 1974, we will provide as much information, instruction training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees. In particular:

- The Managing Director is responsible for identifying and implementing health and safety training.
- All our new employees are informed and trained as necessary with regard to Company safety rules and procedures
- All our existing employees are informed and trained as necessary with regard to any changes or modifications to current Company safety rules and procedures
- If our employees are transferred or promoted from one job to another they are not allowed to start that new job until and unless they have received training and instruction sufficient to enable them to perform the job without risk to their health and safety.
- An up to date record of all health and safety training is to be kept by the company.

All our employees are made aware of the actions to be taken in an emergency i.e. Fire or Serious Injury.

35.0 Induction of New Employees

In order to protect the health and safety of our new employees, we will provide essential health and safety information and advice, which will be incorporated into their initial induction training. This training will commence on the first day of their employment. In particular we will ensure that new starters are made aware of:-

- what to do in an emergency situation - Fire for example.
- where and from whom they may obtain First Aid assistance.
- any hazardous substances which they may encounter during their work.
- the circumstances in which PPE should be worn - and where to obtain it.
- where to go and who to ask for advice and assistance generally.

36.0 Portable Electrical Appliance Testing

Section 2 of the Health and Safety at Work Act 1974 requires employers to provide and maintain plant that is, so far as is reasonably practicable, safe and without risks to health. The Electricity at Work Regulations 1989, made under the H.S.W.A., impose more detailed duties.

One small part of the E.A.W.R., deals in particular with the care, repair and testing of portable electrical equipment. The term 'portable' is used in its broadest sense. It encompasses equipment, apparatus and appliances, which are essentially movable or transportable and which are connected to an electrical supply, when in use, by way of a flexible cable.

Extension leads, with or without plug sockets, are also included. In one way or another, all electrical systems are covered by the E.A.W.R.

All our electrical equipment items are regularly examined and tested by competent people thus minimising the risk of injury to our engineers.

37.0 The Provision and Maintenance of Plant and Systems of Work

Effective and suitable provision will be made by us to ensure that all plant and equipment that we use whilst on clients site are adequate and appropriate to the job.

We will make effective and suitable provisions to ensure that all plant and equipment in use by our staff is maintained and serviced as necessary so as to ensure as far as is reasonably practicable the risk of injury to our employees or others which would result if the plant and equipment were not so maintained.

It is the duty of all our employees to bring to the notice of our Contracts Manager/Service manager any failure of, or damage to any item of plant or equipment which would create a hazard or risk to the health and safety of our employees or others whilst on site.

38.0 Audit Procedures

A Health and Safety Audit is carried out periodically (at least once per year) to assess the effectiveness and reliability of our safety systems, the audit is comprehensive and examines all components of the documents and safety management system. Including:-

A complete review of the Plant and Equipment to evaluate any additions, modifications, or obsolescence that may warrant new safety measures including guarding and safe systems of work.

A review of all processes to determine if current safe guards and safe working systems are still adequate and followed.

A review of current legislation, with updates if required.

Consultation with Employees

In line with Health and Safety (Consultation with Employees) Regulations 1996, the employees, both office and site based are brought together on a regular basis; during these meetings health and safety issues are discussed. Any issues identified are by then progressed by the management team.

Manual Handling

The company recommends the avoidance of any hazardous manual handling practices as far as is reasonably practicable. The contract managers will assess the risk of injury from any hazardous manual handling practices that cannot be avoided. Guidance for safe lifting practice can be found in appendix 1, 'Manual Handling (A short guide for employers) page 8 & 9 section 7.

Workplace

Workplace inspections are to be carried out by the Managing Director or Contract Managers.