



COMPANY POLICY FOR HEALTH & SAFETY AT WORK

		Approved by
Prepared by:	Paul Ward	
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NOTE: - This Policy must be read in conjunction with the published Local Safety Arrangements, Advice and Information published for (i) Unit 17 (Offices) and (ii) Units 16 / 10 (Works). This Policy will be reviewed as often as appropriate.

It is the Company's Policy to ensure and recognise that the health, safety and welfare at work of all employees, whether on the Company's premises or carrying out Company business elsewhere is primarily the Management's responsibility and that, further, a duty of care extends to other persons whilst they are on Company premises.

The Managing Director has ultimate authority and responsibility in relation to health and safety topics. Responsibility for implementing this policy on a day-to-day basis is delegated to the appointed Safety Committee. All Line Managers and everyone in the Organisation responsible for other people carries as a primary job function the duty to safeguard their welfare, health and safety whilst at work.

The Directors recognise their responsibility under the Control of Substances Hazardous to Health Regulations 2002. A COSHH evaluation has been carried out to ensure that any risks associated with the use or handling of any hazardous materials are minimised. The Company has also carried out assessments and taken appropriate steps in accordance with the various Health & Safety at Work Regulations 1999 (Management of Health & Safety at Work, Work Equipment, Manual Handling, Workplace, Personal Protective Equipment and Display Screen Equipment). These situations will be revised periodically or whenever the introduction of new substances is envisaged or working practices change. The Competent Person appointed by the Company, as required by the Management of Health & Safety at Work Regulations 1999, to assist in the implementation of health, safety and welfare statutory requirements is Mrs Caroline Hay.

The Management Team will do all in their power to ensure as far as is reasonably practicable:

1. The provision and maintenance of a safe place of work with proper access together with the provision of equipment, materials, clothing and methods of work incorporating safety precautions which minimise risks to health or safety.
2. That the processing, handling, storage and transport of materials and equipment can be achieved without hazard.
3. Periodic checks are carried out to monitor and control adherence to statutory requirements, Codes of Practice and Company standards relating to safety, health and welfare in the workplace, taking any necessary steps to eliminate potential or actual hazards
4. The provision of such information, instruction, training and supervision necessary to ensure the health and safety at work of employees and the safety of others who may be affected by their actions. New starters will receive appropriate training covering health and safety at work topics.
5. The thorough investigation of all accidents and near-misses with a view to preventing their recurrence.
6. That contractors and other visitors to the Company premises are made fully aware of and comply with the Company's safety policy, standards and regulations. Prior to any contractor undertaking work on the Company's premises the contractor's competence will be assessed and a safety assessment will occur to evaluate any risks which may be posed to AERCO Limited employees by the contractor's work or personnel, and vice versa.

7. That first-aid facilities, fire precautions, fire-fighting equipment and the emergency evacuation procedure are regularly examined and, if necessary improved.

EMPLOYEES

Each employee is expected to conform to company policy and regulations on health and safety topics and to recognise their responsibility in law for their own safety and that of colleagues. Further, employees are expected to help and co-operate in achieving safe and hazard-free working areas and operations. Specifically, employees must comply with the following:

1. All precautions, protective clothing and equipment prescribed in an approved method of work must be applied as directed.
2. Only personnel who are trained and authorised to use equipment, machinery or vehicles may do so, provided always that the item is in a safe and proper working condition, and that any guarding and other precautions are operating.
3. All employees have a duty to bring to the Company's attention via their Manager or one of the appointed Safety Officers any work situation which they consider represents an immediate danger to health and safety or any item that the employee reasonably considers to be a shortcoming in health and safety precautions.
4. All equipment, work and storage areas, gangways and staff facilities should be maintained in a clean and tidy condition.
5. All machinery, power supplies and materials must be left in a safe condition when unattended or when work ceases.
6. Repairs and adjustments to equipment or machinery may only be carried out by those who are qualified and authorised to do so.
7. Any dangerous or injurious incident must be reported at the earliest opportunity to a Manager and appropriate details recorded in the Treatment and/or Accident Book.
8. Misuse or interference with any item provided in the interests of safe and healthy working conditions will be treated as serious misconduct.
9. Practical joking, horseplay or reckless behaviour which might endanger others are forbidden. Examples include throwing things, tripping up other people, directing a compressed air jet at someone or any act which may startle or distract other employees.
10. While working at a client's or away based premises, employees must comply with all of the laid down safety policies, procedures and precautions operating at that site.

In conclusion, each employee is required to conform to the Company's policy and regulations on Health & Safety topics and to be responsible for his or her own safety at work and that of colleagues.

The Company will consult with its employees on appropriate occasions via the elected employee Safety representatives in accordance with the requirements of the Health & Safety (Consultation with Employees) Regulations 1999. In this regard, senior Management welcomes employees' suggestions designed to eliminate potential hazards and to improve safety standards at work. The Board of Directors will give full backing to this policy and will support all those who endeavour to carry it out.