



OCCUPATIONAL HEALTH & SAFETY POLICY STATEMENT

James Carroll - Builders & Contractors

The Management Team of James Carroll - Builders and Contractors (Carroll Ltd.) is committed to the prevention of injury and ill health and the achievement of continual improvement in Occupational Health and Safety (OH&S) Management and OH&S Performance. The key Company Goal in this respect is to eliminate accidents and harm to people, the environment and the business.

To support and promote the requirements of the Company's Occupational Health & Safety Policy the Directors will provide suitable financial and physical resources and take all reasonable courses of action to stimulate and encourage the highest standards of Health and Safety at work by:

- a) Ensuring that the Organisation meets or exceeds the minimum legal requirements of all applicable OH&S Legislation
- b) Complying with the protocols and practices specified by the BS OHSAS 18001: 2007 Occupational Health and Safety Management System Standard and all Other Requirements to which it subscribes, such as codes of practice, relating to its OH&S Risk Assessments
- c) Setting Objectives and Targets in a formal Management Programme to drive Continual Improvement of OH&S Performance
- d) Ensuring that safe systems of work are adopted by staff and others carrying out work on behalf of the Company
- e) Providing instruction, information, training and supervision, as necessary, to ensure the Health and Safety of staff and others
- f) Ensuring that all equipment provided by the Company is suitably maintained and safe for use
- g) Investigating all accidents and OH&S incidents with a view to improving and/or minimising the risk element
- h) Appointing a Health & Safety Officer and ensuring that active OH&S consultation takes place with employees on matters such as the resolution of hazards or problems arising; the planning and implementation of changes to the workplace and infrastructure; other OH&S improvements
- i) Expecting and requiring from any subcontractors that may be used, full compliance with the Company's OH&S Policy requirements and their site-specific obligations

All personnel will be given training and guidance in OH&S policy and 'best OH&S practice', as appertaining to the business. New personnel will receive such instruction during their Employment Induction.

This Policy will be reviewed at the regular Integrated Management System Review Meetings and implemented via adherence to the processes and practices of that System and through the use of formal Corrective and Preventive Action processes.

This OH&S Policy Statement will be communicated within the Company: to staff by way of Induction and periodic briefings; to on-site subcontractors, as work pre-requisite; and will also be made freely available to the Public on request. A copy of the Company's full Health and Safety policy document will similarly be made available.

Signed:

Date: 9th August 2016

Managing Director

JAMES CARROLL-BUILDERS & CONTRACTORS OCCUPATIONAL HEALTH & SAFETY POLICY

1.0 CHAIN OF RESPONSIBILITIES

1.1 Managing Director

It is the responsibility of the Managing Director to:

- Initiate the company policy for Health and Safety to prevent injury or ill health to all its employees and other who may be affected by its work activities.
- Ensure that all managers are aware of their responsibilities under current legislation and that each administers and promotes the requirements of the Carroll Limited Safety Management System.
- Ensure that material and financial resources are available to meet the requirements of the safety policy.
- Provide the necessary training at all levels of the organisation, to ensure that competency levels are maintained to industry standards and that all employees carry out their duties in a safe and responsible manner.
- Set a personal example to the workforce when visiting projects by wearing the appropriate personal protective equipment.
- Ensure compliance with the Safety Management System by periodically monitoring its effectiveness.
- Implement arrangements necessary to meet the requirements of this policy, and review the effectiveness of this policy by means of periodic consultation between all levels within the organisation.
- Implement provisions for consultation between all levels of the organisation on issues regarding Health & Safety, ensuring that all employees are informed of all policy or legislative changes.

1.2 Safety Consultants

It is the policy of James Carroll - Builders and Contractors (Carroll Limited) to, when necessary, employ external Safety Consultants. The requirements of these said consultants will be to:

- Familiarise themselves with the Carroll Limited Safety Policy and operating safety procedures.
- Promote the use and requirements of these documents at the workplace.
- Conduct safety inspections/audits on Carroll Limited sites and other workplaces when required.
- Inform Carroll Limited immediately of any serious breach of statutory regulations.
- Actively promote Safety, Health and Welfare and set a good example to all site personnel, in particular in the use of personal protective equipment.

1.3 Site Managers

It is the responsibility of the site managers to:-

- Ensure, before work commences, that all necessary risk assessments are in place and are adequate for the nature of the works being undertaken.
- Ensure, before commencement of work activities, that Safety Method Statements have been developed, procured or obtained.
- Ensure Safety Method Statements are received and correctly implemented at all levels of the workforce.
- Develop and implement site specific Project Health and Safety Plan and where relevant Project Lifting Plans before commencement of work activities.

- Ensure Project Safety Plans and Project Lifting Plans are authorised by a Senior Manager before commencement of work activities.
- Ensure all operational personnel obtain suitable induction training before commencement of work activities.
- Review and implement regular workplace safety training.
- Familiarise themselves with the company Safety Policy and Safety Procedures.
- Actively promote Safety, Health and Welfare.
- Set a personal example at all times in particular in the use of personal protective equipment.
- Advise their senior manager of any reportable accident or dangerous occurrence.
- Advise their senior manager of any H.S.E. activity.
- Take immediate action to rectify any contravention or recommendations received from the HSE.
- Review all site safety inspection reports, ensure implementation of items raised, and when requested confirm to their manager that implementation has taken place.
- Report to their senior manager any blatant or persistent disregard of safety matters.
- Ensure adequate and suitable personal protection equipment (PPE) is available for use on projects under their control.
- Ensure the availability of safety checked plant and equipment for use when required, for use in conjunction with the correct PPE.
- Implement procedures to discipline and, if necessary, dismiss individuals who persistently disregard safety matters.
- Where applicable undertake periodic, formal safety inspections to ensure that the requirements of the company safety policy are being maintained.
- Ensure sub-contractors are fully aware of the company safety policy and the high standard of safety required from them.

1.4 Foreman/Supervisors/Charge-hands

These personnel have a responsibility to:

- Report and bring to the attention of site management any blatant disregard of acceptable safety standards.
- Always ensure that on site personnel are aware of the contents of their risk assessments or method statements before allowing them to start work.
- Ensure safe access to and from all places of work is maintained.
- Maintain a tidy well organised workplace.
- Ensure suitable personal protective equipment is available, maintained and used.
- Ensure the welfare facilities are regularly cleaned and kept fully stocked.
- Co-operate fully with any requirement or advice given by the Health and Safety Executive and visiting safety consultants.
- Participate if requested in Safety Induction Training when undertaken.
- If requested ensure all statutory registers, forms and registers are completed as and when necessary.
- Actively promote Safety, Health and Welfare.
- Set a personal example by wearing appropriate safety equipment, i.e. safety helmets, safety footwear etc. when at the workplace.
- Ensure all accidents are recorded as specified within the company's accident reporting and recording procedure.

1.5 Employees

All employees have a responsibility to:-

- Exercise reasonable care for the health and well-being of themselves and others who may be affected by their acts and omissions.
- Co-operate with their employer in all matters relating to Safety, Health and Welfare.
- Work within any method statement or risk assessment which applies to their work operations.
- Report any accident or dangerous occurrence to their employer.
- Wear items of personal protection equipment when required or when instructed.
- Report any defective plant or equipment to their employer.
- Refrain from horseplay, disorderly behaviour, alcohol use or any other activity which could cause personal injury or injury to others.

1.6 Summary (applicable to everyone)

All Employees are reminded of their duties under Section (7) of the Health and Safety at Work Act 1974 to take care of their own safety and that of other employees and persons who may be affected by their work, and also to co-operation with their employer so far as is necessary to enable them to carry out their own responsibilities successfully

Appended Acknowledgement Form to be signed-off

OCCUPATIONAL HEALTH & SAFETY POLICY – ACKNOWLEDGEMENT FORM

(To be signed by the employee and returned to the Office Manager)

I confirm that I have read the James Carroll-Builders & Contractors Occupational Health & Safety Policy Document and that I understand and will comply with the protocols and requirements outlined therein.

Name of employee:
(Please print name)

Signed:

Date: