

## 1. HEALTH AND SAFETY POLICY

### Aims of Section

- To provide the Company with a general policy statement regarding Health and Safety
- To identify who is responsible for which areas of Health Safety and at which level
- To specify arrangements for ensuring there are adequate Health Safety standards amongst the Company's employees
- To provide information on the most common hazards found on a construction site

### Summary

This manual requires the completion of information at relevant points. Where information is required it is identified by words which are in **CAPITAL LETTERS** and **bold**. At this point you should write in the appropriate information.

- In this section, careful thought is needed as to who should undertake and be responsible for the various functions. It is appropriate that the Managing Director, or equivalent, of the business fills in this section and agrees the arrangements with the relevant staff
- Persons chosen for the various responsibilities should be selected based upon ability and interest. Training should be provided where necessary

## 1. HEALTH AND SAFETY POLICY

### General Statement of Policy

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

**SIGNED:**

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**POSITION WITHIN COMPANY:**

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**DATE:**

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**REVIEW DATE:**

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**1. HEALTH AND SAFETY POLICY**

**Responsibilities for Health and Safety Planning, Implementation, Monitoring, Reviewing and Communication**

**Overall Responsibility**

Overall and final responsibility for health and safety in the Company is that of:

**POSITION WITHIN COMPANY:** .....

It is their responsibility to ensure that adequate resources (human, financial, time and equipment) are made available. In addition they shall ensure that the planning for health and safety, including the monitoring and reviewing of procedures by managers of the company are carried out. It is also their responsibility to ensure that Health and Safety risk assessments are undertaken.

**Day to Day Responsibility**

The person responsible for communicating health and safety, monitoring and implementing the policy on a day-to-day basis is:

**POSITION WITHIN COMPANY:** .....

and in their absence the responsibility falls to:

**POSITION WITHIN COMPANY:** .....

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**Employees' Responsibility**

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health or safety problem, which they are not able to rectify, they must straight away tell the Site Manager or Supervisor.

**Special Responsibilities**

**Health and Safety Training**

The person responsible for keeping training records, assessing training needs and arranging for it to be carried out is:

**POSITION WITHIN COMPANY:** .....

**Accident Investigations**

The person responsible for carrying out accident investigations is:

**POSITION WITHIN COMPANY:** .....

**General Arrangements**

**Accidents**

The first aid box is located

**LOCATION:** .....

and the position of the person responsible for ensuring that the first aid box is full is:

**POSITION:** .....