

# **HEALTH AND SAFETY POLICY**

Jan 2020

## FOREWORD

*EMF Contracting is committed to high standards of Health and Safety throughout the Company and it is the Policy to create a working environment that is, so far as is reasonably practicable, free from risks which could affect any persons.*

*To be effective this Policy requires the commitment and active involvement of all Directors, Managers, Supervisors and Employees in the generation of safety awareness, competence and positive attitudes in undertaking our work activities with continuously improving safety performance.*

*Our key objectives are, so far as is reasonably practicable, to prevent all accidents and injuries at the workplace, conserve the environment and avoid damage to property and equipment.*

Managing Director



Date: 24-01-2020

# **HEALTH AND SAFETY POLICY STATEMENT**

## **GENERAL POLICY**

This statement of the Health and Safety Policy recognises EMF Limited's obligations under the Health and Safety at Work Act 1974, Section 2(3). EMF Limited will conduct its activities to ensure that we:-

- Protect the health and safety of all employees and others who may be affected by our activities.
- Meet the duties as an Employer to do all that is reasonably practicable to prevent accidents, injuries or damage to health.

EMF Limited will also, so far as is reasonably practicable:-

- Develop a Company Policy on Health and Safety matters related to work activities and the requirements of this statement.
- Set standards that comply with all relevant statutory requirements relating to health and safety with regard to the effect on employees, customers, contractors, visitors and members of the public.
- Provide and maintain safe working environments that are without significant risk to health and welfare.
- Safe guard employees and others from foreseeable hazards associated with work processes and working systems.
- Ensure that when new substances, plant, machinery, processes or premises are introduced, that adequate information, instruction and supervision is provided so that safe methods of work are developed.
- Ensure that all work is adequately assessed for risks to health and safety and that the identified control measures are implemented, reviewed and maintained.
- Train all employees to be aware of their own responsibilities in respect of the relevant health and safety matters affecting their work function. Also, ensure that they participate in the prevention of accidents and co-operate with the measures taken to prevent industrial disease.
- Ensure that contractors carrying out works are informed of known workplace hazards; relevant standards; and are trained in the Company procedures as necessary; and that systems are established for monitoring compliance.

- Promote good health and prevent occupational and non-occupational disorders and diseases.
- Co-operate with the appropriate Enforcing Authorities and Technical Organisations to ensure that policies and procedures are updated in line with new statutory and 'best practice' standards.
- Establish arrangements for employee consultation on health and safety to maintain effective consideration of the company standards and their implementation.
- Appoint a competent person to assist the company to meet the requirements and prohibitions of the relevant statutory provisions relating to health, safety and welfare.
- Ensure that these objectives are being fulfilled by the company through internal auditing activities.

## APPLICATION

This Policy applies to, and must be enforced by, **ALL** Directors, Managers, and Supervisors and be observed by all employees of EMF Limited. The Safety Management Control Documentation is structured as indicated.



**NOTE**

**This statement of General Policy on Health and Safety at work and organisation, plus arrangements for implementing the policy, is made under section 2(3) of the Health and Safety at Work Act 1974 and is to be brought to the notice of all employees and contractors of EMF Contracting**

# **COMPANY RESPONSIBILITIES**

## **RESPONSIBILITIES**

The responsibility for determining EMF Limited's Policies on health and safety matters including the revisions of the Policy lies with the Directors of EMF Limited.

### **MANAGING DIRECTOR**

The Managing Director will as part of his duties establish and monitor the arrangements detailed below:-

1. Oversee the development and effectively communicate the Company Policy for health and safety in line with the Policy detailing the arrangements for all employees, contractors and visitors involved in the Companies working activities.
2. Oversee the development and provide training resources for all personnel with the Companies Safety policy including the procedures, instructions and guidance developed to ensure health and safety standards are implemented for all work activities.
3. Ensure that all work activities are adequately planned, organised and controlled.
4. Ensure that funds are available and that the structure is in place for the provision and maintenance of suitable plant, equipment, materials and personal protective equipment for all staff necessary to carry out their work activities.
5. Ensure all that all systems are in place to ensure that work/testing activities are assessed for risk and that the identified control measures are effectively implemented and supervised during the course of work activities.
6. Ensure that systems are in place so that all personnel are competent to undertake the work activities allocated to them by ensuring adequate training is provided.
7. Set company standards for health and safety in relation to existing and new statutory provisions relating to company activities.
8. Promote through procedural arrangements the effective participation of all employees and produce objectives for health, safety and welfare.
9. Approve where appropriate all procedures, instructions and guidance relating to health, safety and welfare.

## **DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY**

The Director responsible for Health and Safety (with assistance from the appointed Health and Safety Consultant) is responsible for formulating health and safety advice and guidance for the Company, and to advise the main board on all health and safety issues and development. The preparation of the health and safety information and guidance will ensure that the Directors and Managers have a full understanding of the issues involved in respect of all health, safety, welfare, fire protection and occupational hygiene matters etc. In addition, the Director responsible for Health and Safety will ensure that the Company are periodically audited for compliance with this policy and will monitor health and safety performance of each Company.

The Director responsible for Health and Safety will as part of his duties for the Company:-

1. Appoint an internal 'Competent Person' as a Company Health and Safety Representative to advise the Company on health and safety issues.
2. Appoint an external 'Competent Person' as Health and Safety Consultant to advise the Company on health and safety issues.
3. Formulate health and safety information and guidance for the Company to ensure that the Directors and Managers are aware of and fully understand the health and safety issues relevant to the Companies activities.
4. Establish and monitor arrangements to carry out inspections, audits and reviews of its Company's Policy and Safety Management systems.
5. Establish and monitor arrangements for identifying and recording health and safety performance to indicate compliance with the Companies procedures and instructions which includes accident investigations and ill health reporting.
6. Establish and monitor the Companies arrangement for employee consultation and review matters affecting their health, safety and welfare.
7. Establish, monitor and where appropriate provide arrangements to train and develop Company personnel in health and safety matters to ensure competence standards are maintained and enhanced.
8. Ensure the provision of appropriate welfare, fire protection, first aid and emergency arrangements for all work activities, both office and site based.
9. Establish and monitor arrangements for the appointment of competent and adequately resourced contractors to undertake work for the Company.
10. Establish and monitor arrangements for effective participation of all employees in health and safety issues through consultation and promotion of a pro-active health and safety culture.
11. Develop and establish the budget provisions to ensure that the Company meet their own standards for health, safety and welfare.





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12. Establish and maintain liaison arrangements with the appropriate Enforcing Authorities and Technical Organisations to ensure good relations. This will ensure a pro-active approach in achieving the Companies objectives for health, safety and welfare
13. Provide periodic reports on all above matters to the Board for review and act upon the instructions of the Board

## **DIRECTORS**

The Directors will create a healthy and safe environment for work by complying with the following requirements:

1. The development and issue of Company procedures, supporting guidance and instructions which set out the detail of how the policy is to be applied to all managers, supervisors, employees, contractors and visitors who are involved in work activities.
2. Allocation of sufficient resources to operate and maintain safe and healthy places of work and ensure that work activities are undertaken without risk to health and safety.
3. Ensure that all work activities are adequately planned, organised and controlled.
4. Provision of suitable plant, equipment, materials and personal protective equipment ensuring its proper use and maintenance.
5. Provision of adequate information on the hazards and risks involved in undertaking work activities. Also ensure that the necessary assessments of risk are undertaken and the implementation of control measures is effectively managed and supervised.
6. Provision of appropriate welfare, fire protection, first aid and emergency arrangements for each work activity.
7. Promotion of effective participation by all employees in joint consultation on health, safety and welfare matters.
8. Provision of effective training and development to ensure that all Managers, Supervisors and employees are competent to undertake the allocated work activities.
9. Provision of effective arrangements for the appointment of competent and adequately resourced contractors to undertake work for the Company.
10. Provision of effective arrangements to undertake the management of health and safety throughout the Companies premises and work locations to comply with statutory requirements and Company standards. Such arrangements will include the provision to take advice and guidance from the safety consultants and undertake regular inspections and audits of the Companies activities maintaining the appropriate records for statutory requirements and Company needs.
11. To ensure that instructions given by the Main Board, Health and Safety Director and Health and Safety Consultants are carried out effectively.

## **COMPANY SAFETY REPRESENTATIVE**

The appointed Company Safety Representative will ensure that the Health and Safety Policy is implemented and monitored by:

1. Advising Directors, Managers, Foreman, Electricians, Plumbers, Sub-contractors and employees on statutory requirements and Company standards.
2. Supporting and advising Managers, Supervisors and employees on health and safety related to their work activities, in particular the assessment of risks, development of method statements and health and safety plans where appropriate.
3. Ensuring that all records, reporting and documentation relating to health, safety and welfare and competency training, are established and maintained up to date.
4. Circulating copies of procedures, instructions, guidance and this policy in accordance with management requirements and maintaining the currency of such documents by overseeing their review and revision.
5. Providing support to Directors and Managers in complying with their health, safety and welfare duties.
6. Establish and monitor arrangements for identifying and recording health and safety performance, including accident investigations and ill health reporting.
7. Establish and monitor the Company arrangement for employee consultation and review matters affecting their health, safety and welfare.
8. Establish, monitor and where appropriate provide arrangements to train and develop Company personnel in health and safety matters to ensure competence standards are maintained and enhanced.
9. Ensure the provision of appropriate welfare, fire protection, first aid and emergency arrangements for all work activities, both office and site based after clear guidance has been provided by the Company Safety Consultants.
10. Establish and monitor arrangements for the appointment of competent and adequately resourced contractors to undertake work for the Company.
11. Establish and monitor arrangements for effective participation of all employees in health and safety issues through consultation and promotion of a pro-active health and safety culture.
12. Establish and monitor arrangements to comply with procedures and instructions relating to the recording and reporting of health and safety performance criteria.

## **HEALTH AND SAFETY CONSULTANTS**

The appointed Health and Safety Consultant will assist implementation and monitoring of the Health and Safety Policy by:

1. Advising Directors, Managers, Supervisors and Employees on Statutory requirements and Company standards.
2. Supporting and advising Managers, Supervisors and employees on health and safety related to their work activities, in particular the assessment of risks, development of method statements and health and safety plans.
3. Ensuring that all records, reporting and documentation relating to health, safety and welfare and competency training, are established and maintained up to date.
4. Circulating copies of procedures, instructions, guidance and this policy in accordance with management requirements and maintaining the currency of such documents by overseeing their review and revision.
5. Undertaking regular inspections and audits of the workplace to ensure that Managers, Supervisors and employees and contractors are complying with the appropriate Statutory and Company standards.
6. Providing support to Directors and Managers in complying with their health, safety and welfare duties.
7. Monitor arrangements for identifying and recording health and safety performance, including accident investigations and ill health reporting.
8. Monitor the Company arrangement for employee consultation and assist to review matters affecting their health, safety and welfare.
9. Where appropriate provide arrangements to train and develop Company personnel in health and safety matters to ensure competence standards are maintained and enhanced.
10. Advising on the provision of appropriate welfare, fire protection, first aid and emergency arrangements for all work activities, both office and site based.
11. Establish and monitor arrangements for the appointment of competent and adequately resourced contractors to undertake work for the Company.
12. Monitor arrangements for effective participation of all employees in health and safety issues through consultation and promotion of a pro-active health and safety culture.
13. Monitor arrangements to comply with the Company procedures and instructions relating to the recording and reporting of health and safety performance criteria.
14. Provide periodic reports to the board on all relevant matters utilising a standard format.

## **GENERAL MANAGERS**

The General Managers have the responsibility for ensuring that all work activities under their managerial control are executed in line with the requirements and standards set by EMF Contracting. In undertaking their duties, the following requirements will be met:

1. The requirements of the Company Policy, Procedures, Instructions and Guidance will be understood and applied to work activities.
2. All work activities will be planned, assessed for risks, controlled and monitored to ensure compliance with Company procedures and standards.
3. Adequate provision and resources will be made available so that work activities can be executed in compliance with statutory requirements and Company standards.
4. Contract organisation undertaking works for EMF Contracting are assessed as to their competence and resources before the work is contracted.
5. Ensure that employees are trained and competent to undertake the work activities allocated to them.
6. Ensure that, in conjunction with the Safety Representative, all necessary records and reports relating to health, safety and welfare are maintained to the appropriate standards.
7. Ensure that Company arrangements for employee consultation are effectively implemented.

## **CONTRACTS MANAGEMENT**

Contracts Management has the responsibility for ensuring that the work activities under his/her managerial control are executed in line with the requirements and standards set by EMF Contracting for health, safety and welfare. In undertaking the duties of Contracts Management the following requirements will be met:

1. Apply a working knowledge and understanding of the Company's Policy, Procedures, Instructions and Guidance relating to health, safety and welfare to the work activities of the Company.
2. Ensure that all work activities are planned, controlled and monitored to Company procedures and standards.
3. Ensure that adequate provision and resources are available so that work can be executed in accordance with statutory requirements and Company standards.
4. Ensure that contract organisations undertaking work for the Company are assessed as to their competence and resources to comply with Company standards for health, safety and welfare.
5. Ensure that Company employees directed to undertake work activities are competent and adequately trained.
6. Ensure that, in conjunction with the Company Safety Representative, all necessary records and reports relating to health, safety and welfare are maintained to the appropriate standards.
7. Ensure that Company arrangements for employee consultation are effectively implemented.
8. Understand the Company Policy, Procedures, Instructions and Guidance, and ensure that the necessary documentation is available for each contract.
9. Plan, assess for risks, control and monitor all work in accordance with Company standards.
10. Ensure that adequate provision is made within the contract for the health, safety and welfare resources necessary to comply with Company standards and statutory requirements.
11. Ensure that when working as a sub-contractor the Company receives the necessary information and documentation to ensure the establishment and maintenance of a safe and healthy working environment for Company employees and others affected by work activities.
12. Undertake the assessment of contractors appointed to execute work for the Company to ensure competency and adequate resource provision, to comply with Company standards.
13. Ensure that contractors are provided with the necessary information and documentation to meet Company requirements for safe and health working.



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14. Ensure that Supervisors and employees are implementing and monitoring Company standards and statutory requirements for health, safety and welfare for the work under their control.
15. In conjunction with the Safety Representative ensure that all appropriate documentation, records, reports and audits for each contract are established/ maintained.
16. Ensure that Company standards are adequate to meet all work activities by highlighting deficiencies, errors etc. through the management line.
17. To ensure that instructions given by the Main Board, Health and Safety Director and Health and Safety Representative are carried out effectively.

## **FOREMAN ELECTRICIANS/PLUMBERS/SUB-CONTRACTORS**

Foreman electricians/plumbers, Sub-contractors in the course of their duties, will:

1. Ensure that they understand the Company's Procedures, Guidance and Instructions related to their work.
2. Ensure that they implement the requirements of the Company to establish and maintain a safe and healthy environment, free from risks, for their workforce.
3. Ensure that before work commences the necessary planning, assessment of risks and control measures are implemented in line with the Company Policy.
4. Ensure that the workforce is monitored for compliance with statutory requirements and Company standards, and records are maintained.
5. Ensure that employees and contractors are competent to undertake the work allocated to them.
6. Ensure that any necessary training is provided to establish/enhance competency.
7. Maintain the necessary records and reports in accordance with Company procedures.
8. Seek advice from the Safety Representative or Safety Consultant on risk assessment or method statement development for high risk activities or other appropriate circumstances.
9. Ensure that they are competent to undertake the work allocated to them and not to take any action that may be a danger to themselves or others.
10. Ensure that those who are assigned to them are adequately supervised and monitored.
11. To report any accidents or incidents at the workplace to the Company so the necessary procedures can be followed.
12. To prohibit work proceeding in the event that a dangerous situation could arise affect the safety of themselves, employees or members of the public.
13. To assist in the monitoring and review of the Company Policy when requested.
14. To attend the relevant safety committee meeting when requested to so.





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## **EMPLOYEES / ELECTRICIANS/PLUMBERS/SUB- CONTRACTORS**

Employee/electricians/plumbers/sub-contractor in the course of their duties, will:

1. Understand, as far as it affects their job role, the requirements of the Company's Procedures, Guidance and Instructions, and apply them to their work Activities.
2. Ensure that all employees under their control comply with statutory requirements and Company standards when undertaking work.
3. Undertake any training or development necessary to refresh or enhance their job competence.
4. Ensure that they follow the site rules of the Principal Contractor which they are working on behalf of.
5. Ensure that **ALL** accidents or dangerous occurrences are reported to their Supervisor so that the Company accident procedure can be implemented.
6. Ensure that they are competent to undertake the work allocated to them and not to take any action that may be a danger to themselves or others.
7. Follow the guidance of their Managers and Supervisors.
8. Wear the necessary personal protective equipment and ensure that it is maintained in good order and replaced when required.
9. Ensure that they sign that they have received the necessary personal protective equipment.
10. Only operate plant and equipment you have been trained and instructed to do so.
11. To report all defects of plant or equipment to your supervisor immediately and to cease the use of such equipment until rectified.
12. Maintain Company vehicles in a road worthy condition, free from damage and defect.

## **OFFICE STAFF**

Office Staff, in the course of their duties, will:

1. Understand, as far as it affects their job role, the requirements of the Company's Procedures, Guidance and Instructions and apply them to their work activities.
2. Comply with all statutory requirements and Company standards when undertaking work, as indicated by their Supervisor.
3. Ensure that they are competent to undertake the work allocated to them and not to take any action that may be a danger to themselves or others.
4. Undertake any training or development necessary to refresh or enhance their job competence.
5. Ensure that **ALL** accidents or dangerous occurrences are reported to their Supervisor so that the Company accident procedure can be implemented.
6. Follow the guidance of their supervisors and Managers.
7. Undertake any training or development necessary to refresh or enhance their job competence.
8. Report and defective equipment or appliances to their Manager.
9. To follow the guidance from the manufactures on the safe use of office equipment and furniture.
10. To ensure that security arrangements are followed in terms of offices and premises.
11. Maintaining signing in and out arrangements and the instruction to visitor of the fire arrangements etc.

## APPRENTICES

Apprentices, in the course of their duties, will:

1. Understand, as far as it affects their job role, the requirements of the Company's Procedures, Guidance and Instructions and apply them to their work activities.
2. Comply with all statutory requirements and Company standards when undertaking work, as indicated by their Supervisor.
3. Ensure that they are competent to undertake the work allocated to them and not to take any action that may be a danger to themselves or others.
4. Undertake any training or development necessary to refresh or enhance their job competence.
5. Ensure that **ALL** accidents or dangerous occurrences are reported to their Supervisor so that the Company accident procedure can be implemented.
6. Follow the guidance of their supervisors and Managers.
7. Undertake any training or development necessary to refresh or enhance their job competence.
8. Report and defective equipment or appliances to their Supervisor or Manager.
9. Only operate plant and equipment you have been trained and instructed to do so.
10. Ensure that they follow the site rules of the Principal Contractor which they are working on behalf of.
11. Ensure that they are competent to undertake the work allocated to them and not to take any action that may be a danger to themselves or others.
12. Do not act in an irresponsible manner at the workplace.
13. Report dangerous situations to your Supervisor