

POLICY STATEMENT- HEALTH & SAFETY AT WORK.

ISSUED IN ACCODANCE WITH THE RQUIREMENTS OF SECTION 2 (3) OF THE HEALTH & SAFETY AT WORK ETC . ACT 1974

1.The Health and Safety Policy of this business is, so far as is reasonably practicable ,to –

- a) take all practical steps to safeguard the health, safety and welfare of all employees and customers;
- b) provide adequate working conditions for our employees with proper facilities to safeguard their health and safety and to ensure that any work which is undertaken , so far as is reasonably practicable, produces no risks to health or safety;
- c) encourage employees to co-operate with management in all safety matters; to identify hazards which may exist and to report any condition which may appear dangerous or unsatisfactory, either on the premises or on site ,ensure that each member of staff accepts responsibility not to endanger themselves or others and to actively assist in fulfilling the requirements and spirit of the act.

2. Whilst the final responsibility for matters of health and safety rests with the proprietor – Mr P.N Verbeeten – it is important that all employees ,as part of their duty ,involve themselves in matters of health and safety ,reporting back to their immediate superior any condition which appears dangerous or unsatisfactory and making suggestions for the improvement of existing facilities and arrangements.

3.All injuries ,however slight must be reported to the employees supervisor and must be entered into the Accident Book.

4. The Accident Book is situated in the office at the above address.

5. The First Aid box is available on site,

6. The manager with prime responsibility for health and safety matters for the business is Mr P.N Verbeeten.

7. Any person discovering a fire shall raise the alarm . If it is possible for that person to extinguish the fire without danger he/she shall immediately do so. If not he/she must vacate the building/site after assisting in the warning of all other employees /persons in danger.

8. Upon being advised or a fire all employees /persons on site must vacate by the nearest exit and gather;

In the roadway outside the office if on the premises.
At a point out of danger of fire.

9. Any persons using machinery must ensure that all precautions are taken to safeguard the health, safety and welfare of themselves, property and others at all times. Any matter that could be dangerous or unsatisfactory must be reported to the proprietor Mr P.N Verbeeten.

10. Confirm importance of monthly meetings and ensure to pro active measures as well as reactive.

Signed
P.N Verbeeten
MANAGING DIRECTOR

P& J CONTRACTORS LTD

