

Advanced Mechanical Installations Limited

Health & Safety Policy Statement

Health & Safety at Work etc Act 1974 Statement of Safety Policy Part 1

It is the policy of Advanced Mechanical Installations Limited (AMI) to take all practicable & necessary steps to safeguard the health, safety and welfare of all employees and other persons arising from our work activities.

Our Statement of General Policy is:

- To provide adequate control of the Health & Safety risks arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment suitable for the task to be carried out;
- 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 provide all employees with the HSE 'What you should know' guidance;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed.....

Date:

Mr S McGregor - Managing Director

Advanced Mechanical Installations Ltd

Health and Safety at Work Act etc 1974 Statement of Safety Policy Part 2

Safety Organisation and Control

Responsibilities

- Overall and Final Responsibility for Health & Safety is that of *Stuart McGregor – Managing Director*

- Day-to-day responsibility for ensuring this policy is put into practice is delegated to *Operations Director, Martin Mahoney and Supervisors, Lenny Mahoney and Peter Boyce*

- All Employees have to:
 - Co-operate with supervisors and managers on Health & Safety matters;
 - Not interfere with anything provided to safeguard their Health & Safety;
 - Take reasonable care of their own Health & Safety; and
 - Report all Health & Safety concerns to an appropriate person (as detailed in this policy statement).

Health & Safety risks arising from our work activities

- Risk Assessments will be undertaken by *Stuart McGregor or Martin Mahoney or our client on specific projects.*

- The findings of the risk assessments will be reported to *The project supervisor*

- Action required to remove/control risks will be approved by *The project supervisor and/or the client*

- *The project supervisor and the employee* will be responsible for ensuring the action required is implemented.

- *The project supervisor and/or the employee* will check that the implemented actions have removed/reduced the risks.

Consultation with Employees

- Employee representatives are *Lenny Mahoney and Peter Boyce*
- Consultation with employees is provided by *employees raising any Health & Safety matter or concern directly with the employee representative. The employee representative has a duty to raise and debate the matter/concern with the Director responsible for Health & Safety. All matters/concerns raised will result in changes to the installation procedure or, changes to equipment provided or, changes to the control of risk or, changes to the design of the installation or, changes to the material in use or, no changes being made if it deemed unnecessary. In all employee raised matters or concerns, written feedback will be given directly to the employee who raised the matter/concern and copies to all supervisors.*

Safe Plant & Equipment

- *The employees and the Supervisors* will be responsible for identifying all equipment/plant needing maintenance.
- *The Supervisor* will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to *The Supervisor*
- *The Supervisor* will check that new plant & Equipment meets Health & Safety standards before it is purchased or when delivered to site by the plant hire company.

Safe Handling & Use of Substances

- *The Supervisor* will be responsible for identifying all substances which need COSHH (Control Of Substances Hazardous to Health) assessment.
- *Stuart McGregor or Martin Mahoney or our client* will be responsible for undertaking COSHH assessments.
- *The Supervisor and the Employee* will be responsible for ensuring that all actions identified in the assessments are implemented.
- *The Supervisor* will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- *The Supervisor* will check that new substances can be used safely before they are purchased.

- Assessment will be reviewed *when new substances are introduced to installation activity and on the commencement of a new project or when work activity changes, whichever is soonest.*

Information, Instruction and Supervision

- The Health & Safety Leaflets will be issued to all employees
- Health & Safety advice is available from *Stuart McGregor or Martin Mahoney*
- Supervision of young workers/trainees will be arranged/undertaken/monitored by *Stuart McGregor, Martin Mahoney, Lenny Mahoney & Peter Boyce*
- *Stuart McGregor or Martin Mahoney* is responsible for ensuring that our employees working at locations under the control of other employers are given relevant Health & Safety information.

Competency for tasks and training

- Company Induction training will be provided for all PAYE employees by *the site Supervisor on commencement of their employment with the company.*
- Job-specific training will be provided by *our clients on each project.*
- Training record and copies of certificates are kept at *the company office.*
- Training will be identified, arranged and monitored by *Martin Mahoney and the Supervisors*

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs:
 - Using plant and/or equipment that have a repercussion mechanism that causes vibration, such as a drill.
 - Working in Noisy environments.
 - Working with Substances controlled under COSHH regulations 2002
 - Working in buildings where exposure to asbestos is identified as a risk.
- Health Surveillance will be arranged by *Martin Mahoney*
- Health surveillance record will be kept at *the Office*
- The first aid boxes are kept in *company vehicles but in most cases the project client will provide both first aid boxes on site.*
- The appointed first aider is *provided by the client*

- All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept at *the office*. *In addition the project client's accident book should also be completed.*
- *Stuart McGregor* is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will *carry out spot checks on Health & Safety activity and/or be inspected by our project client and take on board their comments and actions raised.*
- *Stuart McGregor* is responsible for investigating accidents.
- *Stuart McGregor* is responsible for investigating work-related causes of sickness absences.
- *Stuart McGregor* is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- *The Supervisor* is responsible for ensuring the fire risk assessment is undertaken and implemented
- Escape routes are the responsibility of the Main Contractor and our client; *our employees can check these as and when deemed necessary and provide any finding to our client via the Supervisor.*
- Fire extinguishers are maintained and checked by *the Supervisor monthly*
- Alarms are the responsibility of *the Main Contractor or our client and they will test them in accordance with their procedures.*
- Emergency evacuation is the responsibility of *the Main Contractor or our client and they will test this in accordance with their procedures.*

