

BUSINESS MANUAL

Wearside Fencing Limited

Policies.

Health and Safety Policy

The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. We are committed to working with our management and staff and where relevant, their representatives, on all matters relating to health, safety and welfare. This will be through the consultation and participation processes in place with a shared mission of eliminating hazards and reducing OH&S risks.

There are established and maintained effective processes for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare.

The Company acknowledges and accepts their moral, financial and legal responsibilities with regards to fire, safety, health and welfare. The aim of the Company is to safe guard their employees and anyone who may be affected by their activities.

This statement of Health and Safety Policy together with the associated responsibilities and arrangements (processes, controls, training, instruction, information, guidance and records) have been prepared to ensure that we set health and safety objectives, review and evaluate them then determine actions to achieve them. Objectives will be SMART to ensure that once set, they are monitored to conclusion and evaluated for effectiveness to remove or reduce risk.

We are committed to provide safe and healthy working conditions to prevent work-related injury and ill health and for the continual improvement in Occupational Health & Safety (OH&S) management and OH&S performance through the integrated business management system. The management system has been developed to assist the company, our managers and employees in their commitment and obligation to comply with and fulfil applicable legal and other requirements such as the Health and Safety at Work Act 1974, associated Regulations, agreed Codes of Practice and Guidance Notes and the requirements of **BSEN ISO45001**. It has been integrated with other processes to also meet the requirements BSEN ISO9001 and BSENISO14001.

This policy has been communicated to all persons working under our control to ensure that they are aware of their individual H&S obligations. It is reviewed for relevance and appropriateness on a regular basis, in the event of any significant changes and at least annually at management review, then re-issued as necessary or annually as a minimum. Communication of any such changes will be made with all employees. Where any interested parties request a copy, it will be issued as uncontrolled.

As the Managing Director , I regard the promotion of H&S measures as a mutual objective for all people who work on behalf of **Wearside Fencing Limited**. The managers and I recognise the need to achieve the best practicable standards in preventing accidents, injuries and ill health to employees and in doing so will ensure a priority is given to the assessment of risk and subsequent health and safety planning and to ensure the provision of proper information, instruction, training and supervision.

The management and supervisory staff within **Wearside Fencing Limited** are to comply with all relevant Health & Safety at Work Act legislation and are to ensure that employees understand the main provisions of this safety policy.

Personnel within the organisation are to do all that is sensible to prevent injury to themselves and others, and are to prevent property damage. As our employees can work on our customers' sites, we will ensure that our customers maintain a safe and healthy environment. We will never place them in a potentially dangerous situation and will cease work, withdraw labour and inform the customer of any departures from health, safety and welfare reported within their work environment and infrastructure.

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To enable these duties to be carried out, it is our intention to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels in our organisational structure. **Wearside Fencing Limited** will make genuine efforts to ensure that:

- we define the roles and outline the responsibilities for health and safety of all persons at work.
- we provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons. Provide working conditions that are healthy and safe and that there is safe access to and from the workplace. To include identification and making specific arrangements for vulnerable employees (for example: disabled workers, lone workers, pregnant, and nursing mothers).
- we create a range of suitable and sufficient risk assessments, method statements and safe systems of work with regards to all significant hazards in relation to the Company's activities. Risks are assessed per operation, equipment, subject etc. to provide adequate controls and to mitigate potential of harm, incident, impact or injury. Also that, those of significant risk are recorded, controlled and communicated.
- adequate OHSAS resources and welfare facilities and arrangements are made available to ensure that proper provision can be made for health and safety and welfare.
- we provide such information, instruction, training and supervision as is necessary to ensure that employees at all levels are trained, instructed and / or supervised to secure their safety and health at work plus the safety of others through may be affected by their actions. They must conform to any instructions appropriate to safety given by persons invested with the responsibility for health and safety.
- we promote joint consultation and employee involvement in health and safety at work, involving them in setting safe systems of work, health and safety policy and setting objectives. Also that there are effective communication avenues between clients, sub-contractors, suppliers and any other person who may be affected by our work.
- formal systems of Health and Safety and safety performance monitoring is carried out regularly.
- we provide plant and equipment, which is tested, certified and safe to use. Due to the diverse nature of the services we can provide, specific regulatory directives are included within detailed processes and flowcharts to ensure that we maintain safety and suitable welfare arrangements. Where statutory, competence will be supported by certification.
- we provide and maintain plant and systems of work that are safe and without risks to health including that all moving, dangerous parts of machinery are safely guarded and parts are not removed other than for maintenance and inspection and only then by approved personnel and using 'lock-down' procedures.
- all accidents, whether or not injury or damage to persons or equipment has been sustained, will be reported. First aid will only be carried out by trained/responsible persons. All injuries will be recorded in the accident book, which is located in the main office.
- we provide appropriate emergency procedures, adequate first aid facilities, free adequate and suitable personal protective equipment (PPE), which is appropriate for the work.
- we assess the risks to health by examining substances or materials and their use, handling, storage and transport method in the workplace in conjunction with the provision of adequate control measures, monitoring and training of employees. Arrange for ensuring safety and the absence of risks to health about the storage and transport of articles and substances.

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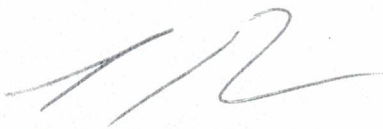
- appropriate measures are implemented to provide and maintain high standards of welfare, hygiene, cleanliness and housekeeping.
- adequate measures are in place towards fire prevention, evacuation and emergency process. All fire exits, entrances and exits must be kept clear of obstruction and fire exits must remain unlocked during working hours and that there is no-smoking within company premises or vehicles used for work.
- monitoring of the systems and documents in place is conducted to uphold compliance with current Health and Safety legislation. This includes pro-active monitoring (including: workplace inspections, safety tours, surveys, health surveillance, etc.; where appropriate) and reactive monitoring, (including: record and investigate near misses, accidents and occupational ill-health to determine the causes and prevent reoccurrence; where appropriate).
- we provide adequate resources (financial, human, infrastructure, mechanical, welfare, etc) to ensure compliance to statutory and regulatory requirements at all times and to meet objectives and targets set.

As a Company we are committed to continual improvement. Health and safety objectives are periodically reviewed at least annually.

It is the duty of all employees at work:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and co-operate with us in fulfilling our statutory duties.
 - Not to interfere with or misuse anything with regards to safety provisions including equipment or resources that are provided within the interest of health and safety.
- To correctly use PPE, work equipment, etc. in accordance with their training and/or instructions; and
- To inform their employer and/or manager if they think there is risk to anyone's health and safety.

All employees have a part to play in the implementation of the Policy and in particular must co-operate with others to ensure they are able to carry out their duties, and must understand they have a duty to work in such a manner that does not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety or welfare.



Managing Director