

HEALTH AND SAFETY AT WORK ACT 1974

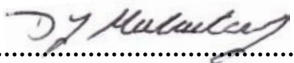
HEALTH AND SAFETY POLICY OF:

D J MACAULAY (CONSTRUCTION) LTD.

The Health and Safety at Work Act 1974 places an obligation on all Employers to make every reasonable effort to ensure the health and safety at work of their employees. It is the policy of this company to attach the greatest importance to all matters pertaining to the health safety and welfare of it's employees.

Management and employees must abide by this policy and consistently take positive action to prevent all types of accidents. Your health and safety is our concern, as well as your own. By working together we should be able to achieve and maintain the aims of this policy which is set out below.

The policy will be kept up to date, particularly if the business changes in nature or size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed  Managing Director

Date: 04.09.2013

*Safety Policy for D J MACAULAY (Construction) Ltd..
prepared by ALL-SAFE Safety & Environmental Management*

D J MACAULAY (Construction) Ltd.
Health & Safety Policy

D J MACAULAY (Construction) Ltd.
16 East Street
Sandwick
STORNOWAY
HS2 OAG

Telephone: 01851 706863
Mobile: 07867 667438

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Health And Safety Responsibilities:

- 1 Overall and final responsibility for health and safety in the Company is that of **Mr. Donald John MacAulay**, Managing Director and devolves from Mr. MacAulay to individual site personnel.

- 2 The “Competent Person” responsible for assisting in complying with health and safety legislation (as required under regulation 7 of The Management of Health and Safety at Work Regulations 1999) will be **All-Safe Safety & Environmental Management**. In this context ALL-SAFE will conduct any safety training deemed necessary, carry out safety inspections, investigate and report on any accidents and monitor the safety performance of D J MACAULAY (Construction) Ltd..

- 3 The general responsibilities of management are to:
 - Provide and maintain safe and healthy working conditions and to treat current legislation as the minimum requirement.
 - Ensure that all employees receive adequate safety training as part of the standard induction procedure together with any appropriate special training.
 - Produce all relevant information on safe operating procedures.
 - Supply all necessary safety devices, personal protective clothing/equipment and provide an efficient servicing scheme to ensure that the efficiency of these items is maintained.
 - Set an example in safe behaviour.

The General Responsibilities Of Employees Are To:

- Work safely at all times and to adhere to established safe operating procedures.
- Co-operate with the Company in meeting statutory requirements.
- Liaise with management on all aspects of health, safety and welfare at work.
- Wear protective equipment where provided and utilise all safety devices fitted to the plant to minimise the risk of injury. Interference with or misuse of such safety devices is a breach of health and safety legislation and as such, a breach of the terms of employment.
- Report all accidents - those involving injury to persons, damage to plant or near misses - to management as soon as possible so that effective action may be taken to prevent recurrence.

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- Adhere to Company procedures for securing a safe workplace.
- Co-operate in the investigation of accidents in order to prevent recurrence.

Accidents:

- 1 The first aid boxes are located in each **Company Vehicle**.
- 2 **Mr. Donald John MacAulay** is the nominated first aider for **D J MACAULAY (Construction) Ltd.** and will be responsible for ensuring that the first aid box is restocked as necessary. To enable this to be done each person who uses any item from a first aid box should inform Mr. MacAulay of this as soon as is practicable.
- 3 The accident book for **D J MACAULAY (Construction) Ltd.** is located along with the first aid box
- 4 Any employee of **D J MACAULAY (Construction) Ltd.** who has an accident while at work will be responsible for ensuring that the details of that accident is entered in the accident book as soon as is practicable after the accident.
- 5 **All-Safe Safety & Environmental Management** will be responsible for contacting the relevant authority in the event of any notifiable accident or reportable disease or occurrence. In order that this may be done, All-Safe Safety & Environmental Management will be notified immediately in the event of any serious accident or any incident which may have had serious consequences.

General Fire Safety:

- 1 All employees will be responsible for ensuring that all fire escapes, gangways and doors are kept clear of obstructions under the supervision of the senior employee present.
- 2 In the event of fire or explosion employees will:
 - Raise the alarm, and if time allows, contact the fire service.
 - Evacuate the area to the designated assembly point.
 - Warn any other personnel in the vicinity.

Advice and Information:

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- 1 Information and advice on all matters of health and safety is available at any time from:

ALL-SAFE Safety & Environmental Management

3 Bank Lane

FORRES IV36 1NU

Tel. 01309 676337

Fax. 01309 671793

Mr Alistair Watson Mobile: 07775 855005

- 2 The Enforcing Authority is:
The H.S.E. Inspector,
HSE Field Operations Division,
Longman House, Longman Road,
INVERNESS IV1 1SF
Tel. 01463 718101

- 3 **The Employment Medical Advisory Service** is located at:
HSE Field Operations Division,
Belford House,
59 Belford Road,
EDINBURGH
EH4 3UE
Tel. 0131 247 2000

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Training:

The Company recognises that safety training is an integral part of its overall Safety Policy.

- 1 No person will be employed on any work involving any foreseeable significant risk unless he or she has received adequate training in understanding the hazards involved and the precautions to be taken to reduce the risks to an acceptable degree.
- 2 All new employees will attend an introductory training period on the first day of employment at which information relevant to the location, the employee's statutory duties, fire prevention and emergency procedures will be explained.
- 3 Management will receive any necessary training in health and safety to enable them to effectively control the areas for which they are responsible.
- 4 Any necessary job training of new employees will be conducted in house by experienced employees.
- 5 Safety inductions for new employees will be carried out by the Site Foremen.

Hazards:

- 1 A register of substances hazardous to health as required by the C.O.S.H.H. Regulations 1999 will be supplied by the Company. All substances on this list will be used only in accordance with the manufacturers' instructions and any personal protective equipment deemed necessary will be provided and must be used correctly.
- 2 Job risk assessments will be carried out, as required, and the results of these assessments will be kept in the office and copies made available to each employee on request.

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Housekeeping and Premises:

- 1 All work areas will be kept as tidy as is possible and work areas will be cleared at the end of each working day.
- 2 All materials will be stored safely. Any excess material will be returned to storage as soon as is practicable.
- 3 All walkways, doorways and means of access must be kept clear of obstructions at all times.
- 4 All equipment and tools will be visually inspected before each use and the senior employee on site informed immediately of any defects and a suitable replacement will be used.
- 5 In all cases good working practices will be used to ensure that safety is of the highest standard possible.

Visitors and Contractors:

- 1 It is the duty of the Company to ensure the safety of members of the public in all areas where **D J MACAULAY (Construction) Ltd.** are working.
- 2 Contractors working on the premises under the control of **D J MACAULAY (Construction) Ltd.** must conduct their work in accordance with the legal requirements, additionally they must comply with working rules which are to be made clear to them when they tender for work.

Electrical Equipment:

- 1 The regular testing of portable electrical appliances will be carried out by a qualified electrician.
- 2 All portable electrical appliances will be visually checked by the user before each use to ensure that all insulation is intact and that cables are securely attached to the equipment and to plugs.

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Consultation with Employees:

- 1 Information on matters of health and safety [as required under the Health and Safety (Consultation with Employees) Regulation 1996] will be communicated to employees.
- 2 Concerns of employees on matters of health and safety may be communicated to the management of **D J MACAULAY (Construction) Ltd.** at any time.

Statutory Duties of Employees:

Sections 7 and 8 of the Health and Safety at Work Act state:

General Duties of Employees at Work; It shall be the duty of every employee while at work:

- (i) “To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work”

and

- (ii) “As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

Duty Not To Interfere With Or Misuse Things Provided Pursuant To Certain Provisions.

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare in pursuance of any of the relevant statutory provisions.”

COMPANY SAFETY RULES

It is a condition of your employment that you make yourself aware of the Company Safety Policy and abide by the following Health and Safety Regulations which are by no means exhaustive:

- 1 All accidents and injuries must be reported immediately to the supervisor.
- 2 Any defective equipment should be reported immediately to the supervisor and a replacement used.
- 3 Only CORGI registered employees are permitted to work on gas systems and appliances.
- 4 Machine guards or any protective covers must not be removed under any circumstances, other than by qualified maintenance personnel.
- 5 No machine shall be operated under any circumstance if a guard is not in position.
- 6 The cleaning of any machinery whilst it is in operation is strictly prohibited.
- 7 Running on Company premises is strictly prohibited other than in case of emergency.
- 8 Horseplay is strictly prohibited on Company premises.
- 9 Fire exits and gangways must be kept clear at all times.
- 10 Electrical switch gear covers must not be removed by employees other than qualified personnel.
- 11 All working areas must be kept clear at all times.
- 12 Barrier creams should always be used where appropriate.
- 13 Protective clothing should always be worn.
- 14 Any loose clothing must be secured before operating any machinery.
- 15 The consumption of, or reporting for work under the influence of, drink or drugs is a direct breach of the conditions of employment and may result in instant dismissal.