



GENERAL COMPANY STATEMENT

NAME OF COMPANY: J Guest Limited

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COMPANY SAFETY POLICY

General Statement

The Board of Directors declares that during the course of its works all reasonable practicable measures shall be taken in order to avoid risk to its employees and others who may be affected.

The Management and Supervisory Staff have a responsibility of implementing the Policy throughout the whole Company and the Operatives and Subcontractors have a duty to cooperate with the Company in effecting this Policy.

The Board of Directors have appointed as having specific responsibilities for Health, Safety and Welfare within this Company and have appointed the Contracts Manager to be responsible for implementation of this Safety Policy. Reference should be made to him in the event of difficulties.

Management and Staff of the Company shall monitor the operation of this Policy. The organization and details of this document will be freely available at each Site Office and other work place for inspection by the employees as and when required.

Signed:

Date:

THE RESPONSIBILITIES OF COMPANY OFFICIALS

FIRST AID AND ACCIDENT REPORTING PROCEDURES

The Director

The Directors shall be responsible for the following matters:

1. The provision and maintenance of Safe and Healthy working conditions for the workforce and any others who may be affected. These conditions will conform at least to the minimum laid down by statute.
2. The preparation of instructions for the organization and administration of this Policy.
3. Ensuring that each person is aware of their individual responsibilities and duties.
4. Ensuring that Sound and Safe working practices are both understood and observed.
5. The provision of the necessary instruction for Employees and Subcontractors in order to enable them to perform their work safely.
6. Ensuring that all quotations allow for the cost of the provision of adequate Welfare Facilities, Safe Working Methods, adequate and Safe Storage of Dangerous Equipment, Materials and Substances, adequate Sanitation and Waste Disposal and adequate Access (as far as is reasonably practicable) for Emergency Services remains with the Contractor.
7. Ensuring that liaison between the Company's Sites and Local Representatives of Health and Safety Executive occurs (where notification is required by statute).
8. The provision of the appropriate Safety Equipment and Protective Clothing for the task in hand and ensuring that is used correctly.
9. To consult with the Employees of the Company, or their Representatives, on matters relating to Health, Safety and Welfare matters.
10. The setting up and administration of any adequate system of accident reporting and investigation.
11. Ensuring that regular and frequent site inspections of both Equipment and Materials are carried out.
12. The setting up of a system of discipline for cases where a breach of this policy occurs or where duties are not properly carried out.
13. Set a personal example by wearing Protective Clothing where appropriate when visiting a site.

Manager(s) and Supervisors

The responsibilities of Manager(s) and Supervisors within the Company shall be:

1. To read and understand the Company's Safety Policy and to ensure that its provisions are being effectively carried out.
2. To bring the provisions of the Policy, insofar as they affect the Personnel, to the attention of the Employees under the control of particular Manager(s)/Supervisors.
3. To inspect Machinery, Equipment and Structures regularly and to ensure that any defects discovered are remedied forthwith.
4. To prevent access by the Workforce or other persons to any defective Machinery, Equipment or structures until the faults have been rectified.
5. To ensure that Employees are adequately instructed in the safe operation of Equipment and Machinery.
6. To ensure that any areas of the site to which the General Public or Visitors may have access are maintained to ensure their safety.
7. To arrange for the reporting of incidents to the Insurance's Certificates, etc, appropriate to the site's size and function.
8. To arrange for the reporting of incidents to the Insurers where appropriate.
9. To arrange appropriate Fire Certificates for each site, the proper maintenance of appropriate Fire-Fighting Equipment, regular Fire Drills and adequate access to Fire-Fighting Services.
10. Ensure the adequate First-Aid Facilities are available and adequately maintained.
11. To ensure that all accidents are reported in accordance with the provisions of this Policy.
12. Ensure that the Employees take no unnecessary Risks in pursuance of their duties.
13. Set a personal example.
14. To give advice upon this Policy when requested by either the Directors or Workforce.

Site Agent

The responsibilities of the Site Agent shall be:

1. To understand and apply the Company Health and Safety Policy to the site for which you have responsibility.
2. To organize sites in such a way that works are carried out with the minimum Risks to Employees and other persons who may be affected.
3. In appropriate circumstances to issue written working instructions to the Site Operatives and other persons who may be affected.
4. To maintain and supervise the Site Accident Record Book and such other registers as shall be required by statute.
5. Ensure that Supervisors and Foremen under your control are aware of their duties and obligations and that they do not permit Employees and other persons who may be affected to take any unnecessary Risks.
6. Make arrangements for the Safe Off-Loading of Plant and Materials from vehicles on site and its Safe and Secure Storage.
7. Ensure that the necessary utilities are connected and that they are maintained in a Safe and Secure manner.
8. Acquire such details of Underground Utility Supplies as may be available in order to avoid damage to them, the Workforce or other persons who may be affected.
9. Ensure that adequate protection is afforded to any Overhead Utilities, which may be affected by Site Works.
10. Plan and maintain a tidy site.
11. Communicate and allocate responsibility to Sub-Contractors and others having cause to visit the site from time to time.
12. Check that all Site Machinery, Powered Tools, Plant and Safety Equipment is properly used and maintained.
13. Ensure that supplies of Protective Clothing are adequate, properly used and maintained.
14. Ensure that First-Aid Facilities are provided and that all persons on site are aware of their location.
15. Ensure that adequate Liaison and Communication is established with Local Emergency Services and that they may gain appropriate access to the site.
16. Accompany H M Factory Inspector on any Site Visit and arrange for the compliance with any notice so issued.
17. Ensure that adequate Fire Precautions are taken and that adequate Fire-Fighting Equipment and access is maintained.
18. Set a personal example by wearing Protective Clothing.
19. Ensure that any accident resulting in an injury to any person is adequately treated and is reported in accordance with Company Policy.

Plant/Machinery Operators

The responsibilities of Plant/Machinery Operators are:

1. To read and understand the Company Safety Policy.
2. To work in accordance with its provisions.
3. To inspect your Machine frequently and report any Defect to the Site Agent.
4. To use Ear Protection devices in order to prevent gradual hearing damage as appropriate.
5. To use the Plant/Machinery only for the purposes for which it was designed. Seek guidance and advice from Site Agents to this matter.
6. To use such appropriate Safety Equipment and Wear Protective Clothing as may be necessary in carrying out your duties.
7. Suggest ways in which Working Practices can be made Safer.
8. Ensure that Employees and others within the vicinity of the Equipment are not endangered by its use.
9. Report all Accidents or Damage to the Site Supervisor or his Assistant and ensure that details are entered in the Site Accident Record Book.
10. Ensure that, where appropriate, you know the Location of Underground Power lines, Drains, Water Courses and so forth before beginning to operate any Heavy Moving, Digging or Drilling Equipment.
11. Inform Management or the Foreman of any Medication which you are taking and which shall affect your capacity for work or treatment following an accident.



Foreman/Gangers

Foreman/Gangers shall have the following duties and responsibilities:

1. To read and understand the Company Safety Policy and ensure that the Operatives under your control are aware of its provisions.
2. Know the Safety Rules relating to the work upon which you are currently engaged.
3. Ensure that the operatives under your control comply with Safety Instructions.
4. Not to allow Operatives to take unnecessary Risks.
5. Ensure that Young Operatives and New Employees are shown correct methods of working and appropriate Safety Precautions.
6. Not to allow 'horseplay' or dangerous practical jokes.
7. To Reprimand and Report any Operative under your control who fails to pay proper regard to his or others' Safety.
8. To report any Accident to the Site Agent or his Assistant as soon as it occurs.
9. To set a personal example
10. Suggest ways in which Working Practices can be made even safer.
11. Inform Management of any Medication which you are taking and which shall affect you capacity for work or treatment following an accident.



Operatives

Operatives have a duty to:

1. Read and understand the Company Safety Policy.
2. Carry out its requirements and work in a safe manner at all times.
3. Wear Protective Clothing and use Safety Equipment at all times as appropriate.
4. Report Defects in Equipment or Materials immediately to the Foreman, Site Agent or his Assistant.
5. Maintain Tools and Equipment in good condition.
6. Use Equipment only for the purpose for which it is intended.
7. Use only the Equipment upon which you have been instructed/experienced.
8. Not to take part in 'Horseplay' or dangerous practical jokes whilst on site.
9. Report to the Foreman any injury to yourself, which results from an Accident at work even if it appears to be only very minor and does not stop you working.
10. Make suggestions whereby the Safety of Current Working Arrangement could be improved.
11. Inform Management of the Foreman of any Medication which you are taking and which shall affect your capacity for work or treatment following an accident.



Sub-Contractors

All Sub-Contractors are:

1. Expected to comply with and read the provisions of this Policy.
2. To ensure that any Operative under their control or Employ have knowledge of and will comply with the Company Safety Policy.
3. Sub-Contractors (or their Employees) are not entitled to modify, alter or otherwise interfere with any Plant, Equipment or Materials for which they have not responsibility or need to use, unless otherwise authorized by the Site Agent or his Assistant.
4. To ensure that any injury sustained or damage caused by Sub-Contractors must be reported tot eh site Agent immediately.
5. To arrange for suitable Welfare Facilities and First-Aid Equipment to be provided for their Employees unless arrangements have been made on their behalf by the Main Contractor.
6. To observe all Statutory Provisions concerning Dangerous, Explosive, Inflammable or other Volatile Substances and Materials which they shall bring on to the site.
7. To keep all work places, for which they are responsible, clean and tidy and to clear them periodically as work progresses.
8. To wear Protective Clothing and use Safety Equipment appropriate to the operation.

THE ARRANGEMENTS FOR ACCIDENT REPORTING

A. General

1. When an Accident occurs, however minor its effects may first appear, it shall be reported to the Site Agents or his Assistant.
2. Details of the Accident shall be entered into the Site's Accident Record Book.

B. Accident Record Book

3. The information to be recorded shall be:
 - A) The Time and Date of Accident;
 - B) The Location of the Accident;
 - C) The name of any persons injured;
 - D) The nature of the Accident and the names of Witnesses to it;
 - E) The extent of Injuries Sustained and whether First-Aid Treatment is necessary;
 - F) Whether the Emergency Services were summoned;
 - G) Whether the Local H M Factory Inspector was informed (and his name);
 - H) The signature of the Site Agent or his Assistant, indicating that these details have been verified as accurate.

C. Site Agents Duties In Relation To Accidents

4. The Site Agent shall satisfy himself that the proper Authorities have been notified in the event of Serious Injuries or Fatalities occurring.
5. Ensure that work in the vicinity of a Noticeable Accident is suspended pending an Investigation.
6. Inform Management of the action taken, the details of Injuries and Damage to Plant, Equipment, Materials and Structure of any Remedial Action taken.
7. Carry out an Investigation in Consultation with Management to establish the causes of a Noticeable Accident. In specific terms, the Site Agent shall investigate whether Faulty Equipment, Faulty Machinery, Faulty Materials, Defective Plant, Unsafe Working Practices or Misconduct caused the Accident, either individually or collectively.
8. Ensure that once the specific causes of the Accident are identified appropriate Remedial Action is taken in order to prevent any recurrence.

First-Aid

The First-Aid Facilities (per site) provided by the Company shall be:

1. The provision of the appropriate number of Qualified First-Aiders as described by Statutory Regulation (SI917/1981).
2. The provision of adequate First-Aid Facilities which shall comprise:
 - a) First-Aid Kit(s) appropriate to the size of the Site Workforce as described by Statutory Regulations (SI917/1981) and in First Aid at Work, Health and safety Executive Booklet HS(R)11/1981 as revised);
 - b) An Occupational First-Aider where required and defined by statute;
 - c) A First-Aid Room where necessary (as described by statute) and equipped in accordance with the Statutory Standards;
 - d) A freshwater supply to the First-Aid Room or substitutes as allowed under Statutory Regulation.

Welfare

The Company shall ensure that the Physical Welfare of Employees is promoted by :

1. Instituting Safe Working Practices
2. Providing adequate Cleansing and Sanitary Facilities.
3. Maintaining adequate First-Aid Facilities.
4. Providing adequate Fire-Fighting and other Safety Equipment.
5. Providing adequate Protective Clothing.
6. Providing adequate Training in both Safer Working Methods and First-Aid.