

# Health and Safety Policy

Save energy. Save money. Save the environment.

Thermoservices Ltd will undertake all reasonable and practical measures to ensure the health, safety and welfare of all its employees and sub-contractors in the fulfillment of its moral and legal responsibilities.

All such measures taken will also be for the benefit and protection of others who may be affected by Thermoservices Ltd's activities and operations.

Thermoservices Ltd will ensure that reasonable funds will be provided to carry out this policy successfully.

All employees, sub-contractors and persons working in Thermoservices Ltd's workplace or sites must be made aware of their responsibilities and that they have a legal and moral duty to carry out their work in a proper, safe and workmanlike manner, not only for themselves but for others who may be affected by their acts or omissions.

All must co-operate in all efforts made by Thermoservices Ltd to promote a safe and healthy environment in which to work, using safe systems of work and safe equipment.

All accidents are to be recorded by Thermoservices Ltd and records must be kept in the appropriate register in the office. Thermoservices Ltd's safety officer, Jack McClements will investigate any serious accident or dangerous occurrence, then produce a report advising how to prevent such an accident in the future.

Thermoservices Ltd will take full account of the Health, Safety and Welfare Regulations 1996 and The Coshh Regulations.

All relevant information, training and re-training that are necessary will be provided for all employees and sub-contractors with regard to health and safety matters that could be encountered in our workplace activities.

All plant and machinery will be in good working condition and all dangerous parts will be properly guarded. Effective inspections and maintenance will be carried out. All electrical appliances and leads will be regularly tested and recorded.

In the interest of health, safety and welfare, no person shall intentionally or recklessly interfere with or misuse anything provided by the company.

It is the responsibility of every individual to be vigilant on safety matters and to report unsafe machinery, equipment or dangerous situations to the person in charge. Co-operation from employees and sub-contractors is important, to ensure that safety standards be maintained and where possible, improved.

## Responsibilities

Implementation of this policy is an integral management function. Jack McClements, the director of Thermoservices Ltd has the overall responsibility for fulfillment and development of this policy.

Thermoservices Ltd will review, update and amend it's policy regularly and each employee and sub-contractor will receive a copy.

## **Individual responsibilities**

### **The Director**

Will initiate and administer the effective implementation of the Thermoservices Ltd's health and safety policy or will appoint a senior member of staff to do so.

Arrange for funds to enable adequate training programmes to be developed to ensure all employees and sub-contractors are aware of their legal duties and responsibilities and are competent to carry out their work to meet the requirements of this policy.

Will have an understanding of the Health and Safety at Work Act 1974 and a general knowledge of the statutory legislation.

Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.

Ensure that the safety policy and related instruction is adequate and that all employees and sub-contractors are informed of the contents.

Ensure that budgets and tenders are adequate to cover sound methods of working.

Ensure that all work is carried out in compliance with current safety rules and regulations and foster the interest and enthusiasm for health and safety throughout Thermoservices Ltd.

Set a personal example.

Ensure all accidents and near misses are investigated fully.

Ensure RIDDOR regulations are adhered to.

### **Employees and sub-contractors**

It is the duty of each employee and sub-contractor to present themselves for work wearing suitable and safe clothing for the tasks envisaged and to be aware of the site rules and procedures applying to the contract on which he or she is working.

To take reasonable care for their own health and safety and that of others who may be affected by their activities.

To co-operate with the management and director of Thermoservices Ltd to enable them to comply with their health and safety duties.

To carry out work as instructed, using the correct tools and equipment for the tasks including safety equipment and protective clothing.

Delivery and stacking of materials should be arranged as to avoid unnecessary risk.

To ensure that head protection and protective footwear is worn at all times and maintained in good condition.

To warn new employees and others in the vicinity of their work of known hazards.

To refrain from horseplay.

To keep their work area clean and tidy and prevent trip, slips and falls.

To have all injuries, however slight, properly attended to and recorded on an accident/incident report form.

To take care of their personal hygiene.

To comply with the requirements of the site safety rules.

To position and use plant, machinery and equipment effectively and safely.

To report to the person in charge, any hazards on site or defects in plant or equipment and to make suggestions for improvements.

To avoid intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare.

Set a personal example.

Do not commence work if they believe there is a significant risk to themselves or others. Take advice from the person in charge, manager or client as appropriate and if necessary, review the work with the appropriate person to reduce all risks.

## **Discipline**

To disregard Thermoservices Ltd's safety rules, including the responsibilities stated in this policy, shall render an individual liable to action under its disciplinary procedures.

## **Arrangements for health and safety**

### **Safe place of work**

A safe means of access and egress will be provided and maintained to all work areas.

Walkways, gangways, staircases and roads will be clearly marked as appropriate and protected where required, including fire exits.

Adequate arrangements will be undertaken to ensure all workplace, storage areas and offices are kept clean and tidy.

### **First aid**

Upon each site induction, employees and sub-contractors must ensure they obtain the relevant information as to the whereabouts of the first aid facilities and who is qualified to administer first aid treatment.

### **Emergency procedures**

Upon each site induction, employees and sub-contractors must ensure they obtain the relevant information regarding emergency procedures.

### **Fire**

Upon each site induction, employees and sub-contractors must ensure they obtain the relevant information regarding fire procedures, such as the procedure for raising the fire alarm and where the fire exits and fire fighting equipment are.

### **Training**

All managers and the director must ensure that the employees and sub-contractors under their supervision are experienced and trained to carry out the duties allocated to them.

All new employees and sub-contractors will receive Induction training, also familiarisation training regarding their work and other risk related activities.

Refresher training will be given to employees and sub-contractors on a periodical basis, or as the need arises.

### **Machinery, plant and equipment**

All machinery, plant and equipment must comply with the requirements of statutory legislation and must be suitable for the task of work, also it must be inspected, serviced and maintained as necessary, all of which will be correctly documented.

Operators of machinery, plant and equipment must be trained.

Where necessary, arrangements for training will be made and certificates of the operative's competency and training will be retained in their personal files in the company's office.

All persons responsible for supervising the use of machinery, plant and equipment must ensure it is used correctly and without risk to the operative and other persons.

### **Monitoring of this safety policy**

The director of the company or an approved person, will annually review, revise and amend this policy to ensure its effectiveness.