

Health & Safety Policy

Health and Safety at Work Act 1974

It is the policy of this Company to provide and maintain safe and healthy working conditions, safe equipment and systems of work for all our employees, and to provide such information on Training and Supervision as may be required to achieve the above aims.

Our activities will be conducted as far as it is reasonably practicable, with due regard to all statutory requirements to protect not only our employees, but all persons who may be affected by our activities, including the general public.

The aims of the policy are to be achieved by a detailed chain of responsibility from Director level to workforce activities level, with details of safety requirements and instructions being kept at head office or if required, by persons of nominated responsibility in an on depot situation, all of which are available at any time to employees or persons requiring to see such documentation.

In order that safety standards are maintained, the co-operation of every employee to fulfil their legal obligations is necessary, together with the constant updating of this policy, particularly as the business changes in nature and size, and in particular to ensure that the policy and the way in which it has operated is reviewed every 12 months.

RESPONSIBILITIES

Operations Director

With overall and final responsibility for all health and safety in the company.

Branch Manager

With responsibility for Implementing and maintaining the policy throughout the company.

In whose absence, will be deputised by :- Chief Engineer

Due to the nature of the work to be carried out by the company, the following depot managers are responsible for health & safety not only on the depot they are managing but any other depot they are covering or for which they may be deputising on.

MANAGER'S AREA OF RESPONSIBILITY

Northern Branch

The New Strand
Bootle
Merseyside
L20 1AA

Tel: 0151 282 4023

Midlands Branch

New Manor Service Station
Parkfield Road
Wolverhampton
WV4 6EL

Tel: 08000 75 13 13

Southern Branch

12 Pindar Road
Hoddesdon
London
EN11 0DB

Tel: 01992 479 968



Workshops

In whose absence, will be deputised by :- The Workshop Foreman

Branch Manager Depots

In whose absence, will be deputised by :- The Assistant Manager

In carrying out activities, all employees have a responsibility to co-operate with Directors, Managers, to achieve and maintain a safe and healthy working environment and to take reasonable care of themselves and others who may be affected by their activities.

In the case where a Manager or Employee notices a Health or Safety problem which they are not able to rectify, they must notify immediately their immediate Supervisor, in order that the problem may be solved.

UPDATING AND TRAINING

The Managing Director shall inform the company of all changes in legislation and how the changes affect the company, it shall be the responsibility of the Management to implement the changes, together with organising any extra training necessary to comply with the changes in legislation.

INSPECTIONS

Safety inspections shall be the responsibility of the depot manager. The head office area being the responsibility of the Management.

ACCIDENTS

The depot manager shall be responsible for reporting any accident, however small, to the Management, together with completing any appropriate statutory forms, and shall assist the Management in any investigations required.

VEHICLES AND MACHINERY

The depot manager shall be responsible for reporting any defective vehicle or machinery to the Management immediately the defects become apparent. In cases of day to day wear and tear, Depots may inform the workshop Fitter direct.

Depot manager shall be the appointed person.

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Note

“Full First Aider” - Operatives who have completed and passed the “First Aider” course of 4 days duration.

“Appointed person” - Operatives who have completed and passed the “Appointed Persons” course of 1 day duration.

DUTIES OF ALL EMPLOYEES

- To know and be aware at all times of the Company Safety Policy
- To take all reasonable care of themselves and others who may be affected by the ration they are carrying out, with regard to Health and Safety
- Comply at all times with the Company Safety Policy
- Co-operate at all times with other members of staff in order that the Safety Policy can be complied with
- Report any defects in vehicles or Equipment or any unsafe systems of work to his/her immediate supervisor
- Wear protective equipment issued when necessary
- Set a personal example at all times

MANAGEMENT’S ADDITIONAL RESPONSIBILITIES

- Determine as far as is reasonably practical, methods of safe working practices, known hazards, fire precautions and allocation of responsibilities
- Inform and liaise with all depots managers regarding potential hazards and precautions to be taken
- Set a personal example by wearing appropriate protective clothing when necessary, and enforce the use of safety equipment at all times

DEPOT MANAGERS ADDITIONAL RESPONSIBILITIES

- To know the requirements of the Health and Safety at Work Act, to take such disciplinary action as may be deemed necessary to ensure compliance with the Law
- Maintain a tidy depot, including workshops, parking areas and access. Ensure that all work is carried out with the minimum risk to all persons, equipment and the public
- Arrange for suitable protective clothing and equipment and ensure the same is used as and when necessary
- Arrange regular checks to ensure that all machinery and vehicles are in good working order
- Ensure First Aid Equipment is maintained on site
- Ensure all new employees are given adequate information regarding safety, know their responsibilities and are advised of the safety precautions necessary to carry out the task for which they have been employed

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- Accompany HM Factory Inspectorate on his/her inspection and act on his/her recommendations
- Recognise hazardous materials as they arrive and comply with the relevant C.O.S.H.H. Regulations

WORKSHOP PERSONNEL ADDITIONAL RESPONSIBILITIES

- To use only the correct tools and equipment for the job in hand, and ensure the tools are maintained and serviceable
- To use safety equipment and protective clothing supplied
- NOT to create hazards by improvising
- NOT to indulge in horse play
- Warn new operatives of known hazards
- Maintain a tidy work place
- Act on any advice given by the Depot Manager/ Foreman or any member of staff respect of safety

APPRENTICES ADDITIONAL RESPONSIBILITIES

- To use only the correct tools and equipment for the job in hand, and ensure the too are maintained and serviceable
- To use safety equipment and protective clothing supplied
- NOT to create hazards by improvising
- NOT to indulge in horse play
- Maintain a tidy work place
- Act on any advice given by the Foreman or any member of staff in respect of safe1
- If under the age of 18, NOT to drive or operate any vehicles or machinery unless being trained under the close supervision of a competent person nominated by the manager

BUYERS ADDITIONAL RESPONSIBILITIES

- To ensure that when any item or article is purchased, that it complies with the Heal1 and Safety at Work Act
- To ensure that when materials or substances are purchased, their contents are identified and that the correct literature covering storage, use, handling and transportation are available
- To ensure that when a machine is hired, all the necessary documentation in respect (tests and examinations are in order and up-to-date, and ensure that the items hired comp with the Health and Safety at Work Act, and other relevant legislation
- May we remind all employees of their duty under the Health and Safety at Work Act, to take all reasonable care of both themselves and others who may be affected by their operations, that the Company requires support at all times to maintain the good Health and Safety record built up over the years.

Mr P. Hanley,
Managing Director

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