Management structure for Health and Safety responsibilities

Policy of CLI HEATING LTD

CHAIRMAN Directors

M Edwards is responsible for the operations of the Company and for the implementation of this policy.

His specific responsibilities are to:

Support the Health and Safety Policy;

Ensure that the necessary finance for the development and maintenance of safe systems of work, which shall include the provision of adequate funds for equipment, training, monitoring the effectiveness of the policy and for the provision of adequate welfare facilities for employees is allocated;

Generally review the Company's health and safety activities manage sub contractors

MANAGING DIRECTOR / Directors

Mr. L Edwards's Health and Safety responsibilities are to ensure that:

a) a) The Company's policy for the prevention of injury, ill health and damage is initiated;

b) b) All levels of management and employees understand the requirements placed upon them by this Policy;

c) The policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or company development;

d) All levels of employees receive adequate and appropriate training in their tasks;

c) e) The relevant legislation is complied with in all the Company's areas of operation;

d) f) Sound working practices are observed;

e) Allowances are made in tendering, planning and production processes for the provision of adequate welfare

f) facilities and the necessary equipment to avoid injury, ill health and damage;

g) Health and safety activities are co-ordinate between all contractors working on the same site;

h) All accidents and incidents are correctly reported and recorded and that action is taken to prevent a re-

i) occurrence of the accident or incident;

j) Disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;

Liaison with external safety and health organizations is instigated;

pertinent information is distributed throughout the company;

Adequate funds are made available to meet the requirements of the policy; The

appropriate insurance cover is provided and maintained;

Provision is made at all meetings, including board meetings, for discussing health and safety;

Any hazardous substances are stored and handled in accordance with established rules and procedures;

He sets a good personal example by using the appropriate personal protective equipment;

The costs of the following are determined, and incorporated in the tender:

– The most appropriate order and method of work;

– The provision of adequate lighting;

– Allocation of responsibilities with other contractors on site;

– The hazards which might occur due to overhead or underground services and other situations which Might lead to improvisation on site;

– Facilities for sanitation and welfare;

– The provision of basic fire precautions.

They inform management of any change to their state of health, either temporary or permanent, which Might affect their working ability or their suitability to carry out any particular task or tasks;

DIRECTOR S HEALTH & SAFETY COMPLIANCE

P Edwards' Health and Safety responsibilities are to ensure that:

a) He understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;

b) Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities;

c) The following are determined at the planning stage:

– The most appropriate order and method of work;

– The provision of adequate lighting;

– Allocation of responsibilities with other contractors on site;

– The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;

– Facilities for sanitation and welfare;

– The provision of basic fire precautions.

d) The necessary contacts with emergency services regarding first aid, medical care and rescue procedures are established. The necessary fire fighting arrangements are established;

e) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;

f) The precautions and work methods are checked with site management prior to commencing work;

g) Work is carried out as planned and the relevant legislation is complied with on site;

h) He sets a good personal example by using the appropriate protective equipment whilst on site;

i) All plant on site is safe and guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;

j) All plant is operated by trained and experienced personnel;

k) All repairs to plant on site are carried out in the proper manner;

l) The required protective equipment is issued and used correctly.

He reports all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;

He co-operates with the Company on all aspects of health, safety and welfare;

He informs management of any change to his state of health, either temporary or permanent, which might effect his/her working ability or his/her suitability to carry out any particular task or tasks;

DIRECTORS

A Edwards Health and Safety responsibilities are to ensure that:

a) He understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;

b) Materials purchased are adequate and suitable for the task for which they are required;

c) Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities;

d) The cost of the following are determined at the planning stage:

– The most appropriate order and method of work;

– The provision of adequate lighting;

– Allocation of responsibilities with other contractors on site;

– The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;

– Facilities for sanitation and welfare;

– The provision of basic fire precautions.

e) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;

f) The precautions and work methods are checked with site management prior to commencing work;

g) Work is carried out as planned and the relevant legislation is complied with on site;

h) He sets a good personal example by using the appropriate protective equipment whilst on site;

i) All plant on site is safe and guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;

j) All plant is operated by trained and experienced personnel;

k) All repairs to plant on site are carried out in the proper manner;

l) The required protective equipment is purchased and is available for issue;

m) Persons under his control observe the requirement of the health and safety policy;

n) He sets a good personal example;

All accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident;

Disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;

Liaison with external safety and health organizations is instigated;

Pertinent information is distributed throughout the Company;

All equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination;

Any hazardous substances are stored and handled in accordance with established rules and procedures;

Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed

M Holt assistant compliance

M Holt Health and Safety responsibilities are to ensure that:

a) He understands the Company's Health and Safety Policy and appreciates his role in the health and safety of all;

b) Special risk assessments are to be carried out on any risks to young persons (under the age of 18 years) before they start work, or existing assessments will be reviewed where young persons are already in employment. Following the risk assessment a copy of the form should be forward to the guardian and a detailed briefing given to the young person on the detail of the risk assessment;

c) He co-ordinates accident reporting and investigation within the office he reports to directors

d) He takes full responsibility for ensuring that the board is kept informed of relevant health and safety risk management issues within the Company;

e) Health and safety is an agenda item at all board meetings;

f) Procedures are put in place to ensure that the policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or company development;

g) Procedures are put in place to ensure that all accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident;

h) Procedures are put in place to ensure that disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;

i) Procedures are put in place to ensure that liaison with external safety and health organisations is instigated;

j) Procedures are put in place to ensure that pertinent information is distributed throughout the Company;

k) Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination;

l) Procedures are put in place to ensure that any hazardous substances are stored and handled in accordance with established rules and procedures;

m) Procedures are put in place to ensure that written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;

n) Procedures are put in place to ensure that work is carried properly and he does drops in and post inspections on staff and sub contractors as planned

o) Procedures are put in place to ensure that all plant is operated by trained and experienced personnel;

p) Procedures are put in place to ensure that all repairs to plant are carried out in the proper manner;

q) Procedures are put in place to ensure that the required protective equipment is issued and used correctly;

r) He sets a good personal example by using appropriate protective equipment and exhibiting appropriate behavior.

C Howells OFFICE MANAGER

Health and Safety responsibilities are to ensure that:

a) He/she understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;

b) The Safety Policy is effectively implemented in all functions under her control;

c) He/she controls fire prevention and co-ordinates emergency procedures;

d) Responsibilities are correctly assigned and accepted;

e) First aid facilities are available at all times;

f) He/she informs management of any change to his/her state of health, either temporary or permanent, which might effect his/her working ability or his/her suitability to carry out any particular task or tasks;

g) All equipment on the premises is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.

CREDIT CONTROL/SALES LEDGER

The Credit Control/Sales Ledger's Health and Safety responsibilities are to ensure that:

Persons under his/her control observe the requirements of the health and safety policy;

Pertinent information is distributed throughout his/her areas of control;

He/she sets a good personal example;

Alexander Bloomfieid ACCOUNTANT

Health and Safety responsibilities are to ensure that:

a) He/she understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;

b) Persons under his/her control observe the requirements of the health and safety policy;

c) The policy is effectively administered and monitored in the areas under his/her control;

d) Pertinent information is distributed throughout his/her areas of control;

e) All accidents and incidents are correctly reported and recorded and that action is taken to prevent a re-occurrence of the accident or incident;

f) Provision is made at board meetings for discussing health and safety;

g) Persons under his/her control are adequately trained in the tasks allotted to them;

h) All equipment within his/her area is in good condition, adequately maintained and guarded and is suitable for the purpose for which it is used;

i) He/she sets a good personal example;

j) The required protective equipment is issued and used correctly;

k) Any hazardous substances are stored and handled in accordance with established rules and procedures;

l) Adequate funds are made available to meet the requirements of the policy;

m) He/she informs management of any change to his/her state of health, either temporary or permanent, which might affect his/her working ability or his/her suitability to carry out any particular task or tasks;

n) The appropriate insurance cover is provided and maintained.

J Cross Store Manager

Health and Safety responsibilities are to ensure that:

a) He/she understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;

b) He is fire warden he controls fire prevention and co-ordinates emergency procedures at office and warehouse

c) All electrical equipment and power tools sent to site have been checked and are safe and in good condition and are not more than 110 volts

d) Any other equipment, tools or materials sent to site are suitable and safe when used for the purposes for which they were intended. If in doubt, ask for confirmation from technical staff or other competent persons;

e) Full instructions for the safe use of any article or substance is sent with the article or substance or check that full instruction are available on site;

f) He maintains a stock of protective clothing and safety equipment for issue to sites as and when required;

g) Material or equipment delivered to the warehouse is stacked or stored in a position and manner which does not create a hazard;

h) He looks after accident book and reports any accident which results in damage or injury

i) Materials purchased are adequate and suitable for the task for which they are required

j) Written instructions is provided by the suppliers or manufacturers to enable the company to comply with the COSHH Regulations and to carry out assessments as required by the Regulations

k) The precautions and work methods for each product purchased are provided to site management prior to commencing work

l) He sets a good personal example

m) He informs management of any change to his state of health, either temporary or permanent, which might effect his/her working ability or his/her suitability to carry out any particular task or tasks;

n) All plant purchased or hired is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.

The Store is keep Clean & and free from trip hazards

SITE SUPERVISORS

The Supervisor's Health and Safety responsibilities are to ensure that:

a) He/she understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;

b) Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities;

c) The following are determined at the planning stage:

– the most appropriate order and method of work;

– the provision of adequate lighting;

– allocation of responsibilities with other contractors on site;

– the hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;

– facilities for sanitation and welfare;

– The provision of basic fire precautions.

d) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;

e) The precautions and work methods are checked with site management prior to commencing work;

f) Work is carried out as planned and the relevant legislation is complied with on site;

g) He/she sets a good personal example by using the appropriate protective equipment whilst on site;

h) All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;

i) All plant is operated by trained and experienced personnel;

j) All repairs to plant on site are carried out in the proper manner;

k) He/she informs management of any change to his/her state of health, either temporary or permanent, which might effect his/her working ability or his/her suitability to carry out any particular task or tasks;

l) The required protective equipment is issued and used correctly.

E Edwards ACCOUNTS Manager

The Accounts Assistant’s Health and Safety responsibilities are to ensure that:

a) He/she understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;

b) He/she uses the correct equipment for the task;

c) He/she only uses equipment which is in good condition;

d) He/she reports all defects in equipment and materials, or any obvious safety or health hazards;

e) He/she does not endanger themselves or other persons through their actions or failures to act;

f) He/she avoids improvisation;

g) He/she warns new employees of known hazards;

h) He/she refrains from horseplay;

i) He/she does not abuse the welfare facilities;

j) He/she co-operates with the Company on all aspects of health, safety and welfare;

k) He/she does not operate any equipment unless they have been fully trained and instructed in its operation;

l) He/she complies with the requirements of the Company's Safety Policy;

m) Management is informed of any change to his/her state of health, either temporary or permanent, which might affect his/her working ability or his/her suitability to carry out any particular task or tasks.

OPERATIVES

The Operatives' Health and Safety responsibilities are to ensure that they:

a) Understand the Company's Health and Safety Policy and appreciate the allocated responsibilities;

b) Use the correct tools and equipment for the task;

c) Use the protective equipment provided all PPE Must Be used

d) Only use tools which are in good condition;

e) Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;

f) Do not endanger themselves or other persons through their actions or failures to act;

g) Avoid improvisation;

h) Warn new employees of known hazards;

i) Refrain from horseplay;

j) Do not abuse the welfare facilities;

k) Co-operate with the Company on all aspects of health, safety and welfare;

l) Do not operate any equipment or machinery unless they have been fully trained and instructed in its Operation;

m) Comply with the requirements of the Company's Safety Policy;

n) Inform management of any change to their state of health, either temporary or permanent, which might Affect their working ability or their suitability to carry out any particular task or tasks.

Managing Subcontractors

a) Sub-contractors are to comply with all the requirements of this Safety Policy and are to provide copies of their Safety Policies and any other documentation appertaining to health and safety, that may be requested by the Company or their Safety Advisers. Failure to do so will render the sub-contractor liable to suspension from the site and any financial penalties will be charged to that sub-contractor.

b) Labor only sub-contractors shall, for the purposes of health and safety only, be considered as employees of the Company.

c) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.

d) Scaffolding used by sub-contractors' employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and codes of practice.

e) Sub-contractors' employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorized.

f) All plant or equipment brought on to site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our contracts manager before work commences.

g) No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.

h) Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to this company's site representative.

i) Sub-contractors' employees must comply with any safety instructions given by the company's site representative.

j) This company has engaged the Health and Safety People to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the Site Manager with the name of the person they have appointed as their safety supervisor.

k) Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health which will be used on the site must be provided to our Contract Manager before work commences.

l) Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

m) A detailed method statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The method statement must be agreed with our contracts management before work begins and copies made available on site so that compliance with the agreed method statement can be maintained.

n) Sub-contractors whose works package includes a design function will present those designs to the principal contractor for onward transmission to the Planning Supervisor in sufficient time to allow those designs to be considered by the design team prior to work commencing. Any such design work shall be included in the information passed to the Planning Supervisor as part of the health and safety file.

o) The sub-contractors' senior site representatives shall attend safety meetings as they are called by the Principal Contractor or Planning Supervisor. These meetings shall be the principal point for the transfer of information.

Managing subcontractors on a site project adds another complication to risk management at that site.
Effective management of subcontractor's OHS performance can sometimes be overlooked because subcontractors:

- May only be on site for a short time and wrongly thought to pose little or no risk.
- May be wrongly considered as solely responsible for their own actions and consequences.
- Risk exposure may not be considered as part of overall site risks.
- May not be aware of their responsibilities in risk management.
- May not be committed to risk controls and may take unnecessary risks, to cut costs to increase profits.

Conducting regular Risk Assessment is one of the vital measures for safe operation at CLI Heating Ltd.
Focus is to identify areas of improvements and to control/eliminate hazards in line with requirements of applicable National regulations.

In addition to regular inspections and audits, important Risk assessments have been conducted.
A comprehensive report highlighting major hazards, associated risks and recommendation to control the hazards have been generated. Risk
Assessment was lead by CLI staff with the management of employee's and subcontractors in mind.

The risk management process to be efficiently managed so effective strategies are in place to eliminate or minimise risk.
Under CLI Ltd contracts it is the principal contractor's responsibility to provide effective safety management at the work site. Principal Contractors have to make sure: Their own people are working safely, and Their subcontractors are also working safely.

3 steps for managing subcontractors

Keeping control over subcontractors Involve three Main steps for the principal contractor

- Select subcontractors who:
- Can show they are competent to do the job and
- Have demonstrated risk treatment measures
- Only allow subcontractors on site who:
- Have undertaken the three levels of induction – general industry, work activity And site specific
- Monitor subcontractors risk management processes to ensure they are:
- Doing things according to plan and
- Working to their safe work method statement.

What the principal contractor must do Under Regulation the principal Contractor must:

- Give a sub contractor those parts of the OHS Management plan for the site which are relevant to the work the subcontractor will be doing before the start of work.
- f changes to the plan which are relevant to the subcontractors a copy must be given to the subcontractor of the relevant changes.
- Assess whether the subcontractor requires a safe work method statement for the work undertaken.
- Direct a subcontractor to follow the safe work method statements provided and to comply with the requirements of the OHS Act and the OHS regulation
- Monitor the performance of subcontractors to make sure there are following their safe work practise method and complying with OHS law and regulations.
- Take action when these are not being complied with by the subcontractors.
- Direct the subcontractor to stop work where there is an immediate risk to health and safety until situation is fixed.
- Make sure that for any Hazardous substances brought on to site by subcontractors: Material Safety Data sheets (MSDSs) are provided onto the site by the subcontractor, and they are entered into the hazardous substances register.

What the Subcontractors must do

OHS Regulation also sets out responsibilities for subcontractors. Subcontractors must only start work at a construction site when they have:

- Been given those parts of the site OHS Management plan which are relevant to their work.
- Assessed the risks involved in their work.
- Put together written safe work method statements which include risk assessment and provide these to the Principal Contractor.
- Processes in place to keep safe work method statements up to date.
- Provide all their own employee's with site induction.
- Told the Principal Contractor about any hazardous substances they will bring onto the site and give the Principal Contractor any additional information they have about the hazardous substances.

Final Assessment

- Is the subcontractor performance at levels that were hoped for?
- Are the rewards gained by the use of subcontractors in proportion to the risks they take on the valve they add, or more critical of the task they perform?
- **Under this Specification:**

"The Contractor and Subcontractor must at all times identify and exercise all necessary precautions for Health and Safety of all persons…..affected.