

## Health & Safety Policy General Statement



All statements in this document apply to **tftull** Limited, referred to as the “company”, unless specifically stated otherwise. The company aims to provide healthy and safe working conditions. With this policy in mind, ensuring that ‘so far as is reasonably practicable’ steps will be taken to protect the health and safety of employees, customers, subcontractors and any persons visiting **tftull** Limited sites or premises. And they will co-operate and involve employees in meeting these objectives.

### The Company will therefore;-

- a) Maintain, necessary and up to date knowledge and keep contact with relevant outside bodies and developments on legislation, codes of practice and other technical or guidance material relating to the company’s activities.
- b) Circulate, as appropriate, this information within the company.
- c) Ensure that legal requirements are met and that steps are taken to comply with changes in these requirements.
- d) Train management and supervisory staff in accident prevention so that safe work methods are used and systematically review re-training needs.
- e) Ensure that health and safety factors are taken fully into account when new methods, processes on premises are being planned, or when changes in existing products or production methods are considered.
- f) Give new employees and existing workers re-deployed to new jobs, adequate training in safety.
- g) Ensure the collection of up to date information on the toxicity and potential hazards of all substances used by the company. This information will be available to those with a legitimate need for that information.
- h) Limit exposure to and, where necessary, monitor the use of substances hazardous to health as an ongoing priority. Particular care will be taken with the introduction of new substances and the risks will be assessed as required.
- i) The company will monitor and regularly review the application of this policy.

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### GENERAL RESPONSIBILITIES

The Managing Director Mr P. O'Grady holds overall responsibility for Health and Safety.

**He is assisted by company Managers, Project Managers, Site Supervisors and Health & Safety Representatives.**

Plant and equipment maintenance, production, use of equipment, and employees are under the auspices of the Managers and Supervisors for their respective areas. Office and Administration is the responsibility of the Office Manager.

It is part of the function of all levels of management from the Managing Director to the area Managers and Site Supervisors, to be aware of changes, potential dangers and hazards existing within their areas. They have both a legal and moral obligation to safeguard the HEALTH, SAFETY and WELFARE of those employed under their supervision.

The responsibility for health and safety rests in the first instance with the designated Director, Manager or Supervisor directly in charge of the employee.

Each employee should be aware that the final level of responsibility rests with that individual to ensure they conduct their tasks in such a manner as to safeguard their health and safety, and that of others.

### ALL LEVELS OF SUPERVISION

Within their areas of responsibilities they will ensure:-

That all persons under their control carry out their work or duties as far as is practical and reasonable, in such a way that no health and safety hazard is created.

That all persons under their control are adequately informed, instructed, trained and supervised to carry out their work or duties with proper regard to the hazards and risks existing and to the safety of themselves and others.

That all accidents and incidents occurring however minor are properly reported and recorded and ensure that positive action is taken to prevent a reoccurrence.

That the company visitors / customers policy is applied, by ensuring any visitors / customers are warned of necessary dangers. At all times staff conducting visitors or customers **MUST** lead the party to ensure that adequate warning can be given of any danger, hazard or risk in the particular area.



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VISITORS AND CUSTOMERS ARE NOT PERMITTED IN THE WORKING AREAS WITHOUT COMPANY APPROVAL

*TO IMPLEMENT THIS POLICY THE COMPANY WILL ENDEAVOUR TO:-*

1. Write the responsibility for safety and, where appropriate, health into all job descriptions and training sheets.
2. Publish general safety rules as appropriate in pursuance of this policy.
3. Ensure that all employees are trained in their duties / responsibilities as far as reasonably practical.
4. Maintain adequate provisions for fire prevention and fire fighting in consultation with the local fire service.
5. Endeavour to ensure that good house-keeping standards are met.
6. Carry out preventative maintenance.
7. Provide, where necessary, (PPE) personal protective equipment and clothing.
8. Keep adequate safety reporting, follow-up procedures and statistics.
9. Assess working practices and advise staff, as to any hazard or risk found by assessment.

Mr P O'Grady

Managing Director  
T. F. Tull Limited  
Reviewed: January 2011



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