

M. J. Hickey (Plant Hire) Ltd  
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# **COMPANY HEALTH AND SAFETY POLICY**

This document has been considered  
and adopted by the above company on  
January 2005

# HEALTH AND SAFETY POLICY

## MANAGING DIRECTOR'S FOREWORD TO SAFETY POLICY

The Managing Director of M. J. Hickey (Plant Hire) Ltd acknowledges his responsibility for the implementation of this Health and Safety Policy.

It is the aim of the Managing Director, as far as it is reasonably practicable, to achieve the following objectives:

1. To ensure the health and safety of work of all employees.
2. To prevent ill health and accidents to employees arising from the company's activities.
3. To ensure that persons, other than employees, who may be affected by the activities of the company, are not exposed to risks to their health and safety.
4. To promote good working practices regarding health and safety in respect of the company's activities.
5. To reduce loss and damage to plant and/or equipment by ensuring good working practices and safe methods of working are adhered to.
6. To ensure all work activities are assessed for risks and, where deemed necessary, to provide health surveillance for employees at risk.
7. To provide an imminent danger evacuation plan for the area and to convey details to all employees and other occupiers.
8. To monitor and review this safety policy by control, planning and organization, as and when company circumstances may alter

# SAFETY POLICY

It is the policy of the company to carry out its activities at all times in such a manner as to ensure, so far as it is reasonably practicable, the health, safety and welfare of all its employees and to ensure, so far as it is reasonably practicable, that it conducts its undertaking in such a way that persons other than employees, who may be affected by its work activities, are not exposed to risks to their health and safety.

In particular the company recognises its duties, so far as it is reasonably practicable, to ensure:

1. That plant, equipment and systems of work are safe and without risks to health
2. The safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. That adequate information, instruction, training and supervision in health and safety matters is provided.
4. The maintenance of a safe and healthy place of work and the provision and maintenance of safe access and egress to all work areas.
5. The provision and maintenance of a safe and healthy working environment and adequate arrangements for welfare.

It is the duty of the company Management Team to see that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place of work and to specifically:

- Assess all work activities of employees for any perceived risks to health or safety.
- Keep informed of technological developments and advances relevant to the company's activities in order to improve health and safety at work.
- Keep apprised of changes in legislation and Approved Codes of Practice in order to achieve compliance with the law and to co-operate fully with appropriate enforcing authorities in this respect.
- Secure the co-operation and involvement of company employees in achieving safe working

## SAFETY POLICY (continued)

Employees are reminded of the requirement to ensure that company policy is observed. In particular:

1. To take reasonable care for their own health and safety at work and of those who may be affected by their actions or neglect.
2. To co-operate with the employer to ensure that any duty or requirement for health and safety imposed on the employer is performed or complied with.
3. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
4. To report any shortcomings perceived by them in this policy or in a Safe System of Work, which they are required to obey.

Prime responsibility for health and safety rests with the Managing Director, who has direct concern for this policy and accords health and safety matters equal priority to other management functions within the company.

The Managing Director expects the company Management Team to accord the same level of priority to health and safety matters and requires all employees to ensure that this policy is observed.

Company management will monitor the operation of this policy and recommend alterations or improvements, as necessary. Monitoring will include safety audits, inspections and/or sampling in addition to investigation of any reports received from employees as a result of (d) above.

Company management will monitor the operation with the separate section on "Responsibilities", "Arrangements" and also with Codes of Practice/Safe Working Procedures applicable to the company's activities.

This Health and Safety Policy will be reviewed periodically and revised as, or whenever, changing circumstances dictate.

Signed .....

Date

**M Hickey. Managing Director**



# RESPONSIBILITIES

The specific responsibilities, as listed below, should be read in conjunction with, and be considered an integral part of M. J. Hickey (Plant Hire) Ltd's Health and Safety Policy.

The Managing Director has the ultimate responsibility for the implementation of this policy. He also has a responsibility to ensure that adequate financial resources are provided to enable the company to meet its obligations with respect to matters of health and safety. The Plant Manager will assume this overall responsibility for safety, in the absence of the Managing Director, for any reason whatsoever.

The Directors have a joint responsibility to the Managing Director to ensure that employees under their control work in a safe manner and understand their respective responsibilities contained within the Safety Policy. They also have a responsibility to ensure that Supervisor(s) carry out their responsibilities for the health, safety and welfare of employees under their control.

Supervisor(s) have a responsibility to the Directors to ensure that employees under their control work in a safe manner and understand their responsibility to co-operate fully with the Directors to enable them to meet their responsibilities for health and safety.

In addition Directors/Supervisor(s) are responsible for:

1. Carrying out inspections of plant, machinery and equipment and ensuring it is correctly maintained in accordance with the relevant Code of Practice
2. Inspecting the work area, for which they are organisationally responsible, to ensure safe working procedures are being carried out by employees under their control.
3. Ensuring new employees are competently trained in the use of equipment, are conversant with the Safety Policy, Codes of Practice and/or Safe Working Procedures applicable to the work they are required to do.
4. Reporting to the Managing Director details of individual employee's hours, of work and exposure levels in order that the information may be correctly entered on individual health records.
5. Ensuring all work activities are assessed on a personal task basis and, where necessary, ensuring health surveillance deemed is maintained and recorded. Assessments will include a "considered" date when the risk will be reassessed if changes in activities have not called for a reassessment prior to that date.
6. Ensuring that existing employees are fully conversant with the Safety Policy, Codes of Practice and/or Safe Working Procedures applicable to the work in hand and that, if necessary, they are suitably re-trained in these respects.

7. Ensuring that, as applicable, protective equipment is supplied, correctly used and maintained. In the case of respiratory protection records of maintenance must be maintained.
8. Ensuring that records are kept up to date for all the Sections (a) to (g) above. Records of health assessments: See: (e) above, are to be kept for 40 years.

In addition Directors/Supervisor(s) are responsible for:

9. Ensuring that employees under their control work strictly in accordance with Codes of Practice and/or Safe Working Procedures applicable to the work in hand.
10. Investigating and reporting, or correcting, as appropriate, any hazardous or potentially hazardous situation reported to them by an employee working under their control.
11. Investigating, reporting and recording any accident or dangerous incident that might occur, whether or not an injury results. In any such case, they will immediately report such occurrence to the Managing Director, or in his absence, to a Director of the company.
12. Ensuring employees are given a copy of the risk assessment for the task they are asked to carry out.

Employees are responsible to their Director/Supervisor(s) to take reasonable care for their own health and safety and that of others, who may be affected by their actions. They must also co-operate with the company, as far as it is necessary, to enable it to discharge any statutory duty or requirement placed on it by the Health and Safety at Work etc., Act 1974 and the Management of Health and Safety at Work Regulations 1992.

Employees must work to the principles of this Safety Policy, Codes of Practice and/or Safe Working Procedures applicable to the work in hand. Employees should also be aware that it is an offence, punishable by law, to interfere with or “misuse” anything provided in the interests of health and safety according to legal requirements. (The work “misuse” has been interpreted in case law as including “failing or refusing to use” in respect of protective equipment.)

Employees must be especially aware of the possibility of their activities causing a hazard to members of the general public. All work activity in public areas must be adequately safeguarded by the use of the correct signs, barriers, etc. Where work affects or restricts any fire escape route, the Managing Director must be informed in advance to enable alternative routes to be properly sign posted.

Employees have a duty to report any shortcomings or omissions perceived in this Safety Policy or in any Safe System of Work they are required to follow.

# **WORK ON PREMISES AS A CONTRACTOR**

The company accepts that in all cases where work is being carried out on premises not owned or occupied by the company, that notwithstanding any of the foregoing there is an overall requirement to work to the requirements of the Health and Safety Policy, Codes of Practice, Safe Working Procedures and (or Permits to Work of the owner or occupier of such premises in addition to the minimum standards of this policy.

## **ARRANGEMENTS**

These arrangements are to be read in conjunction with and to be considered part of the Health and Safety Policy of the company.

Deliberate contravention of any of these arrangements will be considered a break in employee's contracts of work and, at the discretion of the management, may lead to instant dismissal.

# **HEALTH AND SAFETY STRUCTURE**

**MANAGING DIRECTOR**

**ADMINISTRATION**

**ADVISOR**

**SAFETY**

**PLANT MANAGER**

**FOREMAN**

**FOREMAN**

**FOREMAN**

**TEAMLEADERS**

**TEAMLEADERS**

**TEAMLEADERS**

**OPERATIVES**

# ARRANGEMENTS

## 1. FIRE PRECAUTIONS

- 1.1. It is the policy of the company to ensure that suitable arrangements are made regarding fire prevention and means of escape should a fire start. All employees are, therefore, required to read and comply with all notices etc.
- 1.2. The Directors have the responsibility for ensuring that:
  - 1.2.1. The means of escape in the event of a fire are well defined within the premises by the display of appropriate signs and notices.
  - 1.2.2. Sufficient fire fighting equipment is available within the premises and that it is inspected by the supplier at least once per year.
  - 1.2.3. Suitable and clear fire drill instructions are displayed throughout the premises.
  - 1.2.4. Training and instruction are given to staff in respect of means of escape, the use of fire fighting equipment and the fire drill procedure.
- 1.3. Either personally or be a designated member of staff that the following checks are made of the premises when work ceases:
  - 1.3.1. Electric gas and oil equipment not required to operate overnight is switched off.
  - 1.3.2. Equipment in use overnight is safe.
  - 1.3.3. No cigarettes are left smoldering.
  - 1.3.4. Fire doors and smoke stop doors are closed.
  - 1.3.5. Windows are closed, outside doors locked and the premises are secure against intruders.

**NB:** The assembly area in the case of a fire at the office premises, will be as shown on the Fire Action Notices. When on site, a suitable area will be designated by the Director/Supervisor(s) in compliance with any existing arrangement made by (the owner or occupier of the premises).

## 2. FIRST AID

- 2.1. It is the policy of the company to provide adequate first aid facilities for all its Employees.

## 2.2. **FIRST AID PERSONNEL**

2.2.1. The company's arrangements allow for the appointment of "appointed" persons. These persons are the key to the first aid arrangements. They are nominated by the Directors to assist or take charge of a situation requiring first aid treatment. An appointed person will receive basic first aid training regarding the emergency treatment of casualties. The Directors will arrange for the appropriate training of the appointed person(s).

## 2.3. **DUTIES OF APPOINTED PERSON(S)**

- 2.3.1. Administering where possible any emergency treatment to casualties and ensuring an ambulance or doctor is called if the circumstances warrant.
- 2.3.2. Ensuring proper stocks of first aid items are kept and that the box or cupboard is clearly identified and readily and speedily accessible.
- 2.3.3. Ensuring first aid notices are posted in conspicuous positions, giving the name of the appointed person.
- 2.3.4. Recording in a treatment record book any incidents requiring first aid assistance.
- 2.3.5. Informing the Managing Director or a Director of any reportable accidents/occurrences as soon as possible

## 2.4. **CONTENTS OF FIRST AID BOXES – Up to 50 people employed**

- 2.4.1. A copy of the guidance card on first aid treatment.
- 2.4.2. Not less than 8 medium sized sterilised unmedicated dressings (10cm x 8cm).
- 2.4.3. Not less than 4 large sterilised unmedicated dressings (28cm x 17.5cm).
- 2.4.4. Not less than 40 individually wrapped sterile adhesive dressings.
- 2.4.5. Not less than 4 sterile eye pads with attachments.
- 2.4.6. Not less than 12 safety pins.
- 2.4.7. Not less than four triangular bandages. These should, if possible, be sterile. If not, sterile coverings appropriate for serious wounds should also be included.

## 2.5. **FIRST AID ON SITE LOCATIONS**

Where employees work alone or in small groups away from the main establishment (e.g. sites) they must be provided with small traveling first aid kits, these should contain the following:

- 2.5.1. A copy of the guidance card for first aid treatment.
- 2.5.2. 10 individually wrapped sterile adhesive dressings.
- 2.5.3. 3 medium sized sterile unmediated dressings (approx 10cm x 8cm).
- 2.5.4. 6 safety pins.
- 2.5.5. 1 triangular bandage (this should, if possible, be sterile. If not, a sterile covering appropriate for serious wounds should also be included.
- 2.5.6. 1 large sterile eye pad with attachment.
- 2.5.7. 1 large sterile unmedicated dressing.
- 2.5.8. 1 extra large sterile unmedicated dressing.
- 2.5.9. 1 container (disposable) of sterile water or saline.

## **2.6. APPOINTED PERSON(S)**

Appointed person(s) should be selected so as to have one nominated person based in the office;

## **3. PROTECTIVE CLOTHING AND EQUIPMENT**

- 3.1. This must be worn at all times to correspond with the requirements for the given site. It is expected at the very least employees whilst on site should have the following:
  - 3.1.1. Steel toed boots
  - 3.1.2. Protective hard hat
  - 3.1.3. High visibility jacket or vest

Employees must respect the site rules and engage in the use of required PPE at all times

## **4. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES**

Applicable legislation:

Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 effective from 1 April 1996

### **4.1 INTRODUCTION**

All accidents that result in injury shall be recorded in the accident book by the injured person or by some other person acting on their behalf. However, whenever any of the other following events occur, it must be reported in writing to the enforcing authority within 10 days; and in the event of Schedules 1, 2 or 3 must first of all be notified to the enforcing authority by the quickest practicable means, (i.e. by telephone).

It is the responsibility of the Directors to carry out the notification and complete the report. It is therefore essential that they be notified immediately.

#### **4.2 REGULATIONS**

Reportable with 10 days

Where an accident results in the person being unable to work their normal duties for more than 3 consecutive working days, excluding the day of the accident, a written report in the approved form shall be sent to the enforcing authority with 10 days.

Where an employee suffers a reportable injury and dies as a result of injury within a year of the accident, the Directors shall report to the enforcing authority the subsequent death.

#### **REPORTABLE IMMEDIATELY:**

#### **SCHEDULE 1- REPORTABLE INJURIES**

Any person (whether an employee, general public, etc.) suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:

- Any fracture other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye, whether temporary or permanent.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury -
  - I. Leading to hypothermia, heat-induced illness or to Unconsciousness.
  - II. Requiring resuscitations, or
  - III. Requiring admittance to hospital for more than 24 hours.

- IV. Loss of consciousness caused by asphyxia or by exposure to a harmful

**Substance or biological agent.**

- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin-
  - I. Acute illness requiring medical treatment; or
  - II. Loss of consciousness.
  - III. Acute illness which requires medical Treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

**SCHEDULE 2- DANGEROUS OCCURRENCES**

The collapse of, the overturning of, or the failure of, any load bearing part of:

1. Any lift, hoist, crane, derrick or mobile powered access cradle, or window cleaning cradle:
2. Any excavator; or
3. Any pile driver frame or rig having an overall height, when operating, of more than 7 metres, or
4. Any fork lift truck

Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours and which, taking into account the circumstances of the occurrence, might have been liable to cause the de of any person.

A collapse or partial collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffold failing or overturning, or where scaffold is erected near to, or over water, where (here would be a risk of falling persons drowning, or where the scaffold is slung or suspended, a collapse of the suspension arrangements (including any outrigger) which causes a working platform or cradle to fall.

**SCHEDULE 3- REPORTABLE DISEASES**

On receiving a medical certificate/report from the employee's doctor stating that the employee is suffering from a Notifiable Industrial Disease, the Directors will complete and send a form F2508A to the enforcing authority, keeping a copy on file.

In any case of doubt a report should be sent in where an industrially caused medical condition is suspected. Wrongful reporting is not an offence. Non-reporting certainly is.

**4.3 ACCIDENT/INCIDENT IN**

All accidents and potentially dangerous incidents will be investigated as soon as is reasonably practicable. All details must be recorded, witnesses interviewed and, if necessary, photographs taken, but nothing is to be moved unnecessarily before the Directors have been informed. At their discretion the Directors may call in Safety Advisers, or take control of the situation themselves.

## **REPORTING ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES**

**ACCIDENT** Accident arising out of or in connection with the Company's undertakings.

**WHO WAS** One of your employees or a Trainee at work, or, a Self-Employed Person working on your premises resulting in:  
Any other person who is not an Employee or Trainee at work, but who was either in premises under your control at the time, or was otherwise involved in the accident resulting in:

### **INJURED**

**KIND OF** Fatal or specified major injury or condition.

### **INJURY**

Other injury causing incapacity for more than 3 days.

Report in Accident Book:

Other injury.

Fatal or specified major injury or condition.

**ACTION** Notify the enforcing Authority immediately

### **REQUIRED**

Send a written report on the approved form(\*) to the Enforcing Authority Within 10 Days of the Accident

Keep a copy of the form that is sent to the Enforcing Authority for at least 3 days

**ALL ACCIDENTS ARE TO BE RE INVESTIGATED**

## **5. TRAINING**

The Managing Director will ensure that all staff receive training on health and safety to assist them in undertaking their tasks safely and efficiently. External courses on specific subjects will be utilised along with internal training, as and when appropriate.

Although the Managing Director has a major role to play within the company's Health and Safety Policy, each member of staff in a supervisory role is responsible for ensuring that his/her subordinates receive appropriate training, and induction and should therefore liaise with the Managing Director regarding training needs.

Management must ensure that all new employees are given information about the following and that the recipients of the information understand what is expected of them:

- 5.1. The Health and Safety at Work Act.
- 5.2. The company's policy for Health, Safety and Welfare.
- 5.3. Fire Procedures (including the location and use of extinguishers).
- 5.4. First Aid — names and locations of first aiders and introduction to them, position of first aid boxes and rules for their use.
- 5.5. Use and availability of protective clothing and equipment.
- 5.6. General hazards in and around their work area.
- 5.7. Specific hazards in and around their work area, to include a copy of the risk assessment for the task they are being employed to carry out.
- 5.8. Procedures for reporting accidents, injuries and property damage,
- 5.9. Safe system of work.
- 5.10. Welfare— location of kitchens, toilets, showers, and other welfare matters.
- 5.11. Records of training shall be filled in by the person carrying out the training and will be held by the Managing Director together with any certificates from off-site courses attended by employees.

## **6. VISITORS TO COMPANY'S PREMISES OR SITES**

Section 3 of the Health & Safety At Work, etc. Act 1974 imposes a duty on every employer to conduct his business in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment are not exposed in risks to their health and safety. This general duty is extended by Section 4 of the Act and refers to persons having control of the premises as well as to employers (and indeed the self-employed)

The term "persons not in his employment" can therefore mean:

- Officials, i.e. Health & Safety Executive Inspectors, Police, Local Authority personnel or clients representatives.
- Contractors engaged to carry out work on the company's premises/sites.
- Businessmen, i.e. sales representatives. buyers and others engaged on official business with the company.
- Others, i.e. milkman, postman, delivery drivers, clients, employees, general public, etc.
- Company's premises — No special precautions are considered necessary when persons visit the premises for a meeting. However, visitors are not allowed to walk around the premises unattended.

Employee's accompanying visitors must take reasonable care to ensure the visitors health and safety in addition to their own.

### **CONTRACTORS**

Prior to a contractor starting work associated with the premises he must report to the Managing Director who will take the necessary action to minimise risk by:

- I. Informing staff that work is about to be carried out on the premises and the precautions they need to take to avoid risks:
- II. Advising the contractor of any "hidden dangers" that may affect his safety that he is unlikely to have foreseen.

Whilst no legal responsibility can be laid upon contractors under this policy, it is a requirement, under the terms of all contracts, that the contractor shall have his own health and Safety Policy, Safe Systems of Work, etc. When working for, or providing services to, this company however, there is a requirement to ensure that this policy is not advanced in any way without express permission being given in writing, in advance, by this company. In addition to this, all contractors are required to comply with the following;

- **COMPETENCE:** Persons shall be deployed to work under contract only if they are competent to carry out the tasks involved, have been suitably trained, and are capably supervised. Where machinery is involved they will be over the age of 18 years.
- **PROTECTIVE EQUIPMENT:** The contractor will provide all persons deployed on work for this company with protective equipment wherever this is deemed necessary and wherever required to comply with statutory regulations, HSE Guidance Notes etc.

- **EQUIPMENT:** No equipment is to be used, or installed, on site, unless it has been approved as being of a suitable standard for the usages envisaged. Where there is no relevant British, or European. Standard then equipment must be of high quality and be regularly inspected and maintained in accordance with “best trade practices”.
- **TRAINING:** Contractors will be required to arrange training, and/or retraining, for all their employees on this site, at the contractor’s expense. Training will cover all certification required by statute, in addition to general health and safety training.
- **EVACUATION:** Prior to commencing work of any sort on the site, contractors will be informed of the procedure to be followed in the case of a serious or imminent danger evacuation from their area of work. They will also be introduced to the person in that area who would take charge of any evacuation.

The company management reserve the right to exclude from the site any contractor’s personnel who are perceived to be not working to the standards of health and safety laid down in this company’s, and/or the contractor’s Health and Safety Policy, or Safe Systems of Work.

## **7. NOISE AT WORK (REGULATIONS - 1989)**

It is the policy of this company to comply with the Noise Regulations in so far as they affect our own employees and those persons not in the employ of the company.

Where any doubt exists as to whether any machinery or plant owned or used by company employees has a noise output in excess of 85dB(A), or a peak output in excess of 200 Pascal’s, (140dB), then a noise survey will be carried out by a competent person to ascertain the actual levels!

Where the level exceeds 85dB(A) no further action is necessary, although it is the policy of the company to keep all noise to a minimum level consistent with good commercial practice.

Where the level exceeds 85dB(A), but is less than 90dB(A), then all persons affected will be advised of the survey results, be instructed about industrial hearing loss and be advised to wear hearing protection. The company will supply, maintain, and replace such protection free of charge.

Should the survey reveal levels of over 90dB(A), and/or peak levels of over 200 Pascal’s then the company will do all that is possible to reduce these levels as far as is reasonably practicable.

Identified areas will be marked as Ear Protection Zones in accordance with BS5378, and the wearing of hearing protection will be made mandatory.

Where it is foreseeable that employees operating a machine are likely to be exposed to noise levels in excess of 90d8(A) then that machine is to be marked as in the previous paragraph.

Employees have a duty under these regulations to wear protection provided.

Persons affected will be advised of the survey results and be instructed about industrial hearing loss and correct use of protection. The company will supply, maintain, and replace such protection free of charge.

Records will be kept of all surveys and subsequent action taken.

Where subsequent changes in work practices make a survey no longer valid then the above will be repeated for the new conditions which prevail.

Suppliers of new machines are to be requested to supply details of the expected noise levels of any machines purchased.

## **NOISE AT WORK REGULATION 1989**

### **ACTION PLAN**

Is Working noisy

Action            Competent Person To Make Assessment.

Keep Records

Less than Pascals 85dB Level - No Action

Between 85-90dBA -        1st Action Level— Inform Employees of assessment and Advise to wear ear protection — Instruct about hearing loss — Issue hearing protection to employees who request it.

Over 90dBA/Over 200 -    2nd Action Level — Peak Action. - Reduce noise level (other than by issue of hearing protection) so far as is reasonably practicable — Identify and mark ear Protection Zone w BS5378 — Provide instruction information and training to employees about hearing damage — Provide suitable hearing protection — maintain, repair and replace — Ensure use of hearing protection in ear protection Zones.

Employees must co-operate and have a duty to wear hearing Protection provided and report defects.

Review if assessment is no longer valid, or significant changes in the work to which assessment relates.

## **8. SAFETY COMMITTEE / SAFETY REPRESENTATIVES**

Not all of the company's employees belong to a recognised Trade Union which would normally appoint Safety Representatives to serve employees interests on safety matters to his Manager/Supervisor, and if not satisfied that suitable action is promptly taken, should then bring the matter to the attention of the Managing Director.

The company's Health & Safety Adviser maybe called in to assist in resolving any safety disputes which remain after such consultation, but the Managing Director will make the ultimate decision as to future action.

Employee's arc reminded that they have the right to call in the local Factory Inspector, as shown on the HASWA notice on the company notice board.

## **9. CDM REGULATIONS 1994**

These CDM Regulations state that projects involving fewer than five employees and which are of less than 30 days duration, or projects involving less than 500 person/days work, have been exempted from some of the regulations, e.g. there will not be a requirement to appoint either a Planning Supervisor or a principal Contractor

These new regulations now apply to all operation from 1st January 1996.

This company may not often be in the position of being the Principal Contractor for a client where the CDM regulations apply due to the nature of most works involved. However, where this company is a sub-contractor, they will supply copies of all relevant documents to the Principal Contractor and/or Planning Supervisor for inclusion in the Health and Safety Plant.

In cases where this company is the Principal Contractor they will co-operate with the Planning Supervisor appointed by the client in a similar way.

The client is required to appoint a Planning Supervisor and Principal Contractor who must he competent and must have sufficient resources.

The designer must ensure that its designs minimise risk and, where risks cannot he avoided, supply adequate information.

The Planning Supervisor has overall responsibility for coordinating the health and safety aspects of the design and planning stage and must set up in the early stage of a Health and Safety Plan and tile.

The Health and Safety Plan, mentioned above, should include:

- General description of work.
- Project programme.
- Foreseeable risks
- Any other information required to show competence and adequacy of resources; and,
- Any information to allow a contractor to comply with welfare provisions

The Principal Contractor must take account of health and safety when preparing tenders and must develop the Health and Safety Plan to ensure contractors comply. They should also check on the provision of information and training for consulting with employees and the self employed on health and safety.