

# LANGMEAD CONSTRUCTION LTD. ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY.

## Director.

The Director's responsibilities are to ensure that:

1. The policy is effectively implemented, monitored, developed and communicated effectively to all staff or operatives and that necessary alterations are made to the policy to reflect changes in legislation or company development.
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
3. The appropriate insurance cover is provided and maintained.
4. 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.
5. All operatives understand their responsibilities for health and safety placed upon them by this policy.
6. An effective training programme is established to ensure that all levels of operatives are trained and competent to carry out their duties.
7. The Director recognises his role in providing health and safety leadership in the company and to engage the active participation of operatives in improving health and safety.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
9. Procedures are put in place to ensure that adequate welfare facilities are provided for operatives.

## Secretary.

The Health and Safety responsibilities of the Secretary are to ensure that:

1. They understand the company Health and Safety Policy and understand their responsibilities.
2. They actively lead the implementation of the policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. Written instructions are provided through risk assessment and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable work controls.
5. They communicate and consult with staff on issues of health and safety and encourage staff to report

hazards and raise health and safety concerns.

6. All accidents/incidents, ill health, dangerous occurrences and other issues concerning safety are recorded and investigated so that effective controls can be implemented to help prevent recurrence.
7. Persons under their control are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner.
8. All health and safety site rules are followed by everyone.
9. Any hazardous substances are handled, used, transported and stored in a safe manner in accordance with manufacturer's instructions and established rules and procedures.
10. All plant and work equipment in the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection and examination.
11. Management is informed of any safety issues that cannot be resolved.
12. Personal protective equipment is readily available and maintained and relevant operatives are aware of its correct use, storage and replacement procedures.

### Operatives.

The Health and Safety responsibilities of operatives are to ensure that:

1. Understand the company Health and Safety Policy, their responsibilities and comply with the requirements.
2. Use the correct tools and equipment for the task.
3. Use the personal protective equipment provided.
4. Only use tools that are in a good condition.
5. Report all defects in tools, plant, materials and equipment or any obvious safety and health hazards.
6. Take reasonable care not to endanger themselves or other persons through their acts or omissions at work.
7. Warn all new operatives of known hazards.
8. Refrain from Horseplay and follow all health and safety rules.
9. Do not abuse or misuse anything provided under a statutory requirement in the interests of health and safety.
10. Co-operate with the company on all aspects of health, safety and welfare.
11. Do not operate any equipment or machinery unless they have been fully trained and instructed in its

operation.

12. Report all accidents and incidents so that action can be taken to prevent a recurrence.
13. Inform the Proprietor 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 tasks.