



## **Health & Safety Policy**

## **EI PROJECTS HEALTH & SAFETY POLICY**

### **Health & Safety Policy 25.5.2018**

#### **1. INTRODUCTION**

Section 2 (3) of the Health and Safety at Work Act etc 1974 requires each company to prepare, and when appropriate to revise, a written statement of general policy with respect to the health and safety at work of its employees, and the organisation and arrangements in force for carrying out the policy, and to bring the policy to the notice of all employees. This document contains the policy statement of EI Projects.

#### **2. GENERAL STATEMENT**

A. It is our policy to perform work in the safest practicable manner, consistent with good construction practise. The health and safety of our employees and all those likely to be affected by our operations is the responsibility of the management. Adequate resources will be made available to ensure the success of this policy.

B. It is the duty of the management to do everything practicable to prevent injury and ill-health, and it is equally the duty of each employee to exercise personal responsibility for his or her own safety, and that of others. This is required by law.

C. All employees are to be aware that, in the event of any conflict between the demands of production and safety, they will receive management support if they choose the safety of third parties as the priority.

D. It is our policy to adhere completely to the requirement shops and Railways Premises of the Health & Safety at Work Act etc 1974; the Factories Act 1961; the Offices, Shops and Railway Premises Act 1963; the Construction Regulations and all Acts, Regulations and Codes of Practice made under the Acts which affect our operations.

E. The attention of all personnel is directed to this Safety Policy and to its Appendices.

#### **3. RESPONSIBILITY**

A. Responsibility for health and safety on premises, site and elsewhere is delegated to the persons in charge of the work in accordance with the usual chain of management responsibility. Site Managers are considered responsible for the safe conduct of work in their areas, and this responsibility cannot be delegated to others.

B. Where difficulties arise in the maintenance of safe working practices or conditions, reference must be made to the Site Manager concerned, who then has responsibility for ensuring that sufficient authority is given to enable safe practices and conditions to be maintained.

C. It is the responsibility of the employer to ensure that all users of products and articles supplied for use at work shall be made aware of any relevant information and instructions which may be provided by the manufacturer/supplier in order to comply with their obligations under Section 6 of the Health and Safety at Work etc. Act 1974.

D. Any employee who is in doubt about safe working practices and procedures should contact the site manager.

E. Guidance on health and safety matters can also be obtained from the BEC Manual 'Construction Safety'.

#### **4. CONSULTATION.**

A. Any arrangements negotiated between the company and recognised independence Trade Unions regarding safety Representatives and/or Safety Committees will be added in the form of an Appendix attached to this safe-



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ty policy where applicable.

B. Suggestions or comments on ways in which our health and safety performance can be improved will always be considered by this Company.

## 5. SAFETY POLICY REVIEW

A. The Health and Safety at Work etc Act 1974 requires the Company to monitor the effectiveness of this policy in terms of the use made of it by both management and work force. Review of the safety performance of the Company and functioning of the policy is the risk of the Directors. At periodic intervals the Company will review the contents of this policy statement, and indicate ways in which our safety performance can be improved.

B. Health, safety and welfare may also be considered at site meetings, at which contractors representatives may be asked to be present for discussions on their safety policies, working practices, safety performance and other related matters covered by legislation.

## 6. ADVICE TO SITE STAFF

A. Those in charge of sites, offices and other Company work areas are required to review with any new employee to work. Similarly, those transferring from job to job, or from site to site will be given any necessary information by supervisory staff.

B. Those in charge of work areas will receive information from the visiting Safety Adviser during the course of his visits on new methods of accident prevention, new legislative requirements and Codes of Practice.

## 7. DOCUMENTATION

A. Accidents must always be entered immediately into the site or Office Accident Book however trivial they may appear to be. In addition, accidents resulting in a fatality, a major injury or in absence from work of more than three days must be reported to the Safety Consultants by the 'person responsible' as defined below. Fatal or major injury accidents must be reported to the Office in Bournemouth – Telephone 01202 575929.

B. Dangerous occurrences as defined by Law must also be reported to the Safety Consultants immediately by telephone, followed by a written report, irrespective of whether an injury has occurred.

C. Details of diseases and conditions which are notified in writing to the company as having been suffered by employees will be reported by telephone to the Safety Consultants, who will then advise whether reporting of them is necessary in the particular circumstances.

D. Statutory inspection results must be recorded and the responsibility for ensuring that the inspections are carried out and recorded rests with the Site Managers.

## 8. FIRST AID FACILITIES

A. To comply with the Health and Safety (First Aid) Regulations 1981, adequate first aid equipment and facilities will be provided. The person in charge at each facilities will be provided. The person in charge at each place of work is designated as the 'appointed person' for the purposes of these Regulations and that persons name and normal work location will be displayed at each place of work. The function of the 'appointed person' is to take charge of the equipment and facilities, to report missing or defective items.





## 9. COMPANY SAFETY RULES

A. Statutory requirements are viewed by the company as being the minimum acceptable standards rather than the ideal maximum. In addition to statutory requirement the following safe operating practices and procedures are company policy, and must be adhered to by all employees regardless of the nature of their specific duties. Wilful disregard by any employee of any company safety rule may be considered sufficient cause for immediate dismissal. Some of these rules are statutory requirements, and are included as reminders.

B. Personal protective equipment shall be worn without exception wherever necessary. Instructions will be given to operatives by the Site Managers where this rule applies, particularly concerning the wearing of safety helmets. Assistance will be given with the purchase of items of personal protective equipment when the issue of these items is not already standard procedure or a legal requirement.

C. Soft-soled footwear such as trainers is not permitted to be worn on any site

D. All access equipment must be kept in good repair.

E. All injuries, no matter how slight, must be reported to site.

F. Untidy areas and methods of working create unacceptable risks so must be avoided at all times.

G. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job whilst in that condition. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work related problems with their supervisor.

H. No-one shall knowingly be permitted or required to work whilst his or her ability or alertness is so impaired by fatigue, illness or other cause that might expose the individual or others to injury.

I. Horseplay, scuffling and other such acts which tend to endanger the safety or well-being of employees are prohibited.

J. Employees shall not handle any electrical equipment or machinery in a manner not within the scope of their duties, unless they have received specific instructions. Electrical appliances/apparatus may only be operated by those who have been trained in the use of same.

K. Any fault on any appliance or wiring must be reported immediately. Only trained Electricians may undertake electrical repairs.

L. Working clothes must not be allowed to be impregnated with oil, grease, solvent or any flammable liquids.

M. Safety belts, lanyards, life-lines and/or safety nets are to be used by men working at heights when it is impracticable to provide work platforms.

N. All ladders and steps will be kept in good repair.

O. Only competent persons are permitted to erect, dismantle or alter scaffolding in any way.

## 10. SPECIAL HAZARDS

11.

A. There a number of special hazards which have potentially serious consequences and which are found on building sites. The general procedures given in the next two paragraphs will be followed in each case.







B. The Project Director is to be advised by telephone at the office whenever any of the following occur:- fire, explosion or collapse/failure or scaffolding. He will determine whether an investigation is required in conjunction with Safety Consultants, he will notify the necessary authorities as required, and will give instructions on the procedure for handling the situation.

C. The Project Director will be advised by Contracts and Project Managers as soon as they become aware of the following potential hazards :- removal, use or storage of any asbestos containing product, any demolition work requiring the use of any specialist sub-contractors. He will then issue a safe method or work, in conjunction with the Safety Consultants.

## RESPONSIBILITIES

This Appendix to the Company Safety Policy details the responsibilities for safety at all levels both of management and operatives. In all cases where responsibility is felt to be unclear the advice of a member of senior management must be obtained.

A) The Directors will :-

- i. Initiate, administer and interpret the effective implementation of the company Health and Safety Policy.
- ii. Have an understanding of the applications of the Health and Safety at Work Act etc 1974 and other relevant legislation to the Company's operations, and a general knowledge of the Factories Act 1961, the Construction Regulations, the Offices, Shop and Railway Premises Act 1963 and relevant special Regulations and Codes of Practice.
- iii. Arrange for funds and facilities to meet the requirements of the Policy.
- iv. Be aware of changes in legislation which affect the Company.
- v. Promote the safe conduct of work generally.
- vi. Set a personal example.

B) Site Managers Will :-

- i. Organise sites so that work is carried out to the required standard of safety with the minimum of risk to persons, equipment and materials.
- ii. Know the requirements of the Construction Regulations and other relevant legislation.
- iii. Ensure that any hazards from material stacking, positioning of plant and installations of electricity supply are eliminated.
- iv. Plan a tidy site.
- v. Ensure that all Foremen are responsible for safe working methods and see that they do not require or allow persons to take the unnecessary risks.
- vi. Make sure that suitable protective clothing is available where appropriate, and that it is used.
- vii. Ensure that all machinery and plant, including power and hand tools are checked, that they are in good condition and that any defects found are reported to the Project or Contracts Manager.
- viii. Ensure that appropriate fire-fighting appliances are maintained on site.
- ix. Ensure that adequate first-aid facilities are established and are readily available.
- x. Co-operate with the visiting Safety Adviser and act on his recommendations.
- xi. Review work hazards and methods with new or transferred employees.
- xii. Ensure that statutory notices are displayed, and that statutory registers are being maintained up to date.
- xiii. Set a personal example, including the wearing or use of such protective clothing equipment as appropriate.

C) OPERATIVES WILL :

- i. Use the correct tools and equipment for the job, including safety equipment and protective clothing.
- ii. Keep tools in good condition.







- iii. Report to supervisor any defects in plant or equipment.
- iv. Develop a personal concern for the safety not only of themselves but for all concerned, particularly newcomers and young people.
- v. Avoid improvising which could entail unnecessary risks.
- vi. Warn new men of known hazards.
- vii. Refrain from horseplay and abuse of welfare facilities.
- viii. Report any incidents which have led or are likely to lead to injury.
- ix. Co-operate generally with supervisors to promote safe working conditions and, if possible, suggest ways of eliminating hazards.
- x. Co-operate in the investigation of any accidents which may have occurred.
- xi. Set a personal example.

## OFFICE SAFETY RULES

This appendix is a supplement to the Company Safety Rules, and sets out the rules which must be observed by all personnel working in our offices.

- 1. Furniture and equipment must be arranged so as to avoid injury from sharp corners etc.
- 2. Upper drawers of filing cabinets must not be overloaded which may cause them to become heavy.
- 3. Only one drawer of filing cabinet must be open at a time, so as to avoid possible tipping hazards.
- 4. Wall storage racks must be securely anchored to prevent any movement or possibility of tipping. And must not be overloaded.
- 5. Access to high upper storage shelves must only be gained by using the steps of such safe access as provided.
- 6. Cables from electric fires, telephone and leads to any

electrical equipment in the office are not to be laid across floors so as to cause possible tripping hazards.

- 7. Floor coverings must be held down securely and kept flat and free from worn patches in places where persons could trip.
- 8. At the end of every working day or shift any non-essential electrical appliances are to be switched off and wall socket plug removed.
- 9. Any electrical faults must be reported to a Director.
- 10. Paper guillotines are not to be operated with their guards removed.
- 11. Electrical repairs or maintenance are to be carried out by a competent electrician.
- 12. Any simple adjustments to electrical equipment must be made with the power switches off.
- 13. Electric heaters or fires may only be used if properly guarded in accordance with British standards.
- 14. Only properly trained and authorised personnel are permitted to operate specialised machinery and equipment.
- 15. Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked, and taking care when extension cables are being used ensuring that they do not cause any obstruction.
- 16. Fire doors must be kept closed at all times and must never be jammed or wedged open.
- 17. Fire exits must be kept clear at all times.
- 18. Fire extinguishers are to be kept readily accessible, and, if at all possible, to be positioned on all wall brackets. All employees must be aware of both the locations and methods of operating fire extinguishers and the fire drill procedure for evacuation.
- 19. Persons handling chemicals must be made aware of the hazards associated with the handling, storage and use of such chemicals, and of the precautions to be observed, along with the first aid measures to be adopted.

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH





The following text has been compiled to provide a summary of information received from manufacturers and suppliers and is intended for use as a guide in respect of the COSHH regulations and the products installed by Edbrook Interiors Limited.

It is not intended to be an exhaustive list, but is representative of the information obtained. Should you have any query, we would be pleased to provide more specific information, or if required, pass your request direct to the manufacturers of the products concerned.

## GUIDE FOR USER

### Product Use

1. Always use products for the purpose and in the manner in which they are intended. No product supplied is suitable for human consumption.
2. Always keep dust to a minimum, where necessary, use a respiratory face mask and protective clothing. Refer to HSE Guidance note EH40 for exposure standard.
3. If irritation occurs, rinse well with clean cold water, and then wash thoroughly. The use of barrier creams can sometimes prevent skin irritation.
4. When working overhead or when cutting metal products, the use of protective eye glasses is advisable.
5. Metal products may be sharp, due care should be taken and protective gloves worn where necessary.
6. Metal is good conductor of electricity. Proper precautions should be taken when working near live power lines.
7. Plastic materials can become charged. Static electricity may cause sparks when earthed.
8. Always use sealants, adhesives and jointing compounds in a well ventilated area. Products may give off fumes during the drying process.
9. Personal hygiene is essential, always wash hands well, the need for adequate standards of hygiene should be recognised particularly before eating.
10. If in doubt, contact the manufacturer or supplier. Where necessary or if irritation persists obtain medical advice.

## PRODUCT STORAGE

Unless specifically established to the contrary, products should be stored taking the following precautions:

1. Products should be stored in a clean, dry area away from excessive heat.
2. Aerosol cans are pressurised containers, and contents are often highly flammable. Particular regard to storage temperature and the possibility of accidental damage should be evaluated.
3. Packaging materials are often inflammable, do not expose to a naked flame or excessive heat.
4. Metal can be sharp, guard any projecting ends, particularly when near pedestrian walkways.

## PRODUCT DISPOSAL

1. Do not burn waste products, some may give off toxic fumes.
2. Dispose of all products in accordance with local authority regulations.

For further guidance, examples of manufacturers product information have been compiled. These examples have been selected as they are representative of the products installed by EI Projects Limited. The companies were also considered to be industry leaders in their respective field. The information is attached separately.

## Method & Risk

Method Statements & Risk Assessments as the following site specific sheets:



