

## General Responsibilities for Managing Health and Safety

### Contracts Managers

**General Requirements:** The Company Contracts Managers are responsible for the effectiveness of incorporating the Safety Policy and Procedures throughout the Company's operations to ensure correct safe development. They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected. They are to co-operate and liaise with the Company's Safety Officers/Consultants, Principle Designers/ Principle Designers and The Health and Safety Executive etc., with regards to safety measures.

They are also required to have joint Health and Safety consultation with employees and to report regularly or, as often as necessary, to the Director in charge of health and safety on the Company's Safety Performance and compliance.

**Contracts Managers Awareness of Safety Standards:** To be familiar with and to observe all Regulations, Codes of Practices and British Standards applicable to their work and related industries.

**The Management of Health and Safety At Work Regulations 1999 & The Construction (Design and Management) Regulations 2015:** Contracts Managers are to ensure compliance with the regulations for maintaining in a safe order the Company's places of work, premises, offices, storage areas, access ways, machines, equipment and materials etc.

**Protecting the General Public:** Ensure the general public are not put at any risk or hazard from the Company's operations and that security arrangements are kept in order at all times.

**Health and Safety (First Aid) Regulations 1981:** Contracts Managers are to ensure that First Aid and Welfare arrangements for the Company's premises/places of work are maintained in order.

**Statutory Records:** To ensure that statutory records and reports procedures are carried out, i.e., registers for Lifting Appliances and Lifting Gear. Thorough Examinations and maintenance records for plant and equipment, Inspection Report for Working Platforms and Excavations, etc.

**The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (R.I.D.D.O.R.):** They are to ensure that all accidents, dangerous occurrences, are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. For guidance on action to be taken in the event of an accident, contact the Company Safety Officer immediately.

Displaying Statutory Information: Contracts Managers will ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned, i.e., Health and Safety Law Notices and safety signs for work areas, the Company Safety Policy, Appropriate Insurance Cover Note etc.

The Safety Representatives and Safety Committees Regulations 1977: Maintain a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation.

The Health and Safety (Consultation with Employees) Regulations 1996: Consult with all employees not already represented by Trade Unions Safety Representatives with particular regard to evaluation of safe working procedures.

Client's Safety Requirements: Ensure that Company Personnel are made aware of the Client's Safety requirements, i.e., the Client's Safety Policy, Conditions of Contract and Safety Procedures, restrictions on working practices.

Discipline: Reprimand and discipline any Operatives who are careless in regard to their own or others safety.

Personal Protective Equipment at Work Regulations 1992: Contracts Managers are to provide appropriate protective clothing and safety critical equipment to employees Safety Harnesses/Lanyards/Safety Steps, and to ensure that employees and all those mentioned in the Scope section of the policy, use protective clothing and equipment as and when required. PPE will always be regarded as the 'last resort' to protect against risks to safety and health, engineering controls and safe systems of work will always be considered first.

Competency of Personnel: Contracts Managers are responsible for ensuring that Company personnel, including Sub- Contractors and Self-employed persons under their control, are adequately competent to carry out the work required of them. This includes ensuring that all Company personnel, sub-contractors and self-employed persons receive Safety Induction where appropriate before starting work.

Assessments: Contracts Managers are responsible for ensuring that all appropriate Assessments are carried out for the operations under their control. i.e., Risk Assessments, COSHH Assessments, Manual Handling Assessments, Noise Assessments, Display screen Equipment etc. Health and Safety risks will be reduced to a practical minimum. These Assessments shall form the basis of a Safe Method of Work Statement. For guidance and assistance contact the Safety Officer.

Safe Method of Work Statements, Safety Data Sheets, Engineering Designs and Drawings etc: To instruct employees in precise terms as to work methods, this will outline the hazards associated with the job and detail any safety provisions required.

Welfare Facilities: Ensure canteen, toilets/washing and drying facilities etc. are adequate and kept clean.

Company Inductions: The Company Managers are to ensure all new employees will attend a Company Induction upon or soon after joining the Company. This is to include making the employee aware of the Company's Health and Safety Policy, Management Organisation, Fire Arrangements, First Aid procedures and Accident Reporting Procedures. A register will be kept to this effect. Where procedures change within the company to a manner that may affect employees, an additional refresher induction course will be conducted.

He/She will ensure that all site documentation complies with the current UK Legislation and Safety Industry Standards and all operatives have been briefed the site-specific documents Risk Assessments/Method Statements/Rescue Plans and Dismantle Plans. All operatives must sign these documents to acknowledge that they understand their responsibilities and the content of the documents.

*Acceptance of your Health and Safety Responsibilities contained within the Companies Health and Safety Policy.*

*Contracts Manager Name:*

*Signature:*

*Date:*