

General Responsibilities for Managing Health and Safety

Company Managers/Supervisors

General Requirements Company Managers will remain responsible for the effectiveness of incorporating the Company Health and Safety Policy and Procedures throughout the Company's operations. 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 Consultants, Principle Designers/principle Designers and the Health and Safety Executive with regards to the implementation of safety measures. They are required to have joint Health and Safety consultation with Employees and to report regularly or as often as necessary to the Director Responsible for health and safety on the Company's Safety Performance and compliance.

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.

Company Safety Policy: Company Managers are responsible for ensuring that the Employees, Sub-Contractors and suppliers under their control observe the Company's Health and Safety Policy and that all requirements necessary for effective compliance will be provided for.

Safety Appraisal: Company Managers will also be responsible for ensuring Sub-Contractors, self-employed persons and supplier's safety arrangements are adequately vetted to ensure that their safety arrangements are in accordance with the Company's Health and Safety requirements.

The Management of Health and Safety at Work Regulations 1999: Company Managers are to ensure compliance with the regulations for maintaining in a safe order the places of work, premises, 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.

Ensure that fire precautions and emergency evacuation procedures for the Company's premises and places of work are maintained in order and complied with. Ensure compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is being met with.

Company Managers are to ensure that First Aid and Welfare arrangements for the Company's premises/places of work are maintained in order.

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 Reports for Scaffolds as per the requirement of the Work at Height Regulations 2005.

Ensure details of accidents that may occur are entered in the respective Company Accident Books/Safety File regardless of whether or not such accidents involve Sub-Contractors, Employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations and forward such documents to the Head Office.

Ensure that Company Personnel are made aware of the Safety requirements, i.e., the Safety Policy, Conditions of Contract and Safety Procedures, restrictions on working practices etc through first day inductions and retraining as necessary.

Reprimand and discipline any Employee and Sub-Contractor who are careless in regard to their own or others safety

Personal Protective Equipment at Work Regulations 1992: Company Managers are to provide appropriate resources for the provision of protective clothing and critical safety equipment to Employees and to ensure that Employees and all those mentioned in the policy use protective clothing and equipment as and when required. They must ensure that all Safety Harness/Lanyards and Safety Steps and inspected every three months and these inspections are recorded. Company Managers will be required to present a best practice example by ensuring full compliance with any such rules or requirements made on the wearing of personal protective equipment.

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 acknowledgement 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.

Managers/Supervisors Name:

Signature:

Date: