

## General Responsibilities for Managing Health and Safety

### Yard Foreman

The nominated Manager or Foreman will be responsible and accountable to the Director any Director or Manager and co-opted safety adviser generally to carry out the safety policy of the Company and implement any safety instruction and company practice to actively promote safety in any premises or working area belonging to or used by the Company.

Authority is given to the yard manager or foreman to issue safety instructions to effectively promote safety awareness to yard staff and any person who may be affected by Company operations.

Responsible for monitoring all machinery, scaffold equipment and ancillary items used by the Company. Responsible for the storage and loading/unloading procedures of all materials, however packaged, and carrying out safe handling methods, including unloading/loading of lorries being the property of the Company or suppliers.

To carry out any yard safety inspections with any staff member of the Company at regular intervals as designated by the safety director or any director of the Company.

Responsible to report any defective plant etc that in his/her opinion is defective belonging to the Company or on hire to the company.

YARD STAFF (including any person employed and drivers) however employed.

All yard staff and drivers are responsible and accountable to the yard manager/foreman in the first instance, and any member of the Company Management in general, to comply with the safety policy of the Company and any safety instruction issued or given verbally or in writing by the yard manager/foreman.

All yard staff must use all PPE that has been issued by the Company.

Yard staff must only use equipment that they have been trained to use by the Company.

No member of the yard staff drive any vehicle or fork lift unless they have been authorised by a company Manager to do so.

All Yard staff must be briefed on the contents of the COSHH Risk Assessments.

Control of Substances Hazardous to Health: Before using substances that could be hazardous to health ensure an understanding of the requirements provided on safety data sheets and COSHH Assessments.

All yard welfare facilities must be kept clean.

All yard electrical equipment must be PAT tested every twelve months.

All fire extinguishers must be inspected and serviced every twelve months

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

*Yard Foreman Name:*

*Signature:*

*Date:*