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HEALTH & SAFETY POLICY STATEMENT

Had-Fab Ltd are specialist steel and aluminium fabricators for the electricity supply and other industries in the United Kingdom and throughout Europe.

The Managing Director is committed to ensuring that the highest reasonably practicable standards of health, safety and welfare are achieved in all Company operations. The Managing Director considers health and safety as an overriding priority and believes that every person involved in company activities has a responsibility for health and safety and supports the introduction of systems which will identify and mitigate risk.

It is our aim to promote and maintain a high standard of health and safety by:

- Understanding and ensuring compliance with health, safety and industry regulatory and other requirements that apply to our activities.
- Being fully committed to the prevention of injury and ill health to employees, sub-contractors, the public or visitors, whilst striving to continually improve health and safety performance.
- Identifying hazards and reducing risks to as low as is reasonably practical.
- Developing and maintaining systems and procedures to ensure that all equipment, plant and premises are safe and do not have an adverse effect on health.
- Consulting employees and promoting health and safety standards and expectations.
- Raising awareness, encouraging participation and training employees in health and safety matters.
- Having systems in place to ensure that contractors under our control are competent and work safely.
- Developing, continually improving, and adherence to an integrated management system that meets the requirements of BS OHSAS 18001:2007.

The co-operation of all employees is essential to enable the Company to fulfill these obligations and responsibilities. Consequently, all persons working under the control of our Company are required to comply with the above policy and actively contribute towards improving safety in every aspect of their work.

A copy of this policy will be made available to all interested parties, on request and communicated to all persons working under our control.

Organisation for Health and Safety

Simon Harrison, Managing Director, has overall responsibility for the health, safety and welfare, supported by the Office Manager (Safety Advisor). Department responsibility lies with the relevant Manager.

The **Managing Director** is responsible for ensuring that:

- Premises, plant and equipment and general activities conducted comply with current legislation and approved codes of practice
- Adequate information, instruction and training is given in respect to health and safety
- All staff, subcontractors and visitors are aware of their statutory obligations to take reasonable care for the health of themselves or other persons who may be affected by their acts or omissions and be aware of their duty of co-operation with the company on all health and safety matters (section 7 HSAWA 1974)
- The effectiveness of the Health and Safety Policy is reviewed through a consultative process.
- The risk assessment process is managed to ensure that assessments are reviewed as required and that outstanding actions are tracked to completion.

- Advise on changes in health and safety legislation given by the Safety Advisor that may have an impact on the activities of the organisation is implemented
- The Health and Safety Committee are consulted and provided feedback and data on aspects of the company's health and safety performance.
- The inspection programme and progress actions that may arise are managed.
- Health and safety training needs are reviewed within the organisation.
- The process for reporting and investigating accidents and incidents are robust and their causes analysed and reported as defined in regulations to the regulatory authority.
- Records of health & safety information are maintained as required by the relevant statutory provisions.

Department Managers - Persons with line responsibility for employees are responsible for ensuring that:

- Safe systems of work and procedures are in place.
- Staff are adequately trained to carry out their work in a safe manner.
- Hazards are identified and risks assessed
- Controls required by statutory legislation, approved codes of practice and implemented through instructions, risk assessments and procedures are effectively applied.
- Adequate supervision to control the working environment and the maintenance of safe standards is provided
- Plant, tools and equipment is made available, fit for purpose and subject to statutory inspections, if required.
- Health and safety aspects are considered prior to purchasing goods or hiring equipment
- New substances are not used before a COSHH assessment is carried out.
- Staff are consulted with the aim of improving health and safety performance.
- Accidents and incidents in their areas of responsibility are thoroughly investigated to establish the root causes and measures to prevent recurrence are implemented.
- Appropriate protective equipment is provided and used.
- They lead by example in good health and safety practice.

Chargehands - are responsible for:

- Ensuring that staff are made aware of the hazards and risks associated with their activities and that controls required by risk assessments are implemented e.g. protection of machinery, compliance with safe working practices, inspection of plant and machinery, fire prevention, good housekeeping and personal protective equipment.
- Informing managers of any health and safety concerns, accidents, incidents and near misses
- Consulting with staff to ensure that safe working practices are implemented
- Providing adequate supervision of staff and sub-contractors and reporting unsafe acts or behaviour to the relevant manager.

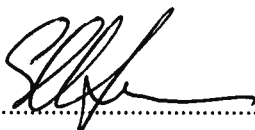
Health and Safety Advisors (Office Manager & Workshop Manager) – are responsible for

- Keeping abreast with changes to applicable legislation and advising the Managing Director on potential impact on company arrangements
- Managing health and safety training, health surveillance and maintaining records
- Carrying out safety inspections, system audits and managing actions
- Reviewing and updating the Health and Safety Control Book
- Carrying out risk assessments in consultation with relevant staff

- Providing the Managing Director with routine reports on the health and safety performance as input into management review meetings
- Recording and investigating accidents and near misses

Employees - Staff employed by at every level have a responsibility for health and safety under sections 7 and 8 of the Health and Safety at Work etc. Act 1974. All staff are responsible for:

- Conducting themselves in a manner conducive to their own safety and the safety of others; horseplay and dangerous practical jokes are not permitted.
- Fulfilling the contents and spirit of the Health and Safety Policy to the best of their ability.
- Co-operating with the management team in compliance with its statutory obligations.
- Using the protective equipment provided in the proper manner.
- Using only the correct tools for the job and maintaining them in good condition.
- Using plant equipment only for the purpose for which it was intended and reporting all defects in plant and equipment through appropriate channels.
- Reporting to their supervisor all incidents, defects in procedures or systems of work that have led, or may lead to injury or damage.
- Ensuring that the highest standards of housekeeping are maintained in the workplace.
- Working safely and efficiently, avoiding any unnecessary risks to themselves or others and ensuring new starts or inexperienced persons are aware of known hazards.
- Assisting in the investigation of incidents / accidents with the object of introducing measures to prevent a recurrence, and
- Consulting with management to improve health and safety standards and performance.

Signed:  Managing Director
S Harrison

Date: *Oct 2017*

Next Review Date: Oct 2018

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