



HEALTH AND SAFETY POLICY

(2005)

ASSIGNMENT OF RESPONSIBILITY.

The partners have overall responsibilities for health and safety matters.

Site supervisors etc, are in a special position to influence attitudes towards safety and to lead others by personal involvement and example.

They are responsible to senior management for the day-to-day safety functions in their respective sites or workplaces and specifically as follows:

- 1: To familiarise themselves with Company Policy and with their personal responsibilities under the Health and Safety at Work Act etc.
- 2: For liaising with their manager to ensure that necessary plant tools, equipment etc, are available to enable work to proceed safely.
- 3: In conjunction with their manager carrying regular inspection of plant and tools, equipment and scaffolding etc, in accordance with instructions of statutory requirements.
- 4: Arranging for faulty equipment to be withdrawn from use.
- 5: Ensuring that as far as is reasonable and practicable all operatives and other employees on site or in other workplaces have their attention drawn to the general duty of such employee to work in safe manner and to make use of safety aids, protective clothing etc.
- 6: Reporting any breach of safety equipment to their manager.
- 7: Tomfoolery or bullying which could result in serious consequences is strictly prohibited and will result in instant dismissal.

ALL EMPLOYEES.

It is the duty of all employees to:

1: Assist the manager in carrying out the requirements of the Health and Safety at Work Act etc.

2: To work safely, effectively and with proper tools.

3: Adhere to procedures and instructions aimed at securing safe working conditions.

4: Reporting to the immediate supervisor without delay and infringement of safety regulations or any lapse that might cause an accident either to them, their work colleagues or the general public.

5: In conjunction with their manager ensuring that subcontractors are properly notified on any aspect on the company's policy or any statutory regulation that may affect their activities.

6: Consulting with the manager on safety matters giving concern.

7: To liaise with the manager ensuring that all reasonable steps are taken to protect the general public against any hazards that may be created by site or workplace activity.

8: Protect others when you leave the site by:

- i. Securing all equipment
- ii. Locking away all small tools
- iii. Removing ladders etc

9: Get help if you witness a serious accident.

10: Wait for the medical services to arrive:

- i. Make the person warm and comfortable
- ii. Do not move them, unless in a dangerous place

SAFE WORKING POLICY

It shall be the duty of every employee and self-employer person carrying our work for M & G Joiners and Cabinet Makers to comply with the (i.e. where appropriate) these procedures in so far as they relate to matters which are within his/her control and to co-operate with the company so far as is necessary to enable any duty placed upon the company to be complied with. See Safe Working Policy Section for details.