

# **Rodger (Builders) Ltd**

## **Company Health & Safety Policy**

## **INTRODUCTION - SAFETY IS EVERYBODY'S BUSINESS !**

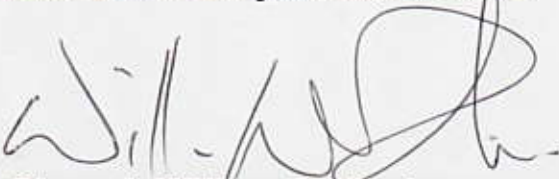
This policy has been prepared and issued to all our employees and sub-contractors to ensure that everyone is aware that we are committed to preventing accidents and ill-health on our sites and workplaces.

The information it contains relates to the work, plant, equipment and procedures of our Company. If any of the checkpoints cannot be answered satisfactorily, inform your Supervisor or Manager immediately.

Please read this policy and refer to it regularly. Make sure you know your duties for health and safety.

We are counting on your co-operation!

**Dated Tuesday, 28 June 2016.**

A handwritten signature in black ink, appearing to read 'William W Rodger', written in a cursive style.

**Signed: William W Rodger  
Company Secretary  
Tech SP**

Reviewed and revised 3<sup>rd</sup> Feb 2015

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# Rodger (Builders) Ltd

## Health & Safety Policy

### Part 1: Health and Safety Policy Statement

This is a statement of policy by the Rodger (Builders) Ltd about its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, Members of the public, visitors and contractors, whilst on our sites or in our premises.

Supplementary to this general Policy Statement, as necessary, there will be specific policies and procedures describing, in detail, health and safety provisions in each part of the organisation.

#### Statement of Intent

It is the policy of Rodger (Builders) Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation as appropriate.

#### Objectives

In order to achieve compliance with the statement of policy, Rodger (Builders) Ltd has set the following objectives:

- To set and maintain high standards for health and safety at its Offices, and sites.
- To identify risks and set in place programmes to remove or reduce these risks.
- To ensure that these standards are communicated to all employees.
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner.
- To ensure the dissemination and discussion of relevant information on safety and health issues.
- To develop promotional campaigns and otherwise to encourage safety and health awareness of employees and residents.
- To monitor its operation at each site.

#### Responsibilities

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

#### Managing Director

William Rodger has established the overall Health and Safety Policy and has responsibility for implementing and monitoring the policy principally through the Directors.

#### Directors

The Directors are responsible for:

- Keeping the Group Health and Safety Policy under review and ensuring that it is revised as and when necessary.
- Monitoring the Policy's implementation, and setting targets or objectives where appropriate.
- Reporting on progress to the Board of Directors
- Bringing to the Boards attention any faults or areas of weakness in the Policy or its implementation.
- Ensuring that the relevant resources are made available to enable the policy to be implemented.

#### Site Agents & Managers

Site agents & managers are responsible for:

- The practical implementation of the Health and Safety policy, the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Ensuring that the operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities.
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections and audits.
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary.

## **Representatives of employee safety**

The role of the Representative of employee safety is to:

- Communicate policy on all health and safety matters within their work areas.
- Encourage all personnel to be involved in matters of health and safety.
- Attend Health and Safety Committee meetings.
- Carry out periodic inspections to identify unsafe equipment, working conditions, practices and fire hazards, make reports of findings and recommendations regarding the remedying of any defects.
- Assist with risk assessments where appropriate.
- Assist with accident investigation.
- Consult with managers and supervisors on all issues of health and safety.

## **Individual Responsibilities**

All employees are required to:

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions.
- Refrain from doing anything which constitutes a danger to themselves or others.
- Immediately bring to the attention of their line management/supervisor/site management, any situations or practices that are noted which may lead to injuries or ill health.
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored.
- Be responsible for good housekeeping in the area in which they are working.
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with company guidance.

## **Contractors**

All Contractors working on site are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

## **Communication**

The name of the person designated with the responsibility for health and safety within the group is to be prominently displayed for the information of all employees. Communication of information will be conducted by team briefings, and information on company notice boards.

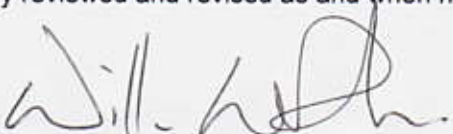
## **Consultation and Training**

The Directors are committed to involving employees at all levels in the maintenance of Health and Safety standards and to provide them with adequate information, instruction and training. External health and safety consultants will be used to provide professional health, safety, and occupational advice, as required.

## **Policy Review**

The effectiveness of general policy statement and other specific policies in use throughout the Company will be regularly reviewed and revised as and when necessary.

SIGNED:



NAME:

WILLIAM W RIDGER.

POSITION:

DIRECTOR.

DATED:

28<sup>th</sup> June 2016