

**Health and safety**  
**policy statement**

**Health and Safety at Work etc Act 1974**

This is the Health and Safety Policy Statement of

*System Controls Limited*

## **Our statement of general policy is:**

1. System Controls Limited believes that the prevention of accidents and ill health is of up most importance. We do not wish any of our employees or any other person to suffer as a result of activities or work processes. Therefore, it is our intent to comply with all health and safety legislation, codes of Practice and all other methods available to us.
2. The health and safety policy and handbook we have prepared indicate the ways in which System Controls Limited intend to meet with legal requirements.
3. Legislation requires that we prepare a statement of general policy regarding the health and safety of our employees, including details of the organisation and arrangements that we have set up to carry out the policy.
4. It is our intent to provide, as far as is reasonably practical:
  - A safe system of work
  - Safe plant and equipment
  - Safe means of handling, transporting articles and people
  - Adequate training, instruction, information and supervision
  - A safe place of work with safe access and egress
  - Adequate welfare facilities
5. We also ensure, so far as is reasonably practical, that the way we carry out our work does not affect the health and safety of our visitors and contractors.
6. We have a duty to ensure the health and safety of the persons who use our products and make available all the required information for their health and safety.
7. We ensure that our employees know and understand that it is their duty to look after their own health and safety and not endanger others. Also, that our employees co-operate fully with us in meeting our legal obligations.

## **Our statement of intent is:**

1. It is our firm intention to enforce appropriate measures to control and monitor health and safety procedure as a vital part of running System Controls Limited efficiently and successfully.
2. Therefore, as far as is reasonably practical we will:
  - Ensure that equipment and working practices are safe and not a hazard or risk to health and safety
  - Ensure that employees are provided with suitable protective equipment where necessary
  - Ensure that all necessary precautions are taken regarding the safe use, handling, storage and transport of materials.
  - Ensure that all our employees are provided with information, instruction, training and supervision regarding how our policy is implemented in the working environment.
  - Ensure that all places of work and work equipment under our control are in a safe condition and free from risk to health and safety.
  - Ensure that adequate facilities are provided for the welfare of employees.
  - Ensure the health and safety of visitors, contractors and members of the general public will not be affected by our company's activities.
  - Ensure that all necessary information regarding health and safety procedures and services are provided.
  - Ensure that the policy is reviewed or updated when there are major changes within System Controls Limited or changes in legislation and this is brought to the attention of all employees.
  - Ensure that all employees are mindful of their health and safety responsibilities and co-operate with System Controls Limited in its efforts in fulfilling the policy.
  - Ensure that the policy is monitored and carried out in the workplace.

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

All information regarding health, safety and welfare along with this Statement of Intent are contained in the Employees Safety Handbook.

## **Responsibilities:**

1. Overall and final responsibilities for health and safety is that of:

**Nigel Harris**

2. Day-to-day responsibilities for ensuring this policy is put into practice is delegated to:

**Esther Clyde**

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

<b>Name</b>	<b>Area</b>
John Clarke	Sites
Esther Clyde	Offices
David Baird	Workshop

4. All employees have to:
  - Co-operate with supervisors and managers on health and safety matters;
  - Not interfere with anything provided to safeguard their health and safety;
  - Take reasonable care of their own health and safety; and
  - Report all health and safety concerns to the appropriate person.

## Health and safety risks arising from our work activities:

- Risk assessments will be undertaken by:

John Clarke

- The findings of the risk assessments will be reported to:

Nigel Harris

- Action required to remove/control risks will be approved by:

Nigel Harris

- Will be responsible for ensuring the action required is implemented:

John Clarke

- Will check that the implemented actions have removed/reduced the risks.

Nigel Harris

- Assessments will be reviewed every:

6 months

or when the work activity changes, whichever is soonest.

## Consultation with employees:

- Employee's representatives are:

David Baird  
Gerard Clarke  
Michael Calvert

- Consultation with employees is provided by:

Nigel Harris

## Safe plant and equipment:

John Clarke

- Will be responsible for identifying all equipment/plant needing maintenance.

John Clarke

- Will be responsible for ensuring effective maintenance procedures are drawn up.

John Clarke

- Will be responsible for ensuring that all identified maintenance is implemented
- Any problems found with plant/equipment should be reported to:

Nigel Harris

Nigel Harris

- Will check that new plant and equipment meets health and safety standards before it is purchased.

## **Information, instruction and supervision:**

- The Health and safety Law poster is displayed in:

**Main Office Area**

- Health and safety advice is available from:

**Esther Clyde**

- Supervision of young workers/trainees will be arranged/undertaken/monitored by:

**John Clarke**

**Nigel Harris**

- Is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

## **Competency for tasks and training:**

- Induction training will be provided for all employees by:

**John Clarke**

- Job specific training will be provided by:

**John Clarke  
Nigel Harris  
Esther Clyde**

- Specific jobs requiring special training are:

**Electrical Panel Building  
Commissioning Engineer**

- Training records are kept by:

**Esther Clyde**

- Training will be identified, arranged and monitored by:

**Esther Clyde**

## **Accidents, first aid and work related ill health:**

- Health records will be kept by:

**Esther Clyde**

- The first aid boxes are kept in:

**The Workshop**

- The appointed first aider is:

**Esther Clyde**

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in:

**The First Aid Box**

**Esther Clyde**

- Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## Monitoring:

- To check our working conditions, and ensure our safe working practices are being followed, we will:

Spot checks will be carried out at regular intervals  
All accidents and near misses to be investigated as per procedures  
6 monthly reviews

Nigel Harris

- Is responsible for investigation accidents.

Esther Clyde

- Is responsible for investigating work-related causes of sickness absences.

Nigel Harris

- Is responsible for acting on investigation findings to prevent a recurrence.

## **Emergency procedures – fire and evacuation:**

**Esther Clyde**

- Is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by/every:

**David Baird      Month**

- Fire extinguishers are maintained and checked by/every:

**Esther Clyde      Yearly**

- Alarms are tested by/every:

**Nigel Harris      6 monthly**

- Emergency evacuation will be tested every:

**6 months**