

**Jim McLachlan & Son Roofing
Contractors Limited**



**Health, Safety and Welfare
Policy**

July 2014

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Health, Safety and Welfare Policy

Acknowledgement Form

Please complete and return this acknowledgement form to the Managing Director, Jim McLachlan & Son Roofing Contractors Limited 2 Berkley Mews, Clairvale Road, St Helier, Jersey JE2 3AB when you have read and understood the health, safety and welfare statement and policy.

Name: _____ (please print)

1. I have received my personal copy of Jim McLachlan & Son Roofing Contractors Ltd Health, Safety and Welfare Policy, dated July 2014 and understand that I should keep it for future reference.
2. I have read and understood the duties I have as an employee and any other duties allocated to me which are described in the Policy.
3. I will observe such rules for health, safety and welfare as the Company may reasonably apply from time to time, and will endeavour to support the Company in achieving its health, safety and welfare objectives for promoting a healthy and safe place of work.
4. I agree that the Health, Safety and Welfare Policy document forms part of my terms of employment.

Signed: _____

Date: _____



PART 1 – INTRODUCTION

Jim McLachlan & Son Roofing Contractors Ltd was established in 1999, a family run business based in St. Helier, Jersey and offers commercial businesses and private homeowners an exceptional and comprehensive range of roofing products.



PART 2 – STATEMENT OF HEALTH AND SAFETY POLICY

Jim McLachlan & Son Roofing Contractors Ltd will provide a safe working environment, so far as is reasonably practicable, for all its employees and take all reasonable steps within its power to ensure the health, safety and welfare of all persons affected by its undertakings. This includes visitors and members of the public.

Jim McLachlan & Son Roofing Contractors Ltd will ensure, so far as is reasonably practicable, that at all premises under its control, access to and egress from and any plant or equipment in the premises provided for use are safe and without risk to health.

In pursuance of this policy, it is Jim McLachlan & Son Roofing Contractors Ltd's intention to:

- Comply with the requirements of the Health and Safety at Work (Jersey) Law 1989 and all relevant Regulations, Approved Codes of Practice and Guidance notes
- Institute general risk assessment procedures in order to identify all relevant hazards and prioritise them for remedial action
- Ensure that sufficient information, instruction, training and supervision are given to employees to enable them to avoid hazards and to contribute positively to their own health and safety whilst at work
- Actively support joint consultation between management and employees on matters concerning health and safety at work
- Encourage consultation and co-operation between Jim McLachlan & Son Roofing Contractors Ltd, its contractors and its suppliers on matters which affect health and safety
- Review and revise this policy at regular intervals as necessary.

The success of this policy is dependent on the co-operation of all employees. Although the primary responsibility for providing a safe working environment rests with the employer, employees are reminded of their duty, under the Health and Safety at Work (Jersey) Law 1989, to take reasonable care for the health, safety and welfare of both themselves and other persons including colleagues and members of the public who may be affected by their acts or omissions whilst at work.

Whilst Jim McLachlan & Son Roofing Contractors Ltd will actively pursue its duties and responsibilities under health and safety legislation and best practice, it expects its employees and all contractors and sub-contractors to observe the company's Health and Safety Policy, safety procedures, rules and instructions.

The management structure, responsibilities and arrangements for the implementation of this policy are set out in this document.

Signed:

Name: Jim McLachlan

Date:

Title: Director



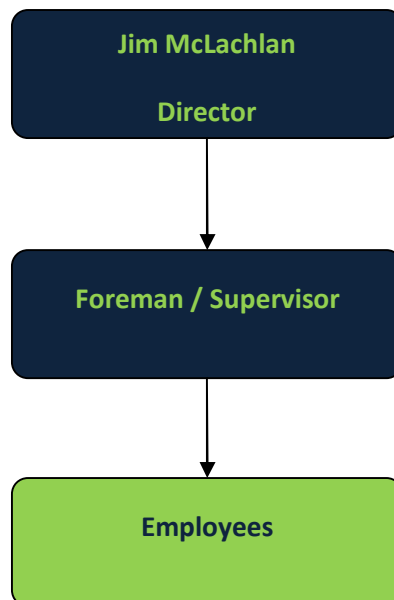
PART 3 – ORGANISATION FOR HEALTH AND SAFETY

Policy is determined by the Director.

Health and safety initiatives and direction are formulated by the Director.

Management of health and safety within the company is effected through the routine chain of command whereby the Director and Foremen assume responsibility for all matters and personnel under their direct control as illustrated in Figure 1.0.

Figure 1.0





PART 4 – ROLES AND RESPONSIBILITIES

4.1 Director

General Responsibilities

The Director has overall responsibility for health and safety at Jim McLachlan & Son Roofing Contractors Ltd. He will ensure that there are adequate staff, finances and materials available to meet the company's health and safety obligations to reduce the risk of harm to as low as is reasonably practicable. He will continually review the effectiveness of this policy and of the personnel under his control to which the responsibilities for the various aspects of health and safety have been assigned.

Health and Safety Accountability

The Director is accountable for the health and safety of operations and activities carried out by or on behalf of Jim McLachlan & Son Roofing Contractors Ltd.

Health and Safety Responsibilities

- Establish clear health and safety roles and responsibilities, performance measures and ensure competent resources are allocated.
- Integrate the Health, Safety & Welfare Policy into the objectives of business activities taking into account new and forthcoming legislation that will impact on operations.
- Liaise with Foremen on new and forthcoming legislation that will impact on their operations.
- Monitor performance to ensure the Health and Safety Policy is effectively implemented.
- Review accident reports and health and safety performance with Foremen.
- Monitor any reports from the Enforcing Authorities and react appropriately to their content.
- Ensure that all employees receive adequate training in safe working methods, accident prevention and emergency procedures.
- Ensure that suitable and sufficient risk assessments of company work activities are undertaken and suitable control actions, and safe systems of work are implemented to remove the hazard or reduce the risk to an acceptable level.
- Ensure that all accidents, near misses and other such incidents are reported and investigated regardless of the severity; and that suitable control actions are undertaken to prevent or minimise the likelihood of a reoccurrence.
- Ensure that all equipment is in safe working order and presents no risk to users or other persons.
- Be prepared to reprimand any staff who fail to discharge their responsibility.
- Set a personal example.



4.2 Foremen

General Responsibilities

Foremen are responsible to the Director for ensuring that work activities are carried out in a manner which does not pose risks to safety or health.

Health and Safety Accountability

Foremen have a pivotal role in ensuring high standards of health and safety are demonstrated and maintained by all personnel and are responsible for the implementation and monitoring of site safety policies and procedures.

Health and Safety Responsibilities

- Undertake regular health and safety inspections of all sites and workplaces, facilities and equipment to identify potential hazards and take appropriate action to resolve the above. The findings and corrective actions are to be recorded and regularly reviewed.
- Ensuring that all site safety matters are dealt with in the appropriate manner. This includes:
 - a) Implementation and monitoring of site safety policies and procedures
 - b) The setting of safety standards and ensuring they are maintained
 - c) Ensuring all reported safety infringements, accidents, near misses and dangerous occurrences etc. are recorded and dealt with accordingly.
- Ensuring the Director is kept informed of any incidents/ accidents or breaches of health and safety identified.
- Ensure that all machinery is properly and adequately guarded and any unsafe machine or tools are removed from service.
- Ensure that plant and equipment that is brought onto site has the necessary certificates of test, inspection and examination and is safe to use.
- Ensure plant and equipment is only operated by trained and competent persons.
- Be responsible for all cable location and identification and ensuring works adjacent to live or suspected services are carried out safely.
- Be responsible for issuing Permits relating to burning or carrying out any hot work.
- Be responsible for issuing Permits relating to access to roof areas where this is assessed as being necessary.
- Ensure all substances being used by employees are used in accordance with the manufacturer's recommendations and are adequately assessed and compliant with the UK's Control of Substances Hazardous to Health Regulations (COSHH).



4.2 Foremen (continued)

- Ensure that the appropriate protective clothing and safety equipment is used where necessary, and ensure that the clothing and equipment is worn by employees under their control.
- Ensure all personnel receive an adequate health and safety induction. Inductions should be recorded and records maintained in the site health and safety file.
- Review contractors' safe systems of work and ensure when potentially hazardous work is undertaken that the contractor submits the appropriate risk assessment/method statements.
- Be prepared to reprimand any staff who fail to discharge their responsibility.
- Set a personal example.



4.3 Employees

Health and Safety Accountability

Jim McLachlan & Son Roofing Contractors Ltd's employees have a duty under the Health and Safety at Work (Jersey) Law 1989 to take reasonable care for the health and safety of both themselves and others who may be affected by their acts or omissions at work. They must also ensure that they co-operate so far as is necessary, to enable their employer to comply with its requirements under relevant statutory provisions.

Health and Safety Responsibilities

- Make themselves familiar with and conform to Jim McLachlan & Son Roofing Contractors Ltd, Health and Safety Policy and current health and safety standards and company procedures in force, at all times.
- Wear the appropriate safety clothing/equipment and use appropriate safety devices at all times. Failure to do so may lead to disciplinary action being taken.
- Conform to all instructions given by a Foreman or others with a responsibility for health and safety, in addition to any written instructions, rules and procedures.
- Report all accidents/incidents or near misses to their Foreman, whether persons are injured or not.
- No employee should wilfully damage any property or device provided for health and safety reasons.
- Employees should not engage in horseplay, nor carry out any act which is likely to cause injury to themselves or any other person.
- Employees are encouraged to make suggestions on ways of improving health and safety matters to either the Director or their Foreman.

4.4 Visitors

Health and Safety Accountability

Every employee throughout Jim McLachlan & Son Roofing Contractors Ltd is responsible for the general Health and Safety of visitors and public within their area of control.

Visitors shall be advised of all hazards likely to be encountered and protective clothing / equipment issued as necessary. If visitors refuse to comply with the necessary Health and Safety arrangements, the visit should be cancelled.



4.5 External Health & Safety Consultants

An external consultancy have been employed by Jim McLachlan & Son Roofing Contractors Ltd to provide professional safety back-up and support to their operations.

They will:

- Assist with the creation and review of the Health and Safety Policy
- Carry out site inspections as advised by the Director of Jim McLachlan & Son Roofing Contractors Ltd
- Evaluate safety training needs upon request
- Assist with risk assessments and method statements where required
- Act as an information point for health and safety matters
- Investigate accidents and dangerous occurrences upon request



PART 5 - RISK ASSESSMENTS AND METHOD STATEMENTS

5.1 Risk Assessments

Jim McLachlan & Son Roofing Contractors Ltd has adopted the “5 step approach” as being the most appropriate technique for its activities. This process involves the following steps:

- look for the hazards
- decide who might be harmed and how
- evaluate the risks and decide whether the existing control measures are adequate or whether more should be done
- record the findings
- review and revise the assessment as necessary

Where significant risks are identified, the Company is responsible for writing and implementing the findings of these risk assessments. Risk assessments will take into account the risks to both employees and others, such as members of the public who may be affected.

Where subcontractors are engaged, they will be required to submit risk assessments for their activities. These risk assessments will be approved by a Foreman and/or Director prior to commencement of the contract.

5.2 Method Statements

Where required, the Director will produce method statements detailing how the company intends to carry out its work safely. These method statements will be site / task specific and employees will be required to read and sign the method statement prior to commencement of work.

The method statements must be read in conjunction with the risk assessments for the work activities. Where a method statement is amended due to a change in the system of work or working environment etc., the amendments will be communicated to all employees involved who will be required to sign the method statement again.



PART 6 - TRAINING AND COMPETENCY

Jim McLachlan & Son Roofing Contractors Ltd recognises that competent employees are invaluable in preventing accidents and ill health. Providing health and safety information and training to our employees and ensuring contractors are competent will ensure that our employees are not injured or made ill by the work they do and help to develop a positive health and safety culture.

When analysing training needs, Jim McLachlan & Son Roofing Contractors Ltd will take into account the capabilities, training, knowledge and experience of each employee and ensure that the demands of the job do not exceed their ability to carry out their work without risk to themselves and others.

Jim McLachlan & Son Roofing Contractors Ltd recognises that some employees will have particular training needs, for example:

- new persons on site will need basic induction training into how to work safely, including arrangements for first aid, fire and evacuation;
- people changing jobs or taking on additional responsibilities will need to be informed of any new health and safety implications;
- young employees, who are particularly vulnerable, will be provided with training as a priority and will be adequately supervised at all times;
- certain training, particularly plant operator's certificates will need to be updated

Jim McLachlan & Son Roofing Contractors Ltd's risk assessments will identify any further specific training needs that may occur from time to time.

Where Jim McLachlan & Son Roofing Contractors Ltd is not in the position to provide in house training, it will seek competent external help from a person or organisation who has the knowledge, experience and skills to provide effective health and safety training.

Formal training will be conducted to a verifiable standard and records will be maintained on all training activities that take place.

To supplement formal training, regular toolbox talks shall be presented to employees.



PART 7 - CONSULTATION WITH EMPLOYEES

7.1 Consultation with employees

Jim McLachlan & Son Roofing Contractors Ltd recognises that consulting with its employees about health and safety can result in a healthier and safer workplace.

Jim McLachlan & Son Roofing Contractors Ltd will consult with their employees on the following issues:

- the introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work;
- arrangements for employing competent people to assist them comply with health and safety laws;
- the information they must give their employees on the risks and dangers arising from their work, measures to reduce or remove these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology;
- Consultations will be held in the normal team meetings that occur periodically at the Company.

7.2 Employee information

Jim McLachlan & Son Roofing Contractors Ltd will provide employees with the information necessary to allow them to participate fully and effectively in the consultation. Employees will receive information on the risks arising from their work, the measures in place or proposals to control these risks, and what they should do if they are exposed to a risk, including emergency procedures.

This information will be given to employees in a variety of formats including training sessions, risk assessments/method statements and toolbox talks.

Written Information will be translated into a language understandable to all employees where required.



PART 8 - ACCIDENTS, NEAR MISSES AND DANGEROUS OCCURENCES

8.1 Accidents

Company employees must report all accidents to their Foreman. The Foreman will immediately report any accidents to the Director so that appropriate action can be taken.

8.2 Near misses

A near miss is defined as an 'unplanned event that, while not causing harm, had the potential to cause injury or ill health'. A simpler definition is to call a near miss 'a close shave'.

Company employees must report all near misses to their Foreman so that the near miss can be investigated appropriately.

8.3 Dangerous occurrences

A Dangerous Occurrence is defined as one of a number of specific and defined, adverse events including:

- Lifting Equipment and machinery overturning or collapsing
- Explosion or collapse of a pressure vessel or bursting of any plant
- Electrical short circuits leading to fire or explosion which results in stoppage of the plant
- Escape of flammable substances
- Collapse of scaffolding
- Collapse or partial collapse of a building or structure

Employees must report a dangerous occurrence to their Foreman.

The Foreman will immediately report the dangerous occurrence to the Director.



8.4 Actions to take following an accident/near miss/dangerous occurrence

The following action must be taken following an accident:

- The Director must be notified.
- All accidents must be recorded in the Company accident book which is retained in the office. Entries should be completed by the Director or Foreman.
- All accidents, near misses and dangerous occurrences shall be investigated appropriately by the Company with the aim of preventing a reoccurrence.

Periodic reviews of the accident book will be conducted by the Director to identify any workplace trends.



PART 9 - EMERGENCY PROCEDURES

9.1 Fires on construction sites

Where hot works are to be carried out, a permit will be issued by the Foreman. Employees shall ensure that there are no flammable or combustible materials in the vicinity of hot works. Where flammable and combustible materials cannot be removed from the area of work they must be covered with a suitable fireproof material.

- Employees must adhere to cooling off periods that are stipulated in the hot works permits
- Employees must ensure that fire extinguishers that are issued to them are stored in such a way as to protect them from damage
- Employees should only tackle a fire if they have been trained to do so. Remember fire extinguishers are only to be used during escape and are not for fighting fires.
- Once a fire extinguisher has been discharged the Director must be informed and a new extinguisher issued

9.2 Actions to take in the event of a fire

- Raise the alarm
- Leave the building by the nearest exit
- Report to the assembly point

9.3 Actions to take following a fire

- The Director and Foreman must be notified
- The work area must not be re-entered unless it is safe to do so
- The event should be reported and included in the accident book
- A review of procedures should be undertaken by the Director to ensure they are both suitable and sufficient.



PART 10 – FIRST AID

10.1 First aiders and appointed persons

First aid boxes with suitable contents will be kept in all company vehicles.

Where practicable, a First Aider will be available on site. On all other occasions, an Appointed Person will be on site. The level of first aid cover provided will be determined by risk assessment.



PART 11 – HEALTH & SAFETY LEGISLATION

The Director is responsible for ensuring that the Company is kept up to date with changes in Health and Safety at Work legislation. He may call on the appointed competent person for assistance as required.

A number of Jersey regulations, UK regulations, Approved Codes of Practice (ACoP's) and guidance documents direct that risk assessments be carried out, those relevant to Company operations are listed below;

Jersey

- **Health and Safety at Work (Jersey) Law 1989**
- Construction (Safety Provisions) (Jersey) Regulations 1970
- Health and safety at Work (Construction) (Personal Protective Equipment) (Jersey) Regulations 2002
- Guidance on Assessment
- Safeguarding of Workers (Chains, Ropes and Lifting Gear) (Jersey) Regulations 1980
- Safeguarding of Workers (Cranes and Lifting Appliances) (Jersey) Regulations 1978
- Safeguarding of Workers (Electricity at Work) (Jersey) Regulations 1983
- Safeguarding of Workers (Highly Flammable Liquids) (Jersey) Regulations 1979
- Safeguarding of Workers (Liquid Petroleum Gas) (Jersey) Regulations 1984
- Display Screen Equipment at Work Approved Code of Practice ACoP 4
- Management of Exposure to Asbestos in Workplace Buildings and Structures ACoP 8
- Safety in the Use of Machinery Approved Code of Practice ACoP 10
- Health and Safety (Work Experience) (Jersey) Regulations 2006



UK

- The Work at Height Regulations 2005
- Manual Handling Operations Regulations 1992
- Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Construction (Design and Management) Regulations 2007
- The Control of Lead at Work (CLAW) Regulations 2002
- Health and Safety in Roof Work (HSG33)