

# Company Health and Safety Policy



## LDM Installers Ltd.

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## 1.0 General Statement of Policy

It is the intention of Health and Safety Policy of LDM Installers Ltd to implement, monitor, and comply with The Health and Safety at Work Act (1974) to ensure, so far as reasonably practicable, that it will:

- Provide a safe system of work to all employees.
- Consult with employees on matters of Health and Safety.
- Provide and maintain safe plant and equipment
- Ensure safe use handling and disposal of substances.
- Provide information, instruction, training and supervision for employees in a task specific way.
- Assess and review competency of staff and procedures regularly.
- Provide adequate funding and resources to implement this policy.
- Ensure that activities do not infringe on the safety of others, the public, or the environment.
- Review and revise this policy as necessary at regular intervals.

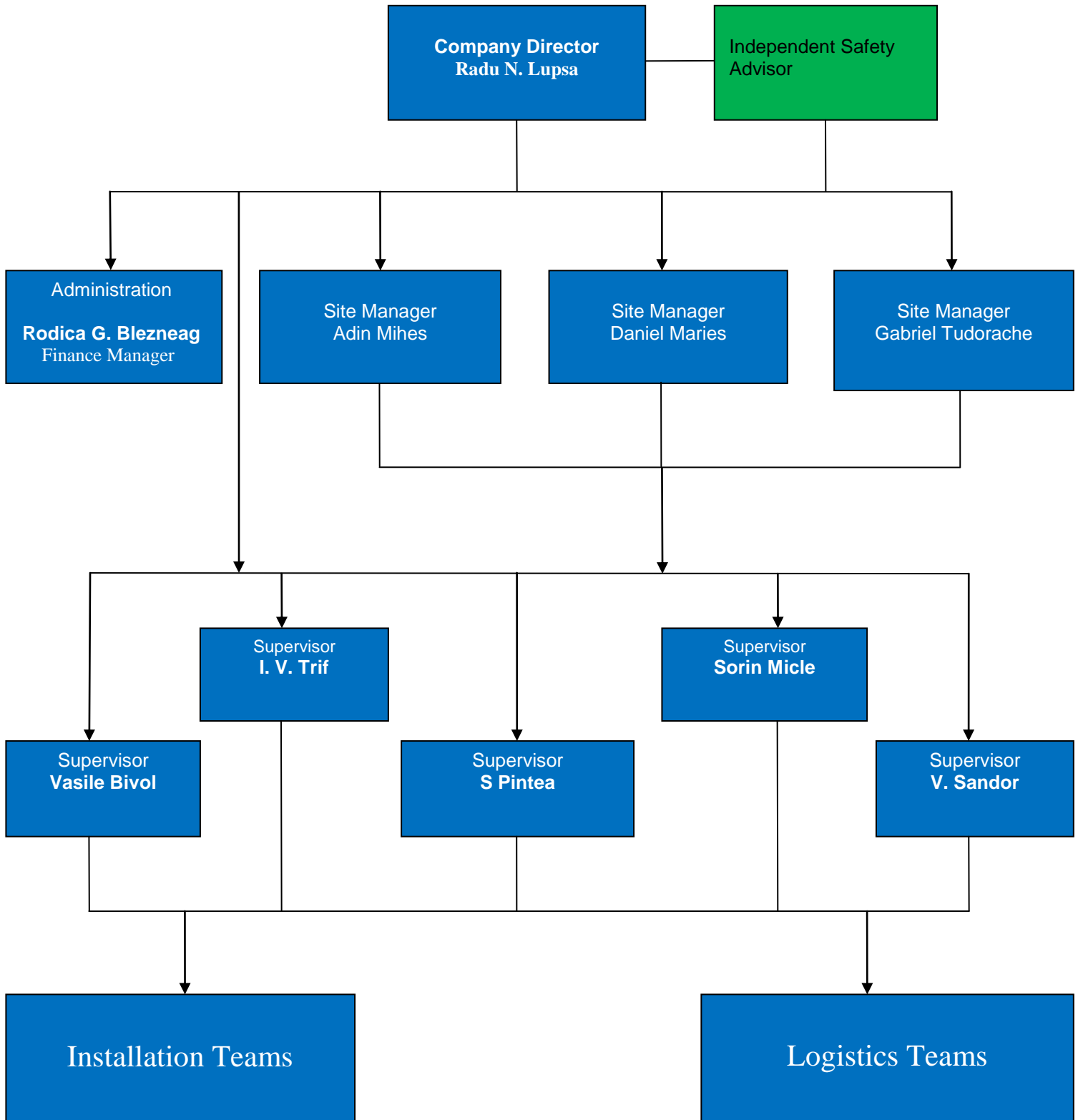
Signature:



Date: 20/10/2016

**Radu N. Lupsa**  
**Company Director**  
**LDM Installers Ltd**

**2.0 Organagram (Company Structure for Health and Safety Management)**



### **3.0 Staff Duties**

**Company Director:** To ensure that all aspects of this policy is adhered to and take responsibility for maintaining and resourcing adequately finances and staff time to achieve this.

**Site Managers:** To ensure Health and Safety procedures are in place before works commence and monitor these procedures in conjunction with Safety Advisors and other interested parties.

- Monitor supervisor's responsibilities and record keeping.
- Attend safety meetings and action any issues raised.
- Regularly review methods of work by undertaking assessments of risk on a task specific basis – to include all potential dangers to staff, other workers, the public, and environment.
- Ensure safety infringements are reported to the relevant parties and follow up any concerns raised.

**Supervisors:** To ensure safety procedures are implemented on site and adequate record keeping is kept.

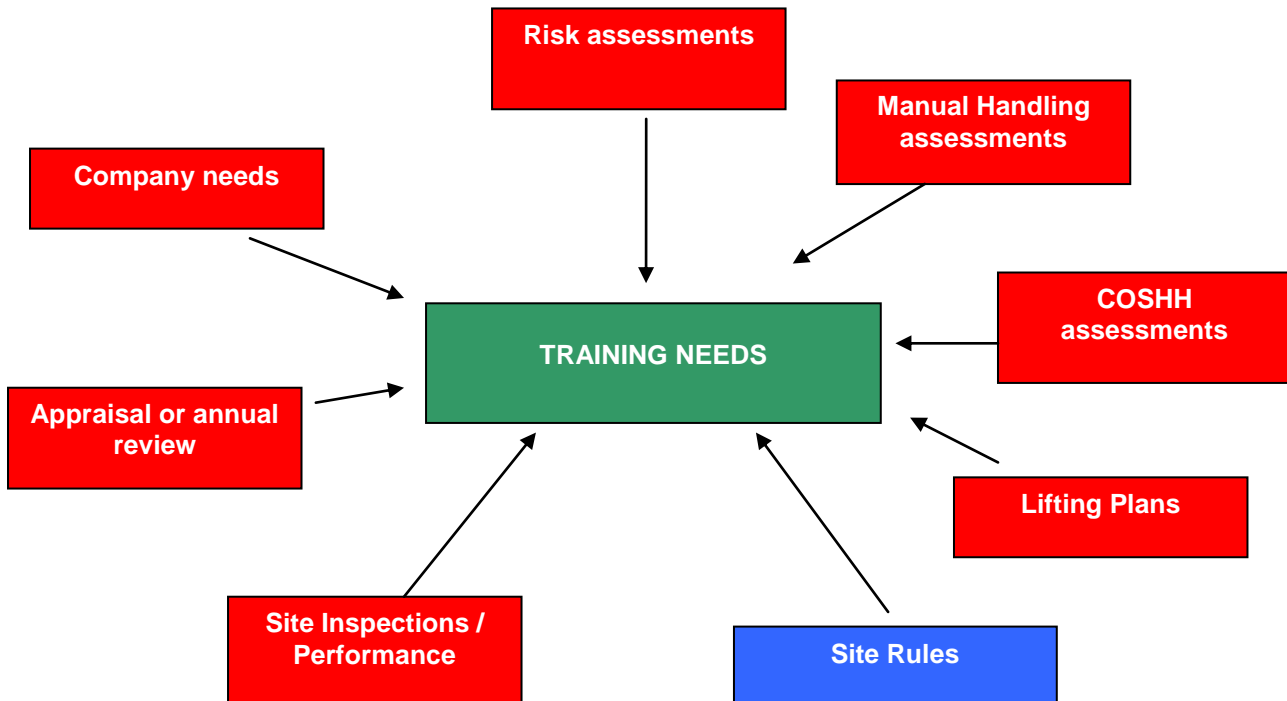
- Ensure all staff are inducted to site and understand the rules and their responsibilities, and that they read and understand relevant method statements before they start works. To keep records of this.
- Inspect work areas before works commence to ensure it is safe to work, and keep records of these.
- Conduct regular tool box talks to staff on subjects relevant to their activities, and keep records of these.
- Report any infringements or safety concerns and to ensure works stop if it is unsafe to continue.
- To check all tools and equipment and PPE are undamaged and are certified and in date. To advise senior management when these need replacing or re-certifying. To keep records of these.
- To keep a site diary of activities and staff present, to allocate works appropriate to the skills of the individual, and ensure all staff are accounted for at the end of each shift and during evacuations etc.

**Employees (general):** All employees have a duty of care to ensure the health and safety of themselves, other workers, the public, and the environment are maintained.

- To understand and apply rules and methods of work and to advise any changes of these to their line manager/supervisor.
- To wear and maintain appropriate PPE as directed.
- To not be under the influence of drugs or alcohol while at work and report if they suspect that others might be.

#### 4.0 Training and Competency

We aim to ensure that every person who undertakes work on behalf of LDM Installers Ltd. is fully competent to carry out their work. We will achieve this standard through a mixture of training and allowing for experience. Training needs will be assessed by a responsible manager at various stages but at least annually.



#### **Information, Training and Supervision**

We understand there is a need to train our employees on a regular basis to ensure that they are competent to fulfil their position within LDM Installers Ltd. and to carry out work safely.

On initial employment or following re-assignment LDM Installers Ltd. will give all new employees induction training.

The Director will identify further training. This does not stop any employee requesting further training for his or her own development.

All training records will be kept at LDM's office, 55 Blenheim Avenue, Ilford, Essex, IG2 6JQ.

An annual training schedule will also be drafted for all employees and we will endeavour to accomplish it.

Specific jobs requiring special training are:

- Site Managers and Site Supervisors
  - Managing Safety
  - Site Safety for Supervisors
  - CSCS – Relevant Supervisory or Management card
  - Risk Assessments
  - Toolbox Talk Pack
  
- Site Based Personnel
  - Site Safety Awareness
  - Manual Handling
  - COSHH
  - Working at Height
  - Selection, Inspection and Use of Ladders
  - PASMA - Erection and Use of Alloy Towers
  - IPAF – Scissor Lift, Self Propelled Boom
  - CPCS-Telescopic Forklift Driver
  - CPCS-Slinger/Signaller
  - CSCS
  - Fenestration Installation - Level 2
  - Fenestration, Installation & Surveying - Level 3
  - Personal Protective Equipment (PPE)
  - Emergency Procedures
  - First Aid

## **5.0 Working at Height**

- Working is said to be ‘at height’ if a person could be injured falling from it, even if it is at or below ground level. LDM Installers Ltd will strive to ensure, as far as is reasonably practicable, that employees working at height do so in a way that is safe and secure.
- If reasonably practicable, working at height will be avoided. When this is not practicable, the amount of working at height will be kept to a minimum.
- Work at height will be completed from existing work areas in preference to the use of additional access equipment. Fall prevention controls will be used in preference to fall arrest and any controls shall look at giving a collective protection to all, in preference to personal fall protection.
- Operatives who use the equipment will ensure that any access equipment (ladder, tower scaffold, platform etc.) will be checked every time after it has been assembled and/or installed, and before it is used.

- Such equipment will in addition be inspected as often as necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.
- Any faults will be reported to the Site Managers, and the equipment in question removed from service immediately
- Responsible managers will ensure that all people erecting and using access equipment are competent to do so.
- Responsible managers will ensure that a rescue procedure is in place prior to work commencing to ensure that any person working at height can be rescued.

## **6.0 Lifting Operations and Equipment**

- The responsible manager will ensure that any projects where lifting operations are to take place have appropriately trained lifting supervisors in attendance to conduct the lift, as per the lift plan created by the appointed person.
- The responsible manager will ensure that all lifting equipment has been thoroughly inspected by a competent person as defined by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Prior to use, all lift accessories shall be inspected by the competent banksman to ensure it is without damage.
- A record of all lifting appliance and accessories used will be maintained along with copies of thorough examination certification prior to them being used.

## **7.0 Manual handling**

- LDM Installers Ltd will where reasonably practical avoid the need for manual handling by its employees, although we do accept that due to the nature of our works that the elimination of manual handling cannot be achieved.
- Where manual handling cannot be eliminated the responsible manager will make an assessment of the risk identifying the loads to be handled.
- Lifting aids will be used where possible to reduce the need to lift and the health effects of manual handling.

## **8.0 Accident Procedures**

All of LDM Installers Ltd's staff will assist and comply with the accident and evacuation procedures of the site, as and when directed. This will include:

- Reporting of all injuries and dangerous occurrences in the site accident book.
- Assist with investigations and reporting of incidents including securing the area etc as directed.
- To ensure staff are aware of site procedures and conduct regular reviews of these.



- Provide any records necessary – including daily staff counts for use with evacuations.

## **9.0 Alcohol and Drugs**

LDM Installers Ltd maintains a zero tolerance policy for staff found to be under the influence of substances that impairs their performance or risks the safety of others. Individuals will be immediately stopped from working and removed from site and disciplinary action taken.

The company will also comply with the drugs and alcohol policy of site, as directed.

Any employee taking prescription drugs that may affect their work, their safety or the safety of others, must inform management.

## **10.0 First Aid**

The company ensures it meets its regulatory obligations to provide first aid cover for it's staff. The company will review and supply adequate numbers of first aid trained staff as appropriate to the activities and staff levels. Staff will always work within teams of two or more and have access to a trained first aider.

Staff will be briefed where to find the first aid box and/or station and report any injuries in the site accident book.

The company will also comply with the relevant first aid requirements of the site, as directed.

## **11.0 Environmental Concerns**

It is an objective of the company to take a pro-active approach in the care of the environment in it's activities and comply with regulatory and site requirements.

- To ensure the safe handling of substances hazardous to the environment to prevent contamination through the use or disposal of these substances.
- To recycle and reduce packaging and waste where possible.
- To educate staff as to the importance of reducing the impact of work activities on the environment.

## **12.0 Record Keeping and Review**

All aspects of health and safety inspections, as required by the law, will be recorded and these records kept to be made available as requested. All equipment and PPE will be regularly inspected for damage and records kept. Risk assessments and method statements for work activities are to be reviewed as appropriate to ensure that circumstances have not changed or if further risks/controls need to be addressed.

**13.0 CONFIRMATION OF EMPLOYEE READING POLICY**



## **LDM Installers Ltd.**

### **Health and Safety Policy**

**To be completed by ALL Personnel**

I (Name in BLOCK CAPITALS) \_\_\_\_\_

I confirm that I have read LDM Installers Limited's Health and Safety Policy and fully understand the responsibilities that apply to me in the capacity in which I am employed. If I am unable to fulfil those responsibilities in any way, I will inform my Manager or the Director as soon as is reasonably practicable.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Revision: 20/10/2016

**PLEASE COMPLETE THIS PAGE AND RETURN IT TO HEAD OFFICE.**