

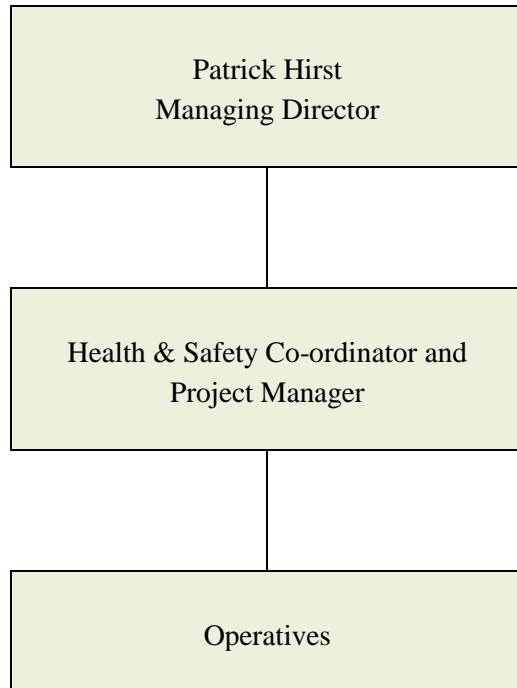
Health & Safety Management Structure

The Management of Health & Safety at work (Regulation 5) requires Hirst Construction/Hirst Hydro Cleansing to have arrangements in place to cover health and safety. These arrangements where possible are integrated within the management system. The following factors are considered when integrating them into the management system: -

- Planning
- Organisation
- Control
- Monitoring and review.

Hirst Construction/Hirst Hydro Cleansing Limited's management structure is as follows:-

Nominated responsibilities



In order for Hirst Construction/Hirst Hydro Cleansing to discharge its statutory duties, employees are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

Hirst Construction/Hirst Hydro Cleansing Limited encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

Individual Responsibilities

Patrick Hirst – Managing Director will ensure that:-

- The main requirements of the Health and Safety at work etc. Act 1974 are understood and applied.
- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken.
- The policy is reviewed for compliance with objectives for health, safety and welfare provisions.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- The organisational structure is appropriate in order to manage health and safety.
- Regular health and safety audits and inspections are carried out in accordance with the organisations health and safety monitoring procedures.
- All health and safety issues raised by employees are recorded and investigated.
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of incidents, diseases and Dangerous Occurrences Regulations (RIDDOR).
- Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.

The Project Manager / Health and Safety Co-ordinator will ensure that:-

- Qualified first aid personnel and facilities are provided to address potential hazards within the organisation.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss accidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identifies is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of work equipment and services used by the organisation.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the organisation.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.

Employers Responsibilities: -

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Hirst Construction Limited

Management will ensure they:-

- Access all risks to workers health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities' and safe access and egress.
- Provide adequate training and information to all employees.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employees Responsibilities: -

The Health and Safety at work ect. Act 1974 details two main sections which employees are required to comply with. These are:-

Every employee has a duty of care under the Health and Safety at Work ect. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.

In addition to the above, section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with Hirst Construction / Hirst Hydro Cleansing Limited and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:-

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed person of all accidents that occur.

The Management of Health & Safety at work regulations require all employees to:-

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

Sub-contractors / Self employed personnel responsibilities

Sub-contractors / Self employed personnel responsibilities will be made aware of Hirst Construction / Hirst Hydro Cleansing Limited's health and safety policy, safety rules and:-

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at work etc. Act 1974 and other relevant legislation.
- Will comply with all instruction given by management.
- Will co-operate with our organisation to ensure a high standard of health and safety on all contracts with which they are involved.
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.
- Will comply with signing in and out procedures.

Employee Information

Information Regarding health and safety law is provided in a number of ways:-

- Employees are provided with a copy of the 'Employee Handbook'.
- The approved poster "Health and Safety Law – What you should know" is displayed on premises. This poster is completed with address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) etc. And names of responsible persons.