

## **Fence Hire Southern Ltd General Statement of Policy 1st January 2020**

We have a legal and moral obligation for the health and safety of

1. Our employees whilst they are at work
2. Our customers
3. The general public as they are affected by our activities.

It is our policy to take reasonable and practicable steps to carry out these obligations and thereby achieve a high standard of safety performance. Our aim can only be gained by everyone playing his or her part in a common-sense way, working with safety in mind and using the safety equipment provided. May I remind you all to recognise and accept your obligations for the safety of your workmates, the public in general and, not least yourselves.

It is also our responsibility as your direct employer to

1. Ensure the company safety policy is brought to the notice of all our employees
2. Ensuring that the company safety policy and requirements of health and safety regulations are complied with.
3. Liaison with health and safety inspectors, local authorities and other organisations concerned with occupational/environment health and safety.

The senior executive responsible for health and safety will be available to advise all directors and employees on all aspect of health and safety at work. If changes in policy or rules affecting health and safety occur, consultation with employees will be achieved by a health and safety agenda in the company meetings. Employees are encouraged to make suggestions on health and safety to any of the directors.

The following Policy and procedures are intended to ensure, so far reasonably practicable, that both the company and its employees are fulfilling their respective obligations.

1. It is policy of the company to have a certified first aider on duty during working hours where this is practicable. Suitable first aid kits will be available in the yard and every truck.
2. It is company policy that all employees are provided with overalls, protective clothing, steel toecap boots and gloves. Other special equipment will be provided for a variety of other activities in which there are risks to the health and safety of employees. High visibility clothing must be worn at all time. In or out of the yard. **The company reserves the right to take disciplinary action against Employees who persist in not using suitable PPE.**
3. Schedules exist for the systematic maintenance of the company's equipment and it is the responsibility of the company director to ensure these schedules are adhered to. Spot checks will be made, and the schedules reviewed periodically to ensure that any new equipment brought into use have been included.
4. It is company policy that all fire exits and signs are clearly marked and every employee or visitor is aware of our fire procedure.
5. The company requires good housekeeping at all times. This is everyone's responsibility.
6. When a contractor is working on our company premises it is the director's responsibility to ensure
  - a. The contractor and/ or their employees are not placed at risk because of company activities carried out simultaneously, and
  - b. Company employees are not placed at risk because of contractor's activities. All contractors should be made to adhere to company policy. Three strikes and you are out.
7. All visitors should be made aware of the site's health and safety documents and possible risks while on site,
8. All accidents to employees whilst they are at work and all other persons on the company premises must be recorded as soon as possible and be reported to the appropriate authorities in accordance with statutory requirements. All accidents must be investigated by the health and safety executive and investigated. Where appropriate, recommendations should be made to stop a recurrence. **As a company we welcome the reports of near misses so an accident can be prevented before it occurs.**
9. All employees employed by our company will be given an induction-training course allowing the employee to be aware of the health and safety requirements of the site. No work will be given to the employee until adequate training has been given to the employee allowing, he/she to work safely. It is the responsibility of the person in charge of the new employee to ensure adequate on the job training is given
10. It is company policy that certified personnel only drive forklift trucks.

*CC Kinnear*