

Magnus Electrical Services Ltd.

Health and Safety Policy and Procedures

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Introduction to Health and Safety Policy and Procedures

Magnus Electrical Services Ltd., Health and Safety Policy is a statement of intent as to how the company will make arrangements that will allow compliance with the requirements of current health and safety legislation. This document is intended to be general and to apply to the company as a whole. Magnus Electrical Services Ltd. understand that certain individual work activities may require more specific arrangements to be made in order to take account of specific locations and particular hazards relating to the work activities being carried out. In certain cases, Risk Assessments will identify the need for suitable control measures to be developed to control the risks associated with specific hazards. Where work activities are of a long term nature or the hazards encountered are more complex than a formal, specific Health and Safety Procedure may be developed which will detail the arrangements for health and safety, allocation of responsibilities and the inter-relationship with this document and the company's overall system.

The Health and Safety Policy is a concise statement of responsibilities and an outline of the arrangements for dealing with the major hazards which may be encountered by employees.

The Health and Safety Procedures are more detailed guidance for maintaining systems of work, they are not considered exhaustive and will be developed and revised as the company's activities evolve, and as legislation and guidance on safe working develops. Where the Director or an employee recognises a lack of adequate guidance in a particular area he/she should bring this to the attention of the Health & Safety Advisor in order that procedures can be revised or developed.

The culture and system behind documenting these procedures is to enable the company to provide guidance and assistance to staff on health and safety at their work. In so doing demonstrate that it is fulfilling its obligations under the Health and Safety at Work Act 1974 and other legislation to ensure the health, safety and welfare of employees and others is treated as a priority by the company.

This document will be issued to personnel at management and supervisory level. Members of staff will be provided with a copy of the Health and Safety policy and other relevant information relating to their work activities.

1. RESPONSIBILITIES

- (a) The following people are responsible for areas of health and safety within the company:

<u>Name</u>	<u>Position</u>	<u>Responsibility</u>
Colin Murray	Managing Director	Provide adequate resources to enable Health and Safety Procedures to be implemented.
Mr. A. Rodgers	Health & Safety Advisor (Pentran Ltd.)	Co-ordinate H&S implementation and records. Arrange for the compliance with Company policy, ensure adequate resources are available for H&S. Implementation of policy and procedures within the workplace.

- (b) Location based supervision is the responsibility of the Director and he will ensure that company personnel and others are provided with appropriate guidance and advice on health and safety.
- (c) All employees have a responsibility for co-operating with the Director and Health and Safety Advisor to achieve a safe working environment.
- (d) When an employee, or the Director identifies a potential health and safety problem which they feel cannot be dealt with readily in-house they should seek advice from the Health and Safety Adviser.
- (e) Any requirement for health and safety training will be arranged with the Health and Safety Adviser who will also be responsible for co-ordinating any inspections and investigating accidents or incidents.
- (f) The Director will be responsible for arranging the maintenance of plant equipment used in premises controlled by the company.

2. General Health and Safety Arrangements

(a) Accidents

A First-Aid box will be held at each location, the appointed first-aider will be responsible for ensuring that the box is kept fully stocked. When an accident occurs it must be recorded in the Accident Report Book. The Director will notify the Health & Safety Advisor of any occurrence, and the Safety Advisor will be responsible for reporting notifiable accidents/incidents to the HSE.

(b) General Fire Safety

The Director is responsible for ensuring that he is familiar with fire escape routes in all the areas and buildings in which work is being carried out by personnel. He will monitor where personnel are working and be responsible for assembling them in a safe area in the event of an emergency evacuation.

(c) Advice and Consultancy

If particular health and safety problems arise in premises and advice is needed, the Health and Safety Adviser will arrange to discuss the matter with appropriate organisations with whom the company had a working relationship.

(d) Training

The Health and Safety Adviser in conjunction with the Director and will be responsible for identifying training needs and arranging for any training necessary. It is anticipated that the Risk Assessment process will identify most training requirements.

Again where specialist advice is needed on health and safety training requirements, the Health and Safety Advisor can arrange for assistance to be obtained from external consultants.

(e) Specialised Training

Any tasks which arise that are not part of normal operations or where there is a lack of experience will be assessed to evaluate the need for specialist training.

(f) Control of Sub-Contractors and Visitors

The Director is responsible for ensuring that control is exercised over all sub-contractors and visitors to the premises. At the commencement of the work, the sub-contractors representative will be required to liaise with the Director who will ensure

that all necessary health and safety information is passed to the representative and this will be recorded. Visitors to premises will also report to the Director and be briefed in the same way about any relevant safety matters. Sub-contractors will report to the Director at the start of each work period and give details of their personnel who are on the premises, submit any relevant Method Statements, Risk Assessments or other documentation which is required for their operations.

(g) Personal Protective Equipment

The company will supply all members of staff who visit or work on project sites with a safety helmet and safety footwear which is required to be worn at all times on the project site. Other activities will be assessed to determine the need for additional or specialised PPE and this will be provided as necessary

3. Hazards

(a) Work with Electricity

On projects/contracts where electrical work is to be undertaken, only trained and qualified personnel, or similarly qualified sub-contracted personnel will carry out such work. These persons will undertake electrical work within the guidance of and procedures established by the Electricity at work Regulations 1989 and the current edition of I.E.E. regulations. Employee or sub-contractor records will be held at the company's main office. Where any work is to be carried out which is considered by the Director to be of a high-risk nature, e.g. work on high voltage equipment, then a suitable Risk Assessment will be carried out. This will record the work element, existing control measures and identify any additional control measures required in order that the work be carried out safely.

(b) Working at Heights

When there is a requirement for personnel to work at heights, the company will ensure that any equipment that is to be used is in a safe condition and the personnel using the access equipment have a thorough understanding of correct, safe usage. Any ladders and stepladders will be examined regularly by staff to check for damage, a record will be kept of these inspections.

Should the need arise for mobile aluminium scaffold to be used, the personnel using them must be trained in the safe assembly and use of these towers with a record of training held by the Health and Safety Adviser. Weekly inspection of this access equipment will be carried out by a competent person who will check for damaged components and record these inspections.

If a project/contract requires the erection of permanent scaffolding, this will be carried out by a competent sub-contractor who will pass a certificate to the company which shows that the scaffold has been properly erected and is safe for use. When scaffolding suffers from impact in any way, or is exposed to severe weather conditions, then its use will determine the integrity of the scaffolding. Any such inspections will be recorded.

(c) Manual Handling

Any tasks which call for the movement of installation of equipment/machinery will be reviewed by the company for ways of reducing the amount of manual handling. This can be accomplished perhaps through the use of mechanical aids where possible, or sharing the lift between two staff members. Where the Director considers it necessary, an assessment of manual handling will be carried out by the

Health and Safety Adviser or a Consultant and a record will be kept of such an assessment. Training in manual handling techniques will be arranged on request by the Health and Safety Adviser or where inspection shows it to be required.

(d) Use of Equipment and Machinery

Any plant equipment or machinery that is used or operated by the company's employees must be fit for the use to which it is put. Company owned equipment will be inspected by a competent member of staff who has the necessary training or experiences to carry out this task correctly. Hired machinery or equipment will be similarly inspected before use to ensure it is in a good state of repair and fit for its intended use. Machinery or equipment will only be used if it is in good state of repair and staff members must ensure this is so before they commence work. If defects are present then these must be notified to the Director immediately and they will be rectified before the machinery or equipment is used.

Only personnel who have been trained, are experienced or are deemed competent by the company will operate plant or equipment. The employee's record will show training received or experience gained.

Where equipment or machinery is fitted with guards or tripping devices to prevent injury or miss-use, these will not be disabled or removed and must be checked by staff before any work is started.

Where an operation requires the use of hired plant which is supplied with an operator then the order agreement to the supplier will specify the need for evidence of the operator's competency on that piece of plant, copies of such evidence will be kept.

(e) Safety of Others

Certain of the company's activities are carried out in places where visitors and members of the public have access and this will mean that there may be a risk to these third parties. Activities in such locations will be assessed to reduce the risk of injury to such persons. The Director may decide to close off certain areas using notices or barriers so that unauthorised access is not possible. All personnel must be aware of the need to work safely and in such a way that there is no risk to themselves or others.

(g) Asbestos

During the course of work carried out by the company it is possible that the presence of asbestos may be suspected or may have been identified by a contractor or consultant. Where asbestos has been identified then specialist contractors will be employed to remove it before any the company allows work to commence in the area and personnel will not enter tented or sealed areas during the process. If a member of staff suspects the presence of asbestos not previously identified then any work must cease immediately in that area and the Director/Health and Safety Adviser will take action to isolate the area pending inspection by a specialist. On no account must work go ahead until the substance has been identified and dealt with.

3.1 Office

- (a) The company will ensure that personnel who carry out a significant part of their work using display screen equipment are provided with workstations and equipment which is suitable, this will be achieved through assessment of individual workstations. Where an assessment reveals any deficiency, these will be addressed in conjunction with the operator in order that the workstation is brought up to a current standard that meets current requirements. If a staff member encounters any problems with their workstation, e.g. discomfort or eye strain, they should inform the Director as soon as possible and the matter will be investigated.

Staff members will take breaks from their screens in order to prevent the onset of strain or fatigue, such breaks will not normally be formalised but will be understood as a necessary part of the work. Staff will be made aware of the health and safety reasons as to why prolonged periods of work at display screen equipment must be provided.

Where a member of staff considers that work which involves the use of display screen equipment is causing them harmful physical effects, they should inform the Director immediately.

- (b) Electrical Equipment

Items of electrical equipment in use in the offices can present potential hazards and it is important that they are installed and used correctly. All electrical equipment will be examined at regular intervals to ensure that it continues in safe working condition.

Power leads supplying electrical equipment will be fitted with the correct type of plug and must be capable of safely carrying the current load that the equipment will draw. All equipment will be fitted with a fuse of the correct rating. Power leads will be routed to avoid walkways so that tripping hazards or wear and tear are avoided.

All power leads and associated equipment will be examined at regular intervals to check that no damage has occurred, that insulation, routing and connection are suitable. A competent person will carry this out.

- (c) Slips, Trips and Falls

In order to avoid staff being exposed to the risk of injury through trips, slips and falls, all pedestrian areas, walkways and stairs will be maintained in good condition. Floor coverings will be regularly checked, electrical power leads will be routed carefully and materials (such as copy paper or record files) must not be stored in or around access areas. All staff are responsible for ensuring that pedestrian routes are maintained in a safe condition.

- (d) Lighting

All work areas will be well lit, either by natural light or artificial light, so that staff are able to carry out their work safely and without risk to their eyesight. Where necessary, an assessment of lighting levels will be carried out.