


Health & Safety Policy				
Sitenett Systems, 40 Sunnyside, Cramlington, Northumberland, NE23 6UX tel 01670 898 237 fax 01670 898 234				
Date Issued	12.12.08	Issued By	R Maule	
Next Review	01.04.09	Page 1 of 1	QMS Form	HS01.02

Our statement of general policy is:

- n to provide adequate control of the health and safety risks arising from our work activities;
- n to provide and maintain safe plant and equipment;
- n to ensure safe handling and use of substances;
- n to provide information, instruction and supervision for subcontractors
- n to ensure all subcontractors are competent to do their tasks, and to give them adequate training;
- n to prevent accidents and cases of work-related ill health;
- n to maintain safe and healthy working conditions; and
- n to review and revise this policy as necessary at regular intervals.

Responsibilities

- 1 Overall and final responsibility for health and safety is that of Roger Maule
- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to Roger Maule

Health and safety risks arising from our work activities

- n Risk assessments will be undertaken by Roger Maule
- n The findings of the risk assessments will be reported to Roger Maule
- n Action required to remove/control risks will be approved by Roger Maule
- n Roger Maule will be responsible for ensuring the action required is implemented.
- n Roger Maule will check that the implemented actions have removed/reduced the risks.
- n Assessments will be reviewed quarterly or when the work activity changes, whichever is soonest.

Safe plant and equipment

- n Roger Maule will be responsible for identifying all equipment/plant needing maintenance.
- n Roger Maule will be responsible for ensuring effective maintenance procedures are drawn up.
- n Roger Maule will be responsible for ensuring that all identified maintenance is implemented.
- n Any problems found with plant/equipment should be reported to Roger Maule
- n Roger Maule will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- n Roger Maule will be responsible for identifying all substances requiring a COSHH assessment.
- n Roger Maule will be responsible for undertaking COSHH assessments.
- n Roger Maule will be responsible for ensuring that all actions identified are implemented.
- n Roger Maule will check that new substances can be used safely before they are purchased.
- n Assessments will be reviewed quarterly or when the work activity changes, whichever is soonest.

Competency for tasks and training

- n Induction training will be provided for all subcontractors by Roger Maule
- n Job-specific training will be provided by Roger Maule
- n Specific jobs requiring special training are Roger Maule
- n Training records are kept at Unit S2, Arrow Close Bus Centre, Arrow Close, Killingworth, Newcastle NE12 6QN
- n Training will be identified, arranged and monitored by Roger Maule

Accidents, first aid and work-related ill health

- n The first-aid boxes are included in job site equipment and are located in vehicles
- n The appointed first aider is Roger Maule
- n All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Roger Maule at Unit S2, Arrow Close Bus Centre, Arrow Close, Killingworth, Newcastle NE12 6QN
- n Roger Maule is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

Monitoring

- n To check our working conditions, and ensure our safe working practices are being followed, we will regularly evaluate performance on random jobs
- n Roger Maule is responsible for investigating accidents.
- n Roger Maule is responsible for acting on investigation findings to prevent a recurrence.