

Peak Air Conditioning Ltd

Health and Safety Policy

Revision No 2
December 2010

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Peak Air Conditioning to:

Provide an environment that is safe to work and without risk to the health and welfare of all its employees, independent contractors, sub-contractors, members of associated trades and the general public, so far as it is practicable to

- Provide appropriate training
- Comply fully with the law
- Achieve high standards in health, safety and welfare
- Monitor all activities at every level of management to ensure compliance with this policy statement.
- Continually review this document regularly to ensure constant upgrading with relevant legislation, regulations and codes of practice.
- Ensure safety and accident prevention is an integral component of the management structure in the company.
- Consult with employees to increase the awareness of Health and Safety.

Peak Air Conditioning

Director

Date

Print Name

Section 1

Responsibilities:

- a) The overall and final responsibility for Health and Safety and the implementation of the practices contained within this document is that of the Managing Director.
- b) The day to day responsibility for ensuring this policy is put into practice is that of the Project Manager who will be nominated in the specific safety plan written for each project undertaken.
- c) In particular and to ensure that the Health and Safety standards are maintained and improved, the policy will be reviewed on a regular basis by the Operations Director.
- d) The Managing Director will be responsible for ensuring proper site induction training is undertaken.
- e) The Operations Director will be responsible for:
 - 1) Liaison with the Project Manager on Health & Safety Matters
 - 2) Coordination of Health & Safety concerns
 - 3) Properly record and review any accident details
 - 4) Report any concerns and accidents to the Managing Director.
- f) Risk assessments will be the responsibility jointly of the Operations Director and the Managing Director
- g) All employees have the responsibility to co-operate with the Company to achieve a safe and healthy workplace and to take reasonable care at all time.
- h) All employees / contractors have a responsibility to let the Operations Director or Managing Director know if there is a matter relating to health and safety that should be brought to their attention for action

Section 2

Risk Assessments

- a) Risk assessments will be undertaken prior to the commencement of work on each project to be undertaken.
- b) The conclusions will be documented and provided to the client prior to the commencement of works and also provided to each employee and contractors working under the control of the Company.
- c) The scope of the risk assessment will include:
 - 1) Identification of Hazards
 - 2) Consideration as to how an employee, other worker or site visitor may be harmed
 - 3) Safe Handling of goods
 - 4) Determination of required P.P.E.
 - 5) Waste Management and tidiness
 - 6) Dust and Asbestos
 - 7) Electricity and Gas
 - 8) Fire - Hot Works
 - 9) High Pressure Equipment
 - 10) Height and Ladder use
 - 11) Lifting Equipment and Mechanical Handling
 - 12) Visibility
 - 13) Noise
 - 14) Confined Spaces
 - 15) Vehicles
 - 16) Working Environment & Temperature
 - 17) Scaffolding
- d) Actions required to control and remove risks will be approved and implemented by the Operations Director.
- e) Identification of any risk, who it may affect, how they may be affected, controls implementation and revision is to be undertaken for any task where a hazard is identified
- f) Assessments will be reviewed every 6 months or when a work activity changes, whichever is soonest

Sample Risk Assessment form

| | |
|--------------------------------------|----|
| Ref no | RA |
| Task on which assessment made | |
| Site Address | |
| Hazard Identified | |
| Person (s) considered to be at risk | |
| Risk rating | |
| Control measures | |
| Training required | |
| Supervision / Procedures | |
| COSHH | |
| PPE | |

Section 3

Plant & Equipment

- a) The Company hires specialised and specific plant & equipment from time to time as required. Equipment will only be hired from approved suppliers.

Therefore, the Company does not operate a maintenance program on Plant & Equipment.

- b) Hand tools are the responsibility of each worker to replace as necessary.

Section 4

Safe Handling and Use of Chemicals and Gases.

- a) The Managing Director will be responsible for
 1. Identifying all substances which need COSHH assessment
 2. Undertaking COSHH assessment
 3. Implementation of requirements
 4. Issuing correct COSHH data sheets
 5. Informing employees and contract workers of the specific requirement
 6. Monitoring new substances
 7. Reviewing assessments on an annual basis (or when the work activity changes, whichever is soonest)

Section 5

Competency and Training

The Company will ensure that each employee/contract worker is qualified and suitable to undertake the work required and will include:

- a) Pre-site and site induction training to include:
 - 1) First Aid Location and procedure
 - 2) Waste management
 - 3) P.P.E. requirements
 - 4) Site Contacts and Access
 - 5) Registering on site
 - 6) Location of Fire extinguishers and evacuation procedures
 - 7) COSHH Requirements
 - 8) Site risks as identified in the Risk Assessments undertaken
 - 9) Accident reporting
 - 10) Any work permit requirements
 - 11) Location of Site Safety Manual
 - 12) No smoking requirements
- b) Due consideration of employees/contract workers work experience in lieu of formal qualifications
- c) Product training by way of courses when appropriate.
- d) Ensure proper supervision of young or trainee workers by nominating a key experienced worker as responsible for each relevant trainee.
- e) Management and supervisory training in both safe working practices and Health & Safety will be monitored and any shortcomings identified will be addressed by appropriate training or instruction.
- f) Training and accident records will be held at the Companies office under the responsibility of the Managing Director.
- g) Each employee/contract worker will be issued with a copy of the companies Health and Safety Statement and policy.
- h) Regular spot checking will be undertaken on-site to ensure employees and contractors are adhering to the Health & Safety stipulations of the Company.

Section 6

Records

a) The Company will ensure that the following records are held:

1) Accident Records

Showing Name, Date & time, Injury, How accident happened, other relevant information eg P.P.E. and working practice.

2) Training Records

Including courses attended such as Health and Safety, Product, Handling, Lifting and working at heights.

3) Qualifications

4) Summary of work undertaken and accidents recorded.

Shown as a ratio between accidents occurred and hours worked.

5) Disclosure of Health and Safety records of contractors.

Contractors are required to provide details of their accident record over the last 2 years

6) Provision and Display of any mandatory Health and Safety posters and related signage

Section 7

Policy Review and Revision.

This document forms the basis of the Companies principle of working practices and shall be reviewed and revised as legally or practically required.