



HEALTH AND SAFETY POLICY

Introduction:

This document sets out the Health and Safety arrangements we have established for our organization.

Description of work: Electrical Contractor involved in

- Electrical Installation of Single phase, Three phase supplies & Installations in Industrial, Commercial & Domestic premises.
- Electrical Inspection and Testing of all Industrial, Commercial and Domestic Installations

Health and Safety Policy Statement:

D&T Electrical Services acknowledges and accepts the legal responsibilities for securing the health, safety and welfare of employees/subcontractors working on their behalf and all persons, livestock and property affected by their activities

It is the intent of D&T Electrical Services to allocate appropriate resources to develop programs to prevent occupational injuries and illness.

It is the policy of D&T Electrical Services to promote and support all Health and Safety, and industrial hygiene and to manage it in a manner that seeks to eliminate occupational injuries and illnesses.

In support of this Policy D&T Electrical Services will strive to achieve excellence in all matters relating to Health and Safety. In this respect D&T Electrical Services require employees and sub-contractors to:

- Observe and comply with The Health and Safety at Work Act 1974.
- Co-operate in ensuring the health and safety and welfare of themselves and any colleagues whilst at work.
- Every effort will be made to provide and maintain a safe, healthy, and efficient working environment.
- The policy may change with the company and legislation, the safety arrangements, will be developed and amended over time with the consultation and co-operation of all involved with D&T Electrical Services.

This Health and Safety Policy is therefore, issued to all subcontractors on the understanding that it amplifies the company policy.

D&T Electrical Services**D. Cracknell**

Health and Safety Policy:

D&T Electrical Services Electrical aim to achieve a working environment, which is free of work-related accidents and illnesses and to this end we will pursue continuous improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities, and competence to fulfil their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge, and ability to perform.
- Ensuring that competence is maintained through training where necessary.
- Promoting awareness of health and safety and of good practice through effective communication and relevant information.
- Furnishing the resources needed to meet these objectives.

All persons involved with D&T Electrical Services are encouraged to contribute actively towards achieving an accident free working environment.

Conclusion:

Together with the statutory regulations and the company safety procedure this document is reasonably comprehensive. We realise that site-specific conditions are changing all the time.

It is vital that an attitude to the prevention of accidents is always maintained and safe working is imperative.

RESPONSIBILITY:

Due to the nature of the work undertaken by D&T Electrical Services, it is the responsibility of the senior person on site to promote Health and Safety at work and ensure that working practices are in accordance with the statutory requirements and the company policy.

The Subcontractors'/Employees' responsibility in this objective is to:

- Comply with all safety procedures and controls as dictated by D&T Electrical Services when at work, as long as these procedures are in keeping with the Statutory requirements and are not in detriment to the law.
- Ensure reasonable care is taken for the wellbeing, health, and safety of themselves and any persons, livestock, or property likely to be affected by their actions whilst working for or on behalf of D&T Electrical Services.
- To utilise and respect all the safety devices and protective equipment provided to ensure the safety of personnel.
- To report accidents and near misses that could lead to injury.
- To co-operate fully in the investigation of incidents to ensure that these incidents do not re-occur.

The Provision and Use of Work Equipment Regulation 1998. (P.U.W.E.R) This concerns the safe use of work equipment and systems. e.g. Suitability of equipment –assessment of risk. Provision of protective and preventative measures.

The Personal Protective Equipment at Work Regulation 1992. (PPE) This regulation clearly states that PPE should be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation.

Safety Training. Health, Safety and Welfare form an integral part of Site induction and job training to ensure that all employees are aware of general safety requirements and their responsibilities regarding safety to themselves and others who may be affected by their actions or omissions.

Fire:

D&T Electrical Services personnel will adhere to all site-specific procedures. Evacuation procedures and muster points will be designated by the person responsible for Site Inductions (main contractor).

- No subcontractor/employee will fight a fire
- No subcontractor/employee is trained to fight a fire
- Employees will raise the alarm but avoid danger in order to avoid fires whilst on site
- Put all combustible materials carefully away
- Put all wastepaper etc. in bins provided
- Observe the NO Smoking signs displayed
- Remove all clothing, paper, etc. from near heaters
- Switch off all electrical appliances
- Ensure in case of fire, exits locations are known

Environmental Control:

Control and disposal of waste and control of substances hazardous to health (COSHH). Assessments and all relevant data sheets will be kept on record in the office. No one associated with D&T Electrical Services can introduce chemicals or other substances at all.

Electricity at Work Act 1989:

The Electricity at Work Regulations will be adhered to and any work undertaken on any electrical system will be performed by a qualified and suitably trained person. The current IEE regulations although not statutory will be used as a guideline.

Isolation procedures will be maintained, and no live work tasks will be performed.

Isolation Procedure:

- Seek permission to isolate the supply.
- Disconnect all loads.
- Locate the source of supply.
- Isolate the source of supply.
- Lock off and place warning signs.
- Test voltage indicator on a known source (proving unit)
- Test the supply is isolated.
- Re-test voltage indicator using known source. (Proving unit again)
- Start work if all the above has been followed and the circuit intended to be worked on is dead.
- Keep padlock key and do not allow anyone else to retrieve it until work on circuit is completed.

Working at Height:

The Working at Height Regulation 2005 will be enforced, personnel will be trained to erect mobile towers and operate MEWPS. Options considered, following previous assessments are:

- Mobile Tower
- Mobile elevated work platform (MEWPS)
- Fixed scaffolding (by others)
- Ladder
- Step ladder
- Hop ups and trestles

In each case risk assessment should consider other issues to ensure that the chosen method is the safest option e.g. Weather conditions full body harness use of stabilisers/securing devices.

Noise at Work:

D&T Electrical Services will ensure as far as reasonably practical that no employee is subjected to levels of noise whilst at work that may cause damage to their hearing.

Sufficient hearing protection as part of PPE will be provided and used in conjunction with appropriate risk assessments.

Asbestos:

The likelihood of any D&T Electrical Services encountering asbestos is unlikely. The Control of Asbestos at Work Regulation 2006 indicates that all employees must have the site-specific asbestos register made available to them by the client as and when required. If asbestosis noted within the work area operatives must:

- Stop work immediately
- Prevent any dust /fibers being released by turning off power tools and minimise air movement.
- Evacuate the immediate area and prevent access by others. (Public included)
- Inform those responsible for the premises and Health and Safety Manager.
- Do not return to the area until informed that it is safe to do so.
- If you are uncertain as to the content of the material. Stop work and seek advice.

First Aid:

Adequate First Aid provision will be made By D&T Electrical Services. First Aid Box and Eye Wash can be found in the vehicle. D&T Electrical Services Electrical personnel are first aid trained and qualified. On project sites wherever possible prior to visiting site arrangements are made so that D&T Electrical Services can use the principal contractors' facilities for first aid. All accidents however minor must be reported using the correct site procedures. Serious accidents, where hospital treatment is required must be reported in accordance with Accident/incident report procedure.

Sub-Contractors:

Sub-contractors are instructed primarily based on their technical abilities, due regard is also taken of health and safety. Serious breaches of health and safety will also be considered during the selection process. Requesting the following documents assesses sub-contractors.

- Evidence of qualifications, skills ongoing training, and experience in the same type of work
- References from other companies worked for or previous clients
- Accident / ill health statistics
- How they will conduct their work (e.g. risk assessments and method statements)
- Power tools will be tested for safety of use and tagged with a valid test date (pat tested)
- Power tools to be 110 volt maximum only to be used on site

D&T Electrical Services**D. Cracknell**