



electrical & fire safety services

HEALTH AND SAFETY POLICY

Our employees are of the utmost importance.

The Company recognises that the talent, ability and energy of all its employees are its most valuable assets.

Their health and safety demands the same degree of attention and emphasis as that placed on our mainstream activity which encompasses quality, proficiency, and efficiency, environmental and financial awareness. We also recognise our responsibilities for the health and safety of others that may be affected by our activities. It is our aim to achieve a working environment, which is free of work-related accidents and health issues, to this end we will pursue continuous improvements from year to year.

We undertake to discharge our statutory duties by:-

- Identifying hazards in the work place, assessing the risks related to them and implementing appropriate preventive and protective measures
- Providing and maintaining safe plant, work equipment and conditions
- Preventing accidents and work related ill-health
- To consult with our employees on matters affecting their Health & Safety
- Establishing and enforcing safe methods of work, use of plant and substances
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility
- Ensuring that tasks given to employees are within their skills, knowledge and the ability to perform as well as providing training where necessary
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate

- Promoting awareness of Health and Safety and of good practice through the effective communication of the relevant information and supervision
- Furnishing the resources needed to meet these objectives
- Reviewing and revising this policy as necessary and at regular intervals to ensure Continuous Improvement on all Health & Safety matters

All employees on their part are encouraged to contribute actively towards achieving a work environment, which is free of accidents and ill health.

Our Health and Safety Policy will be reviewed, at least, annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

Summary

Together with the statutory regulations and the Company Safety Procedure, this document is reasonably comprehensive, but accepts that conditions in the workplace are continuously changing.

It is therefore necessary that management, staff and contractors continue to maintain an overriding attitude of accident prevention at all times.



Jamie Gooden – Director – Health & Safety Manager

Organisational Responsibility (Please see appended H&S Organisation Chart)

The overall responsibility for the promotion of Health and Safety of employees at work is vested in the Senior Management of DPL Electrical Services Limited. Please see the appended Health & Safety Organisation Chart

Due to the nature of the business carried out by DPL Electrical Services Limited, 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 statutory requirements and the Company Policy. They should also ensure that Senior Management is kept informed of Health & Safety matters requiring their attention.

The Senior Management will ensure that all Subordinates understand and follow any further safety procedures inaugurated by DPL Electrical Services Limited with regard to any additions to the statutory regulations.

The Employees' responsibility in this objective is to:-

- Co-operate and comply with all safety procedures and controls as dictated by DPL Electrical Services Limited when at work, this in respect of any procedures and controls dictated by the management so long as these are not in detriment to the law.
- Ensure reasonable care is taken for the well-being, health and safety of themselves and any other persons likely to be affected by their actions whilst working for DPL Electrical Services Limited.
- To utilise and respect all the safety devices and protective equipment provided to ensure the safety of personnel.
- To abide by the Company Policy in order to maintain safe working conditions.
- To report all Health & Safety concerns to an appropriate person (as detailed in this Policy Statement and to report incidents that could lead to injury.
- To co-operate fully in the investigation of incidents to ensure that these incidents do not recur.

Arrangements

Consultation with Employees

The H&S Employee Representative is Jerry Stannard, who can be approached by any employee who has H&S concerns. Any Director can be approached by any employee with H&S concerns, should they feel that their concerns are not being adequately addressed. Employees will also have the opportunity to raise issues at employee seminars.

Electricity at Work Regulations 1985

Work on any electrical systems may only be undertaken by suitably trained and authorised persons nominated by the DPL Electrical Services Limited Management. All works carried out by DPL Electrical Services Limited and the methodologies used will comply with the EAW regulations 1985 and any amendments thereto. As an electrical services company utilising qualified electricians, it is important to ensure that these basic regulations are adhered to in all cases without exception. The Health & Safety

Manager will ensure that all employees are aware of the EAW regulations and that all requirements are built in to work practices.

The Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R)

DPL's Storeman in conjunction with other staff will be responsible for identifying all equipment/plant needing maintenance. The Health & Safety Manager is responsible for ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented. Any problems found with plant/equipment should be reported to the Health & Safety Manager, or the Operations Manager. The Health & Safety Manager will check that new equipment/plant meets Health & Safety standards prior to purchase.

CDM Regulations

DPL are fully aware of the CDM regulations and are will work with any client, designer, or principal contractor to ensure full compliance with all CDM regulations. Senior management have attended seminars on CDM in preparedness for the eventuality of becoming principal contractor but also to gain a thorough understanding of the process and the responsibilities of a contractor. DPL are keen to work with designers who comply with CDM requirements as this will not only ensure the enhanced safety of its workforce but also make the process of bidding for work and costing work that much more exact.

The Personal Protective Equipment at Work Regulations

This Regulation clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. It is DPL's policy that provided PPE equipment should be available to be worn at all times.

Safe Handling and use of substances

The Health & Safety Manager will be responsible for identifying all substances which need a COSHH assessment and will be responsible for undertaking assessments and ensuring that all actions identified in the assessments are implemented. All employees will be advised of any COSHH assessment relevant to their work. Assessments will be continually monitored to ensure their relevance. The Health & Safety Manager will be responsible for checking that new substances can be used safely prior to their purchase.

Asbestos Handling

DPL Electrical Services Limited do not handle high level Asbestos. That said DPL Electrical Services Limited have trained staff in Asbestos Awareness, so that any Asbestos on site can be identified and

reported. DPL do deal with low level Asbestos, such as dust from drilling through Artex ceilings and have stringent policies and procedures in place to deal with this work and any subsequent waste generated. DPL staff are made fully aware of these policies and procedures and failure to comply is treated extremely seriously.

The Manual Handling Operation Regulation

This Regulation requires employers to assess manual handling on site and within their work place, take an ergonomic approach and, where possible, change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. All employees will be provided with Manual Handling training.

The Health and Safety (Display Screen Equipment) Regulation

The Regulation takes into account the amount of time a person uses a display screen, describes what a proper display screen work station is and considers other factors such as the working environment, eye sight testing and correction.

Information, Instruction & Supervision

DPL's Health & Safety Law poster is displayed inside the office entrance door by the reception desk. Health & Safety advice is available from the Health & Safety Manager, who is also responsible for arranging the supervision of young workers/trainees. Employees working at locations under the control of other employers will be provided with information on the Health & Safety processes that are in place.

HOW WE IMPLEMENT OUR POLICY

Safety Training

Health, Safety and Welfare form an integral part of induction and job training to ensure that all employees are aware of the Company's General Safety Requirements, their responsibilities regarding safety to themselves and to others who may be affected by their actions or omissions. Specific Safety Training and Information and the use of Safe Systems of Work will also be provided where appropriate. Training records will be maintained by the Finance & Administration Manager, with copies to be kept in your Employee Passport section of your Employee Handbook. Overall responsibility for training is held by the Health & Safety Manager.

Fire

The Health & Safety Manager is responsible for ensuring that the fire risk assessment is undertaken and implemented. Escape routes are checked daily by the DPL Storeman. The Health & Safety Manager will ensure that fire extinguishers and alarms are checked annually. An emergency evacuation drill will be undertaken annually. In order to avoid fires during silent hours:-

- Put all combustible materials carefully away
- Put all waste paper etc. in bins provided
- Observe the 'No Smoking' signs displayed
- Remove all clothing, paper, etc. from close proximity of heaters
- Switch off all electrical appliances
- Ensure, in case of fire, you know all fire exits and also the location and use of all fire-fighting equipment.

Monitoring & Site Safety Inspections

DPL consistently monitor staff by attending work sites on an unannounced basis to ensure that all policies and procedures are being adhered to. This also enables DPL to ensure that its risk assessments are accurate and amended where necessary and that instructions are enforced. The Health & Safety Manager is responsible for investigating accidents and acting on the finding of any investigation to prevent a re-occurrence. The Finance & Administration Manager is responsible for investigating work-related causes of sickness absences.

Accident Reporting & Occupational Health

All accidents, no matter how minor an injury may be, must be recorded in the computerised accident log, kept on a web based database. An appropriate investigation will be carried out by the DPL Electrical Services' Health & Safety Manager. The decision on whether there is a follow-up investigation will be dependent on the seriousness of the accident, the circumstances and the decision of the Senior Management. In the unlikely event that a COSHH assessment reveals the need for specialist health surveillance, employees will be advised by the Health & Safety Manager who is responsible for reporting any accidents, diseases and dangerous occurrences to the HSE and/or the Local Authority.

Safe Systems of Work and Practices

Safe Systems of Work and Practices take into account all the necessary and relevant statutory obligations, codes of practice and HSE guidelines that concern our business operatives. It is the duty of employees to carry out their task in the prescribed way as directed.

Risk Assessments

The Health & Safety Manager will undertake the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work programme. Risk assessments are always under review, certainly when any work activity changes. Site staff are made aware of risk assessments and are briefed to advise the H&S Manager of any changes, or omissions, to, or from, the risk assessment they have been provided.

Environmental Control

Control and disposal of waste will be under the general control of the Management.

Control of Substances Hazardous to Health (COSHH): Assessments and all Data Sheets are kept on record in the office. No employee can introduce any substance without the consent of the DPL Electrical Services Limited Management.

Building and Associated Workplaces

To be provided controlled, maintained and used in such a way as to comply with all statutory requirements. The management and supervisors are responsible for the correct use, together with the expected co-operation of all employees.

Employees

- Work to the Company safety procedures
- Wear all personal protective equipment needed for each job
- Report all unsafe conditions to the Management
- Observe and heed all warning and danger notices
- Keep floors, passages and stairs clear of obstacles and litter etc.
- All portable electrical equipment to be sensibly positioned to avoid “tripping”
- Horseplay - under the Health and Safety at Work Act - horseplay is an offence – do not indulge in this irresponsible activity

HSE HEALTH & SAFETY EXECUTIVE - LAW

Employees have legal duties too. They include:

- **taking reasonable care** for your own Health and Safety and that of others who may be affected by what you do or do not do;
- **co-operating with your employer** on Health and Safety;
- **correctly using work items** provided by your employer, including personal protective equipment, in accordance with training or instruction; and
- **not interfering with or misusing anything provided for your health, safety or welfare**

SIGNED COPY HELD AT HEAD OFFICE

Health & Safety Organisation Chart

