



Hargreaves

HSP01

Transport Division
Health & Safety Policy

REF:	HSP01
TITLE:	TRANSPORT DIVISION HEALTH & SAFETY POLICY
SUBJECT:	POLICY STATEMENT & RESPONSIBILITIES

REVISION HISTORY

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Health and Safety at Work etc. Act 1974

Health & Safety Policy

1. General Statement of Intent

The Hargreaves Transport Services Division recognises its duties under the Health & Safety at Work etc Act 1974 and the associated Regulations made under it.

Hargreaves Transport Services also recognises its duty to comply with the above legislation and accepts its duty of care for the health, safety and welfare at work of all its employees and any other person who may be affected by our work activities and operations.

It is the aim of the Transport Services Division to meet those legal obligations by conducting our business in a safe and healthy environment. In addition, we will promote a positive health and safety culture achieved by the "suitable and sufficient" management of risk.

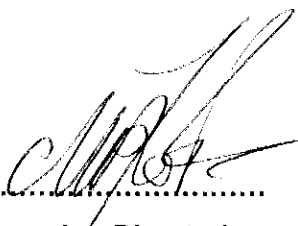
As the Managing Director of Transport Services I can personally assure all staff that the company (Hargreaves) and the management teams consider health and safety to be a binding commitment with regard to all work activities and so will rank as an integral and permanent part of all work planning.

Our objective is not just to meet our legislative duties. Through a programme of education, training and dedicated safety management throughout the division we will strive continually to improve our safety performance thus reducing risk to the lowest level and eliminating or reducing injury and other loss events.

Specific Requirements

In order to achieve its aims, The Hargreaves Transport Division will comply with all Statutory Requirements and ensure "so far as is reasonably practicable" that safe systems of work are in place for all of its activities. In addition it will also provide the necessary resources to achieve these aims and in particular to:

- a) Assess and control the risks to which our staff and others (including members of the public) are exposed to as a result of our activities or operations
- b) Establish and maintain safe systems of work
- c) Ensure the safe provision use and maintenance of all plant, vehicles and equipment
- d) Establish safe arrangements for the use, manual handling, transport and storage of articles and substances used by the Company
- e) Provide appropriate Information, Instruction and Training regarding the work and identified safety issues to enable staff to undertake their work in a safe and competent manner
- f) Provide Competent Supervision
- g) Maintain safe access and egress from our places of work
- h) Monitor and manage the working environment to support the health and welfare of staff
- i) Provide and maintain appropriate welfare facilities
- j) Provide suitable arrangements and facilities to enable staff and their representatives to raise issues regarding their health, safety and welfare
- k) Provide and maintain a system of audit and review to quality assure and continually improve our safety management systems



.....
Mark Forrest (Managing Director)
Hargreaves Transport Division

Date..... 17/3/09

2. Organisation and Responsibilities

Every individual member of staff within the company has a duty to take reasonable care for the health and safety of themselves and of others who may be affected by their “acts or omissions” at work. However, the aim of this document is to highlight to staff at all levels their collective responsibilities under the Health & Safety at Work Act 1974 and its associated Regulations and in particular:

2.1 Responsibilities of all Staff:

- To take reasonable care for the health and safety of themselves and any other person who may be affected by their work activities
- To accept and be fully conversant with the contents of the Health & Safety Policy and all other directives, procedures or instructions given in the interests of safety
- To undertake any training given by the company both in the interests of health and safety and in maintaining competence to undertake your work in a safe and competent manner
- To ensure that safe systems of work (or method statements) are used and complied with at all times
- To use only the appropriate and agreed equipment for a particular task at all times
- Ensure that when using any work equipment, it is used only in accordance with the information, instruction and training provided by the manufacturers and company
- To report any identified defects in premises, equipment or vehicles as soon as is practicable (to their Line Manager)
- To report any accident or incident that occurs whether persons are injured or not
- To report immediately to their Line Manager any matter that is considered to be a health and safety hazard and where practicable take steps to render the hazard safe at the time
- To ensure that visitors or contractors are not placed at risk by their actions
- To co-operate fully with management at all times to fulfil their responsibilities and duties under the Health & Safety at Work Act 1974 (including providing prompt accurate and truthful information regarding any investigation in to accidents or incidents or other safety events)
- To ensure while working that all Personal Protective Equipment and/or Safety Equipment provided to complete the work in a safe manner is used
- To carry out any delegated health and safety duties in a proper and efficient manner

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- To take care not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety
- To keep welfare facilities (Wash/shower rooms, Toilets, Rest Rooms Kitchens etc) in good order and not to abuse the facilities provided

2.2 The Managing Directors Responsibilities

- To provide leadership and set a personal example with regard to health and safety
- To ensure appropriate management systems are in place to efficiently implement and manage the requirements of the safety policy
- To monitor the implementation and administration of the policy and appoint a “Competent Person” to advise him and to provide functional safety advice and management to the staff on a day-to-day basis
- To ensure that sufficient resources are available to meet the requirements for health and safety as detailed in the policy
- To advise the Board of the development of, and priorities for health and safety management in the Transport Services Division particularly with regard to the allocation of the necessary resources, preventative measures taken and any other issues relevant to the safety of staff or others who may be affected by our activities or operations

2.3 The Transport Services Division Health & Safety Manager

The Health & Safety Manager (deemed to be the “Competent Person” under the Management of Health & Safety Regulations 1999) shall provide

Assistance and advice to the Managing Director and Staff on all matters relating to safety management and in particular:

- Ensuring the company complies with all relevant legislation relating to the health safety and welfare of its staff
- Preparing, implementing, and reviewing when appropriate the company’s Health & Safety Policy
- Ensuring that “suitable and sufficient” assessment of risks to staff are undertaken and that appropriate controls designed to manage those identified risks are implemented
- Ensuring that the company’s vehicles, plant, equipment and systems of work are safe, and suitably maintained
- Ensuring that the Company provides appropriate information, instruction, training and supervision to ensure the health and safety of staff

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- The provision of advice, guidance and support in the identification, development and delivery of health and safety training
- Ensure that safe systems of work and method statements are fully documented and that appropriate guidance is issued where necessary
- Advising on the safety requirements for the provision of equipment, work clothing and Personal Protective Equipment
- Ensuring that appropriate safety management systems exist on our customers sites and that our safe systems are interfaced with theirs to ensure co-ordinated safe working practices exist
- Ensuring appropriate systems of work exist for managing contractors working on our sites
- Ensuring that regular inspection, monitoring, reviewing and auditing is undertaken to ensure that both shortcomings in our safety management systems can be identified and remedied and that improvements can be made in light of new information or feedback from staff
- Investigating the cause of any complaint or concern regarding the arrangements for ensuring the health and safety of staff
- Investigating the cause of any injury or loss event ensuring that appropriate action(s) are taken to prevent a re-occurrence
- Consultation with Safety Representatives and employees in accordance with the Safety Representatives & Safety Committee Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 with a view to the development and maintenance of arrangements which will facilitate the efficient co-operation between the company and staff in promoting a safe and healthy workplace.
- Liaising with the enforcing authorities on issues of health and safety
- Collate and monitor injury and loss statistics and prepare reports as required
- Provision of advice to staff on issues affecting their health, safety and welfare
- The Management of any litigation (in conjunction with our insurers and solicitors) arising from alleged breaches of both statutory and common law duties of care with regard to health and safety at work

2.4 All Managers

All Managers have a responsibility for the management and control of issues relating to health and safety for the staff under their supervision and in particular their responsibilities include:

- To be accountable to the Managing Director for the day to day practical arrangements for health and safety management
- The formulation (in conjunction with the Health & Safety Manager) of written risk assessments and safe systems of work covering the work undertaken by their department or section
- To set a personal example and ensure that safe systems of work are applied at all times
- To ensure that their staff have received the appropriate training to enable them to do their work competently and in a safe manner
- To act immediately on reports of defects in equipment, premises and vehicles, ensuring that the appropriate remedial action is taken
- To ensure that the Company's accident/incident procedures are followed in the event of any accident or incident and where necessary initiate immediate remedial actions
- Ensure that regular safety inspections of the areas under their control are undertaken
- To liaise with the Health & Safety Manager on issues affecting health, safety and welfare

3 General Arrangements

3.1 Involving the Staff in Health & Safety and Consultation with Employees

In accordance with the Safety Representatives and Safety Committee Regulations 1977 and the Health & Safety (Consultation with Employees) Regulations 1996 And in line with current best practice (Involving Your Workforce in Health & Safety HSE 2008) we will consult with and involve our workforce in all matters affecting their health, safety and welfare and in particular:

- Any change which may have a substantial effect their health and safety. Such changes may include new or differing procedures or systems of work, work equipment, premises or ways of working (e.g. new shift patterns)
- Arrangements for competent assistance with regard to health and safety management, and safety management arrangements
- Information regarding risks to their health and safety identified in the risk assessment process and the precautions they must take to mitigate those risks
- The planning of health and safety training and training required to be competent at their role

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- The health and safety consequences of introducing new technology
- Accident and Investigation reports, Risk Assessments and Emergency Plans and Procedures

The above list is not exhaustive and employees are encouraged to highlight any areas of concern they may have regarding their work or the workplace in general. All concerns will be properly investigated and actioned where necessary and feedback given to the individuals and/or their representatives on the preventative or remedial steps taken.

3.2 Accident Reporting and Investigation

All accidents must be reported as soon as is practicable in accordance with the process (QP45) detailed in the Company Procedure Manual. All accidents will be the subject of thorough investigation to establish the cause and prevent re-occurrence. The level of investigation (either by Line Manager or by Health and Safety Manager) will be dependent on severity.

A Standard Form to assist this process is available from share point and must be completed for all reports of injury. The completed forms will be processed by via Line Managers to the Health & Safety Manager who will confirm that appropriate remedial actions have been taken. The completed form will be held on the injured person's personal file.

3.3 Risk Assessment

"Suitable and sufficient" assessment of risks to our workforce as required by the Management of Health and Safety at Work Regulations 1999 and other associated Regulations will be undertaken to cover all aspects of our work. The assessment process is detailed in the Company Procedure Manual (QP46).

It is the responsibility of all managers to ensure that any work or process under their jurisdiction has been properly assessed and that appropriate methods of work and control measures have been identified to manage and mitigate the identified risks.

A Standard Form to undertake risk assessment is available from share point and should be used in all cases. Advice and assistance with the risk assessment process can be obtained from Health and Safety Manager.

3.4 Capabilities and Training

Capability of individuals will be considered with regard to health and safety when allocating work. The company will ensure that the demands of any job will not exceed the employees' ability to carry out the work without risks to themselves or others. Assessment of capability will be determined by an examination of the individuals training, knowledge and experience.

Suitable health and safety training will also be provided by the company. This training will be given:

- a) On induction to the company
- b) On being transferred or promoted in to a new role or area of work
- c) On the introduction of any new equipment, technology, or safe system of work
- d) Whenever deemed necessary by management in the interests of health and safety

Refresher training will be provided where necessary.

3.5 Arrangements for Specific Safety Issues

The arrangements for specific safety issues are contained within our health and safety procedural manual. The arrangements are also available from the share point site.

These arrangements form the basis of our safe systems of work for the management of risks identified through our risk assessment procedure and for completeness should be considered part of, and read in conjunction with this policy document.

4. Monitoring and Review

This document and the operation of its associated arrangements will be monitored periodically by Management and the Safety Team. It will be reviewed when there are changes in law, new processes introduced to the company, new hazards and risks identified, or following any accident or incident where a failure in our Safety Management System is a contributory factor.

Notwithstanding this it will automatically be reviewed every two years.

GNP

17/03/09