
YOUR COMPANY NAME

HEALTH AND SAFETY POLICY

Part Three

Health and Safety Rules and Procedures

INTRODUCTION

This part of the Health and Safety Policy defines the standards and rules which relate to all employees whilst at work. This also includes those employed by **YOUR COMPANY NAME** under 'self employed' arrangements that are not sub contractors in the true sense. It is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work.

Failure to comply with the following rules may render employees liable to action involving disciplinary procedures.

It should also be borne in mind that a breach of health and safety legislation by an employee is a criminal offence and action taken by an enforcing officer against an individual may result in heavy penalties, i.e., fines and imprisonment.

The Company recognises that it is not possible to prepare, in written form, every safety rule laid down by the Company, as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to verbal instruction given by management.

Relevant training and information will be given to all employees to reinforce the issues of health and safety on site or any other place of work with regard to their work activities and the use of any machinery or work equipment they are required to use during the course of their work.

HEALTH AND SAFETY RULES

These rules are of paramount importance. Please read them carefully to ensure that you understand what is expected of you.

WORKING PRACTICES

You must:

- Not operate any machine, plant or equipment unless you have been trained and authorised to do so;
- Make full and proper use of all machine guarding;
- Report to management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards;
- Not clean any moving machinery, plant or equipment unless authorised to do so;
- Not leave any machinery, plant or equipment in motion whilst unattended unless authorised and it is safe to do so;
- Not operate any machinery, plant or equipment unless you have received sufficient training or are under adequate supervision;
- Not make any repairs or carry out maintenance work of any description unless authorised to do so;
- Use all substances, chemicals, liquids, etc. in accordance with all written and verbal instructions;
- Return all substances, chemicals, liquids, etc. to their designated safe storage area when not in use;
- Observe all pedestrian and vehicle control areas;

NOTICES AND WRITTEN INSTRUCTIONS

- You must comply with all hazard/warning signs and notices displayed on the premises / site.
- You are expected to read and observe any notices and instructions displayed in your work area.
- If in doubt ASK your Supervisor or Line Manager.

WORKING CONDITIONS/ENVIRONMENT

You must:

- Make proper use of all safety equipment and facilities provided to control working conditions/environment;
- Keep work areas clear and in a clean and tidy condition, with materials stacked/stored safely;
- Not climb/walk over unstable structures or materials;

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- Dispose of any rubbish and waste materials within the working area, using the facilities provided;
 - Clear up any spillage of liquids as soon as is practicable;
 - Deposit waste, chemicals or oils -in the correct disposal skip/bin in accordance with the written waste disposal requirements;
 - Not pollute water courses, sewers or drains with any chemicals, oils, or other hazardous substances.

PROTECTIVE CLOTHING AND EQUIPMENT

You must:

- Only use items of protective clothing/equipment as instructed and during working hours;
- Not misuse or willfully damage any items of protective clothing/equipment provided;
- Store and maintain protective clothing/equipment in accordance with your supervisor's instructions;
- Report any damage, loss, fault or unsuitability of protective clothing/equipment to your supervisor.

FIRE PRECAUTIONS

You must:

- Comply with all emergency procedures pertinent to your work activity;
- Not obstruct any fire escape route, fire equipment or fire doors;
- Report any use of fire fighting equipment to your supervisor.

VEHICLES

You must:

- Carry out daily checks of your vehicles prior to use and in conjunction with the laid down checking procedure;
- Not drive or operate any vehicle for which you do not hold the appropriate driving licence or permit;
- Not carry unauthorised passengers or unauthorised loads;
- Not use company vehicles for unauthorised purposes;
- Not overload vehicles beyond the stated capacity;
- Not drive or operate company vehicles whilst operating a mobile phone, over the legal alcohol limit for driving or after taking un-prescribed or illegal drugs or suffering from a medical condition or illness that may affect your driving or operating ability.

ACCIDENTS

You must:

- Seek medical treatment for injuries you sustain, no matter how slight and ensure that appropriate records are entered in the accident book. Upon returning from treatment you must report the incident to your supervisor;
- Report all accidents and dangerous occurrences to your supervisor as soon as it is practicable;
- Notify your supervisor of any incident in which damage is caused to company or clients' property.

HEALTH

- You must report to your supervisor any medical condition which could affect the safety of yourself or others.
- You are expected to co-operate on the implementation of any occupational health surveillance to prevent ill health or infections, etc.

RULES COVERING GROSS MISCONDUCT

An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways;

- A serious or willful breach of the company's health & safety rules or of statutory legislation;
- Unauthorised removal or interference with any guard or protective device;
- Unauthorised operation of any item of machinery, plant or equipment;
- Unauthorised removal of any item of first aid equipment;
- Willful damage to, misuse of or interference with any item provided in the interests of health, safety and welfare at work;
- Unauthorised removal or defacing of any label, sign, guidance, or warning device;
- Misuse of chemicals, flammable or hazardous substances or toxic materials;
- Smoking on Company premises;
- Horseplay or practical jokes which could cause accidents;
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- Misuse of compressed air, pneumatic, hydraulic or electrical equipment;
- Dangerously overloading any item of lifting equipment;
- Overloading or misuse of any of company vehicles.