

Health and safety policy

Part 1: Statement of intent

Health and Safety at Work (NI) Order 1978

This is the Health and Safety Policy Statement of

(name of company)

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

Print

(Employer)

Date

Review date

Responsibilities

Risk assessments

Risk assessments will be undertaken by

The findings of the risk assessments will be reported to

Action required to remove/control risks will be approved by

is responsible for ensuring the action required is implemented.

will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every

or when the work activity changes, whichever is soonest.

Method statements

Method statements will be prepared by

Method statements will be reviewed and approved by

Method statements will be communicated to the appropriate personnel by

is responsible for ensuring that personnel on site work in accordance with the method statements.

will arrange for additional method statements to be prepared if necessary.

Selection and management of Contractors

The selection of sub-contractors is the responsibility of

Sub-contractors risk assessments and method statements will be requested, reviewed and approved by

Consultation with sub-contractors is the responsibility of

is responsible for ensuring that sub-contractors work in accordance with the site rules and with their method statements.

Part 3: Arrangements

Consultation with employees

Employee representative(s) are

Method statements will be communicated to the appropriate personnel by

Name / Title

Type of consultation

Name / Title	Type of consultation

Arrangements

Safe plant and equipment

is responsible for identifying all equipment/plant needing maintenance.

is responsible for ensuring effective maintenance procedures are drawn up.

is responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to

will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

is responsible for identifying all substances which need a COSHH assessment.

is responsible for undertaking COSHH assessments.

is responsible for ensuring that all actions identified in the assessments are implemented.

is responsible for ensuring that all relevant employees are informed about the COSHH assessments.

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

or when the work activity changes, whichever is soonest.

Arrangements

Information, instruction and supervision

The Health and Safety Law in NI poster is displayed at/ leaflets are issued by

Health and safety advice is available from

Communication with and supervision of young workers/trainees will be arranged, undertaken and monitored by

Supervision of migrant workers will be arranged, undertaken and monitored by

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

Site induction training will be provided for all those working on site by

Job specific training will be provided by

Specific jobs requiring special training are

Toolbox talks will be provided on a weekly basis by

Training records are kept at/by

Training needs will be identified, arranged and monitored by

Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs

Health surveillance will be arranged by

Health surveillance records will be kept by/at

The first aid box(es) is/are kept at

The appointed person(s)/first aider(s) is/are

All accidents and cases of work-related ill health are to be recorded in the accident book.

The book is kept by/at

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed

is responsible for investigating accidents.

is responsible for investigating work-related causes of sickness absences.

is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

is responsible for preparing and implementing the fire safety risk assessment and the emergency evacuation procedures.

The fire and emergency evacuation procedures will be communicated to all those on site by

Fire extinguishers are maintained and checked by/every