

Abnormal Load Services (International) Limited



Health and Safety Policy

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Abnormal Load Services (International) Limited

HEALTH AND SAFETY POLICY

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Health & Safety Mission Statement

“It is the policy of ALS that all activities carried out on ALS premises or undertaken by ALS personnel (or their Contractors) will be managed in such a manner so as to avoid, reduce, or control, all foreseeable risks to health & safety to any person to a tolerable level”.

General Policy Statement

In furtherance of the above statement and the need to ensure compliance with all relevant health & safety legislation ALS will pay particular attention to the provision of:

- A healthy working environment
- A safe place in which to work with safe means of access to and egress from it
- Suitable and sufficient information, instruction, training and supervision to enable all staff and Contractors to comply with the ALS Health & Safety Policy
- Safe plant, equipment and systems of work
- Arrangements for the safe use, handling, storage and transport of articles, materials and substances
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with ALS Health & Safety Policy
- Appropriate arrangements to assess and control the risks associated with work activities undertaken or by ALS personnel and their Contractors
- Appropriate procurement policies to ensure that only competent contractors and suppliers are engaged by ALS

To assist in the implementation of the Health & Safety Policy, not only will appropriate external sources of information be consulted, but ALS will also seek advice from its Health & Safety Committee and appoint adequate competent personnel to advise on health & safety matters.

Signed by the Joint Managing Director and Dated 3rd January 2003

Introduction

ALS recognises that safe working practices are an essential part of the duties of all members of staff and seeks to encourage employee in such practices. However, it is further recognised that to have effective health & safety systems, managers must recognise that health & safety management is an integral part of their role and that being part of management brings additional responsibilities.

ALS Health & Safety Management

The ALS Health & Safety management systems and procedures are outlined below.

Board of Directors

Overall responsibility for Health & Safety Policy rests with the Board of Directors, who approve and ensure that adequate resources are allocated to implement the ALS Health & Safety Plan. The Board receive regular reports on Health & Safety from the Joint Managing Director to allow reviews of progress on key health & safety performance indicators.

Joint Managing Director

Responsibility for implementation of the ALS Health & Safety Policy rests formally with the Joint Managing Director.

Senior Management

Responsibility for Health & Safety Policy and Management is delegated from the Joint Managing Director to the Group Office Manager, Project Managers and Operators. These senior managers of the Company are responsible for all work-based activities undertaken under their control.

Senior Managers have the following responsibilities:

- To be aware of their own role in regard to health & safety management
- Setting and monitoring appropriate health & safety objectives for staff
- Ensuring appropriate health & safety training for staff
- Implementing appropriate consultation and communication procedures
- Developing and maintaining a local Health & Safety Policy
- To monitor the effectiveness of the implementation of the Health & Safety Policy
- Ensuring that adequate resources are allocated to health & safety provision

Health & Safety Advisers (HSA)

Senior managers may appoint a HSA to advise on all appropriate matters of health & safety and to act as the co-ordinator of health & safety management systems both within the manager's area of responsibility and in accordance with the ALS Health & Safety Policy.

If this occurs then a formal list of duties should be drawn up and signed up to by both parties and these duties should be included in the normal performance review of the HSA.

Specialist Health & Safety Advisers

Where specialists are appointed to advise on or manage specific health & safety functions a formal list of duties should be drawn up and signed up to by the manager and the advisor.

Managers & Supervisors

All persons with managerial or supervisory responsibility must adequately supervise work activities to ensure that safe systems of work are being followed.

Operators

Operators must ensure that they:

- take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions;
- co-operate with the Company on matters of health and safety;
- do not interfere with or misuse any item provided for health, safety or welfare purposes;

Contractors

ALS will only appoint and use contractors and suppliers who satisfy the criteria to be selected for the ALS Approved lists for Contractors and Suppliers. Contractors working on ALS property or projects shall operate in accordance with ALS policy on the Management of Contractors.

Risk Assessment

All managers and supervisors must ensure that every work activity to be undertaken has been subjected to a risk assessment for health & safety prior to the activity starting. A written record of the assessment must be completed which identifies the significant hazards and describes the preventive and protective measures required, to avoid, eliminate, reduce or control the risks identified to a tolerable level.

The control measures shall be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken. The records shall be kept as long as the relative statutory provision stipulates.

Assessment must be regularly reviewed (minimum period 5 years) or when any significant changes occur either to the process or the requirements for assessment.

Training

Senior Managers

All senior managers must attend a specialist-training course on Health & Safety within six months of appointment.

Managers & Supervisors

All managers must attend a course on health and safety within six months of appointment. Managers and supervisors have a responsibility to identify the training needs of all subordinate employees. A training needs analysis should be conducted for each job description and if this highlights a training requirement then appropriate training must be provided within a reasonable time scale. Specialised training is likely to be required for staff with designated Health and Safety Duties. e.g: H.S.A

Induction

All staff must receive a local induction within one month of starting work.

Training Records

Records must be kept at ALS offices indicating the training undertaken by employees.

Information

Managers and Supervisors must inform staff of the outcome of any risk assessments and provide other health & safety information as necessary (this includes local inspection reports and minutes of meetings).

Monitoring & Auditing

It is the responsibility of management to monitor the implementation of the Health & Safety Policy, to assess whether the Policy is being effectively pursued and whether satisfactory performance standards are being achieved.

Health & Safety Inspections

Health & Safety Inspections should be held at regular intervals as assessed by the risk of the activity undertaken. Any problems should be reported to the relevant management and the necessary action taken to rectify the defect. Follow up inspections and management should undertake progress chasing proactively.

Reporting of Accidents/Incidents

All employees of ALS are required to report all accidents and 'near miss' incidents. The initial report must be to their supervisor. Everyone involved in an incident/accident should complete an Accident Report Form, paying particular attention to describing the cause of the accident. Completed forms should then be returned to the Group Office Manager, who must forward a copy of the report to the Joint Managing Director.

If an accident/incident is reportable to the Health and Safety Executive (HSE) or is of a sufficiently serious nature then the Joint Managing Director will conduct a formal investigation. *(Accidents which have to be reported to the HSE include all major injury accidents, e.g. fractures, amputations, as well as dangerous occurrences, e.g. uncontrolled release of toxic chemicals, and injury accidents which result in more than three days' absence from work).*

The primary purpose of the investigation is to ascertain the cause of the accident/incident and any contributing factors and to prevent further occurrences.

Where it appears that a major injury accident has occurred, the joint Managing Director must be notified immediately. ALS is legally required to report major injury accidents to the HSE at once and to ensure that the scene of the accident remains undisturbed.