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health  
&  
safety  
policy

## safety policy

The Company recognises that it has, under the Health and Safety at Work Act of 1974 and all subsequent Health Safety and Welfare Regulations, a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, members of the public and all users of its premises and sites.

The Board and Management accepts this duty and it will continue to be the policy of the Company, as it always has been, to give the greatest importance to these matters, the Board considering that safety is a management responsibility at least equal to that of any other function. It is equally the legal duty of every employee to take reasonable care for the Health and Safety of himself and of other persons who may be affected by his acts or omissions at work and to co-operate with Management in ensuring the safety, health and welfare of employees as a whole.

The Board and Management of the Company believe that, given such care and co-operation by employees, it is possible for it to conduct its operations in such a way that injury to employees and loss or damage to property can be reduced to a minimum. To achieve this the Company will continue to make available adequate resources for safety training, for participation in joint consultation, the provision of adequate health and safety information to employees and all hazards are risk assessed.

The operation of this policy will be monitored by the management and staff of the company and to assist them in this respect, the company have appointed external consultants as Safety Supervisors to visit all sites and workplaces and to give advice on requirements of the relevant Statutory Provisions and Safety Matters generally.

## safety responsibilities

### **Managing Director**

Provision of adequate resources and finances for health and safety.

### **Operations Director**

Provision of adequate health and safety information on site specific and design hazards.

### **Contracts Managers**

Ensure adequate information on projects is obtained from the client and designers to ensure all hazards are adequately risk assessed in the planning stage. Co-operate with the Planning Supervisor in satisfying the requirements of the Pre-Tender Health and Safety Plan.

Develop the Health and Safety Plan to a working document to control and co-ordinate the 'Construction Phase' of the project.

Ensure all 'subcontractors' are fully scrutinised for competence and authorised for their particular work function.

Ensure adequate numbers of competent site operatives are provided for each project.

#### **Site Managers/Project Managers/Foremen**

Adequate provision of information on site hazards to site operatives.

Ensure all hazardous operations are adequately risk assessed and comprehensive safety precautions are observed for each hazardous operation. All method statements are adequately explained to site operatives.

Ensure all site operatives are adequately trained for site operations (i.e. site induction, specific task and machinery training etc.) and records of training held.

#### **All Company Employees**

To act safely and responsibly. To use the protective equipment provided. To draw to the attention of any member of the Company with safety responsibilities any accident, unsafe working practice or potentially dangerous situations.

#### **Subcontractors**

Ensure they carry out their work safely and do not endanger themselves, other site operatives or members of the public.

Abide by their work authorisation.

Obey the instructions of the Site Manager.

Stop work if safety defects and unforeseen circumstances are encountered and seek assistance from Site Managers.

#### **Site Safety Standards**

EMPLOYEES UNDER 18 YEARS are prohibited from:-  
Operating any sawing machine fitted with a circular blade, any planing machine for surfacing which is not mechanically fed, or any spindle moulding machine, unless they have completed or are undergoing an approved course of training.

Acting as Banksman or giving signals to a crane driver.

Driving dumpers.

Operating hoists or any other mechanically driven lifting appliance.

## **vehicles, machinery & hazardous substances**

All drivers/operators must be properly trained and competent before using vehicles, machines or hazardous substances. Each vehicle driver must visually inspect his vehicle before operation.

It is forbidden for any person other than the driver to ride on dumpers not constructed for the carriage of passengers.

It is forbidden for any person to ride on the hoists not constructed for the carriage of passengers.

It is forbidden for untrained personnel to use hazardous substances and for such materials to be left unattended.

All hoist gates must be kept closed except when and where loading or off-loading is in progress. Drivers of vehicles on discovering a defect must safely stop its use and disable the vehicle to prevent further use. The defect must then be reported to the Site Manager.

All guards must be kept in position at all times whilst machinery is being operated.

Vehicles and machinery must not be left running whilst unattended.

## **electrical appliances**

It is forbidden to carry out any repairs to an electrical appliance unless authorised by the Site Manager.

No appliance may be connected to an electrical system by any means other than the correct plug or connections. Ensuring that all hand tools are operated through 110 volt transformers.

If any electrical appliance is found to be faulty it must be reported immediately to the Site Manager.

All electrical appliances must be tested regularly and records kept by the Site Manager. All electrical appliances are to be properly protected from adverse weather conditions.

All electrical cables should not be allowed to trail along floors or stairways and to be properly supported above head height.

## **scaffolding & ladders**

**Before scaffolding is erected on site the Site Manager will:-**

Ensure that an adequate supply of materials is available on site to enable such scaffolding to be erected in accordance with the Regulations.

Ensure that an adequate supply of Notices (SCAFFOLDING INCOMPLETE - NOT TO BE USED) are available for use as and when required. Ensure that personnel who are to erect the scaffolding are competent to do so in a proper manner and in accordance with the Regulations.

When scaffolding has been erected and before it is taken into service the Site Manager will satisfy himself that the scaffolding has been erected to a safe standard and in accordance with the Regulations. These inspections to be carried out after scaffold is first erected, altered, damaged every 7 days.

Be responsible for carrying out statutory inspections and recording such inspections in the appropriate Register.

Give instructions that the scaffolding is not to be altered by any person other than the competent person engaged to do so.

It is forbidden to misuse or overload scaffolding or any part thereof.

No ladder may be used unless it is of sound construction, of the correct length and either secured or footed. Defective ladders must be reported immediately to the Site Manager.

## generally

It is forbidden to leave timbers around the site with protruding nails.

It is forbidden to misuse any welfare facility provided by the company and allow rubbish to accumulate.

Safety equipment such as helmets, goggles, safety harnesses, masks etc. are available and can be obtained from the Site Manager and must be used. If you are aware of a hazardous situation on site, don't wait for an accident to occur - REPORT IT to the Site Manager.

## excavation work

**Before the commencement of excavation work the Site Manager and the Operative Subcontractor will:-**

Acquaint themselves of the positions of all underground services in relation to the proposed excavation work.

Thoroughly brief relevant personnel as to the position of such services.

Ensure that an adequate supply of access ladders of suitable length and in good condition are available on site.

Ensure that an adequate supply of shoring materials are available on site.

Satisfy themselves that personnel who are to carry out such excavations are competent to do so and are familiar with entry into confined spaces and relevant safety procedures.

The Site Manager/Subcontractor will ensure that statutory inspections are carried out and recorded in the appropriate Register. An inspection must be carried out on each excavation before operatives enter and at the beginning of each shift.

Adequate fencing and warning notices will be erected around excavations.

## hoists

**Before a hoist is erected on site the Site Manager will:-**

Ensure that he receives a copy of the current Test Certificate in respect of the hoist that is to be erected.

Ensure that sufficient and adequate materials are available on site to enable the hoist to be erected in a proper manner and in accordance with the regulations.

Ensure that a sufficient quantity of wire mesh is available on site.

Ensure that a sufficient number of gates are available on site.

Satisfy himself that personnel who are to erect the hoist are competent to do so in a safe manner and in accordance with the Regulations.

**When the hoist has been erected and before it is taken into service the Site Manager will:-**

Satisfy himself that the hoist has been erected in a proper manner and in accordance with the Regulations.

Satisfy himself that the tower is enmeshed in a proper manner.

Satisfy himself that the limit switches are fitted and are operative.

Satisfy himself that all gates are in position, and usable.

Satisfy himself that the hoist can only be operated from one position situated outside the tower.

Satisfy himself that the appropriate Notices have been affixed.

The Site Manager will be responsible for carrying out statutory inspections and recording such inspections in the appropriate Register.

## cranes

**When a crane is erected on site and before such crane is taken into service the Site Manager will:-**

Satisfy himself that the crane has been properly tested.

Make sure that he receives a Certificate of Test. Ensure that such Certificate is appended to the appropriate Register.

Satisfy himself that the driver is experienced and competent.

Ensure that the driver is provided with an experienced competent Banksman.

Instruct the driver to record his weekly inspections and tests in the appropriate Register.

## lifting appliances

**Before taking any lifting appliance into service the Site Manager will:-**

Satisfy himself that there is a current Test Certificate in respect of such lifting appliance.

Satisfy himself that it has been erected in a proper manner.

Satisfy himself that the Safe Working Load is clearly marked on the appliance.

The Site Manager will be responsible for carrying out statutory inspections and recording such inspections in the appropriate Register.

The Site Manager will ensure a safe method of lifting and working is to be used before commencement.

## site rules

Emergency procedures will be defined in the Health and Safety Plan and all operatives will be inducted by the Site Manager to be made aware of escape routes, alarms, access, confined space and 'hot' working procedures etc. The First Aid facilities will be included in the Health and Safety Plan and a fully qualified trained First Aider available on site. During site induction all operatives will be instructed in action to be taken following an incident.

All precautions will be taken to minimise noise levels both to operatives and the general public and procedures included in the Health and Safety Plan will form part of site induction of operatives.

Fire Prevention will be included within the Health and Safety Plan and covered within site induction of operatives who should be fully conversant with Building Employers Confederation Code of Practice September 1995.

## site inspections

**All sites will be regularly and systematically inspected by the external consultant who will:-**

Carry out a complete inspection of the site in the company of the Site Manager with particular reference to safe working systems, safe use of materials, safe use of plant, safe storage of hazardous substances, fire safety, safe access and egress, good house keeping and welfare provisions. Note all defects on his inspection report without fear or favour.

Leave a written report on site at the time of visit. Forward a copy of his report to his head office. Where he finds defects of a recurring nature he will indicate this on his report.

**When the reports are received by the external consultant's office they will:-**

Forward typed copies to the Head Office of the Company.

Where defects are indicated to be of a recurring nature write to the company, drawing attention to such defects.

The Site Manager will ensure that all defects reported by the external consultant are rectified without delay. Where the external consultant finds a situation which in his opinion is dangerous, he will inform the agent and will, with the full authority of the Board, stop a particular operation if deemed necessary. The external consultant may not exercise this authority lightly but only after due consideration and having done so he will:-

Telephone the Head Office of the Company informing them of his action and his reasons for taking this action.

## accidents

The Site Manager will advise Head Office immediately and notify the external consultant of all accidents which occur by completing and forwarding 'Notice of Accident' forms to the external consultant's Head Office.

In the case of a serious accident, the Site Manager will telephone the external consultant immediately who will send their nearest Safety Officer to the scene of the accident.

**The external consultant will:-**

Investigate all accidents. Obtain written statements.

Take photographs where necessary.

Make out a written report.

Retain records of all investigations at their Head Office for a period of at least three years after the accident has occurred.

Complete and forward form 2508 to the local enforcing authority in respect of all accidents which are required to be reported under R.I.D.D.O.R.

Not divulge any information to any person unless authorised by the Company in writing.

**The Site Manager will:-**

Ensure that details of all accidents are recorded in the Site Accident Book. Ensure that details are entered in the Accident Register F2509 in respect of all accidents which are required to be reported under R.I.D.D.O.R.

Complete the appropriate insurance claim form.

## accident returns

**The external consultants will submit accident returns to the Company at three monthly intervals giving the following information:-**

Sites where accidents have occurred.

The number of accidents on such sites.

How many were own Labour.

How many were Subcontract Labour.

How many were over three days duration.

How many were under three days duration. Causation factors. Resultant injuries. Total number of accidents for the company and average number of accidents per site.

The Company conforms to the Statutory requirements in the case of RISK ASSESSMENT, NOISE ASSESSMENT, C.O.S.H.H. ASSESSMENT and these are available on our sites. The Company will at all times strive to promote the Safety, Health and Welfare of all its employees. The external consultant will at all times strive to apply the principles embodied in this policy which will either be given to all employees or will be available on site for inspection.

**A FULL COPY OF THE COMPANY HEALTH AND  
SAFETY POLICY IS AVAILABLE FOR INSPECTION  
AT THE COMPANY HEAD OFFICE**

**Personal Notes**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**City** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Business** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**City** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**In case of emergency please notify**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**City** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Notes** \_\_\_\_\_

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