

Health Safety Policy



Health and Safety management are critical issues for us all. It is essential that we continually strive to achieve excellence in these areas.

This document sets out the Health and Safety Policy for Hillsolve Insulation Specialist Ltd in accordance with the requirements of the Health and Safety at Work Act (HASAWA) 1974 and other legislation referring to the Health and Safety and protection of the environment.

Health and Safety issues are an integral part of all our day to day activities and as such feature prominently in the Company's objectives.

Responsibilities for implementing the policy are clearly identified. In particular, the Company is required to provide systems and resources necessary to implement the policy effectively. Every colleague has an important part to play in the process and must take the time to read and understand the policy.

The Company's nature of business indicates the importance of Health and Safety in its daily structure, and putting into practice the procedures, controls and ways of working that will make it a safe place to work.

The Company is committed to all aspects of Health and Safety and environmental protection, and will endeavour to make this its priority in all forms of working.

Health Safety Policy and Statement of Implementation

Hillserve Insulation Specialist Ltd.
Head & Registered Office
Hillserve House
Stuart Road
Bredbury
Stockport
Cheshire SK6 2SR

Safety Health Environment Policy

Health, safety and environmental management are critical issues for us all. It is essential that we continually strive to achieve excellence in these areas.

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Statement of the Policy

It is the policy of Hillsolve Insulation Specialist Ltd to:

- Take account of safety, health, loss prevention and environmental protection as an integral part of all activities including projects, planning and decision-making.
- Provide information, instruction, training and supervision to enable staff and visitors as appropriate to carry out their duties safely and free from harm to themselves or the environment.
- Provide and maintain buildings, plant, equipment, processes, systems and working conditions which are safe and without risk to employees, visitors, contractors, the public and the environment.
- Protect all employees, contractors, visitors, the public and the environment from harmful exposure to any substance or activity by providing suitable control measures based on the assessments of the risks.
- Treat statutory requirements for safety, health and environmental protection as minimum standards to be improved upon.
- Involve staff in reviewing and improving safety, health and environmental performance.
- Achieve continuous improvement through the development and attainment of safety, health and environmental standards.
- Monitor the workplace, processes and the environment, and carry out relevant inspections, surveys and audits to measure compliance and review the effectiveness of the policy.
- Minimise waste through elimination, substitution and/or recycling and ensure that disposal on or off any workplace is carried out in an acceptable manner.
- Conserve natural resources and maximise the energy efficiency of all operations.
- Promote leadership/stewardship, including exerting a positive influence on the health, safety and environmental performance of contractors and key suppliers.
- Provide an effective organisation to implement the policy, including close working relationships with any regulatory bodies, i.e. HSE CIGA, IOSH, and liaise effectively where required with any other competent health and safety professionals, thus promoting a good working and professional relationship.
- Provide effective colleague health and hygiene programmes.
- Consult colleagues on safety, health and environmental matters.
- Investigate and report accidents, incidents and cases of work-related ill health, primarily in order to prevent recurrence.
- Record and analyse safety, health and environmental statistics and use this data to monitor performance as a basis for improvement.
- Select contractors and suppliers of goods and services who meet the Company's standards.
- Provide appropriate information to customers and companies undertaking activities for or on behalf of the Company.
- Develop, maintain and test procedures, contingency plans and resources for dealing effectively with emergencies.
- Assess and seek to minimise risks to employees from off-site related activities.

Responsibilities

The primary responsibility for safety, health, environmental protection and loss prevention rests with the directors/managers.

Each colleague has a responsibility for his or her own health and safety, and for the health, safety of fellow colleagues, as well as safeguarding the environment.

a) Managers

The Company's Directors/Managers have overall responsibility for the implementation of this policy.

All Managers must ensure that the policy is implemented.

The Company's Directors/Managers are also responsible for maintaining the policy and its implementation.

The implementation of the policy is distributed and explained to all staff, through induction and established communication routes.

b) All Colleagues

All colleagues have a responsibility to:

- Co-operate fully in implementing the policy.
- Comply with instructions, procedures and standards.
- Take care of their own and other peoples' health and safety
- Protect the environment.
- Use safety equipment and clothing correctly to maintain the equipment and clothing in a satisfactory condition and report any defects.
- Report promptly accidents, hazards, plant defects or any other aspect of operations likely to cause injury, ill health, damage, loss or environmental damage.

c) Further Information

Further information in regards to Hillsolve's general policies, can be found:

- Environmental Policy
- Driving Policy
- Customer Care Policy
- Data Protection Policy

Arrangements

Hillsolve Ltd. are committed to a policy of effectively managing all of aspects of health & safety through the development of a coherent framework of measures and procedures. All Hillsolve activities will be carried out in accordance with the procedures so prescribed which, as a minimum, will be in accordance with statutory provisions.

Hillsolve Ltd. recognises and accepts its responsibilities as an employer for minimising so far as is reasonably practicable, the risk of injury and ill health to all its employees and health & safety issues will always be given a priority in planning day to day supervision and activities at work, both at the Company premises and on site.

a) Risk Assessments

Risks will be assessed and controlled by means of documented risk assessments undertaken for each job function/and or area and specific to contract if required.

This will also include:

- Safe Systems of work and safety rules relating to particular work activities,
- Details of emergency procedures
- Procedures for Accident Reporting and Investigations
- Method Statements

b) Consultation

Employees will be consulted about the content of individual rules and procedures through the site's Safety, Health, Environmental (SHE) committee.

The SHE Committee will meet once per month, representatives from all areas, including management, office, technical, warehouse and insulation staff.

The SHE Committee will be chaired by the SHE Manager and the their absence the Human Resources Manager

A SHE Forum will also meet on a monthly basis, consisting of the HR Manager, SHE Manager, Technical Support Manager, Contracts Manager and General Manager.

c) Procedures

An annual review of the Health and Safety Management System shall be conducted to meet the requirements of current legislation; this shall include review of overall performance, targets, and objective setting.

Further information in regards to all SHE procedures including:

- Employee Welfare
- Drugs and Alcohol
- CDM Regulations
- PUWER Regulations
- LOLER Regulations
- Noise
- Vibration
- Asbestos
- COSHH
- Personal Protective Equipment/PRE
- Portable Appliance Testing
- Display screen equipment
- First Aid
- Accident/Incident Reporting
- Manual Handling
- Electricity at Work
- Working At Height
- Fire /Emergency Management/Evacuation/Awareness

can be found in :

- SHE Manual Ref. SHE/M/001
- SHE Procedures Manual SHE/P/001
- Fire Management SHE/P/002

d) Provision

Hillserve will ensure that the necessary financial and material provisions are made available to maintain the health, safety and welfare of all its employees and others, including sub contractors, visitors and customers who may be affected by the Company's activities. The Company will make available to employees the necessary training, instruction, supervision, safe systems of work and information as may be necessary to implement this policy and the related procedures.

All managers and staff have responsibilities for implementing this policy throughout the Company under the overall direction of the Managing Director. All employees and sub contractors are expected to co-operate in carrying out this policy and assisting management in complying with its statutory responsibilities. Individual responsibilities are defined in Part 2 of the Health & Safety Policy.

Hillserve has an "open door" policy to aid consultation with staff on all health & safety matters and has appointed a SHE Manager in order to co-ordinate policy provisions and to advise it on health & safety matters. Health & safety performance will be reviewed on at least an annual basis by senior management of the Company.

e) COMMUNICATING HSE POLICY

The Hillserve Insulation Specialist Ltd policy is communicated to all colleagues who each are provided with a copy of the Implementation Statement. The contents of the policy and Implementation Statement should be discussed at any time and reviewed annually.

All colleagues are expected to participate actively in, and except individual responsibility for, health, safety and environmental matters and work in partnership with management to create a culture of continuous improvement.

OUR RESPONSIBILITIES

a) Managers

Through normal management structure the Director(s) and the Management team ensure that SHE is integrated with all other aspects of the business and regarded at all levels as no less important than, for example, quality, customer service and cost. The Director/s and management team demonstrate their commitment to safety, health and environment by:

- Ensuring that human resources, facilities and financial resources across the business enable the requirements of the SHE policies to be met.
- Setting appropriate and achievable SHE targets for the workforce and the business.
- Monitor performance against the targets and objectives.
- Ensure that key SHE issues are addressed appropriately.
- Personally investigate all accidents, dangerous occurrences and other significant incidents.
- Touring the place of business to look for SHE issues.
- Making representation to other business sources on general matters effecting the health, safety and welfare at work of the staff they represent.
- Attending any meetings relevant to discuss SHE.

b) All Colleagues

We are all responsible for our own health and safety and for the health and safety of colleagues, visitors, and contractors as well as safeguarding the environment. Within the context of this statement.

We must therefore:

- Co-operate to provide a safe and healthy working environment.
- Follow relevant procedures, rules and instructions correctly, ensuring that procedures etc. contain sufficient SHE data to allow operations to be carried out safely and without risk to the environment.
- Properly wear and maintain safety clothing and equipment and report any defects immediately.
- Take action to remove any hazards such as spillages, fire prevention etc. if it is safe to do so and protect others as appropriate.
- Bring hazards to the attention of the appropriate manager and report unsafe acts or conditions.
- Protect the environment.
- Ensure appropriate SHE training has been reviewed.
- Report all accidents, however minor, to the appropriate manager and have any injuries attended to by a first-aider.
- Contribute to improving SHE standards.
- Refrain from using substances, equipment or procedures for which information and training has not been provided.
- Not interfere with or misuse anything provided in the interests of SHE

Safety Health Environmental Department

Implementation Statement



OUR APPROACH

Our business will use a wide range of Safety Health and Environment (HSE) management techniques. The Director has identified the implementation of an HSE management system as a key priority for achieving its targets and objectives in this important area of our business.

The Company has endorsed the adoption of the Health and Safety Executive (HSE) “Five Steps to Successful Health and Safety Management” as the basis for its SHE Management System. The 5 Steps are:

Step 1. Set your Policy

All colleagues, current and new, should receive a copy of the SHE Policy and Implementation Statement, and understand their part in the implementation.

Step 2. Organise your Staff

To achieve a positive SHE culture, everyone must be:

- aware of their roles and responsibilities with regard to SHE
- everyone has sufficient skills and knowledge to carry out their role safely with minimal environmental impact
- consult with staff and involve them in all SHE aspects
- ensure SHE matters are routinely discussed, and relevant SHE information is readily available

Step 3 Plan and Set Standards

Every colleague has a key role to play in supporting and delivering SHE targets and objectives through supporting local plans, and behaving appropriately to ensure that health and safety remains a top priority.

Step 4. Measure your Performance

Measure SHE performance, both actively and proactively to ensure that targets and objectives are being met in order that continuous compliance in SHE is met.

Step 5. Audit and Review

Regular audits at various levels will be conducted, to ensure continuous review of progress and actions are being taken to improve performance.

Knowledge/Ownership of Statement

To achieve a successful implementation of the policy so that all colleagues are actively involved in communicating /contributing/co-operating so as to continuously improve Safety Health and Environmental within the company

All Hillsolve employees will complete the Implementation questionnaire (following page) to acknowledge their understanding and commitment to the policy.

**Hillserve Insulation Specialist Ltd.
SHE Policy/Implementation Statement Questionnaire**

Name: _____ (please print)

QUESTIONS

Who is responsible for the implementation of the SHE policy?

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Name two responsibilities that an employer must provide in a SHE policy.

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Name two responsibilities that an employee must adhere to within the SHE policy.

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Name two of the "Five Steps to Successful H&S Management".

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Under the Health and Safety At Work Act 1974, what must all employees take reasonable care of?

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Signature of Trainee: _____ Date: _____

Signature of Trainer: _____ Date: _____

A Copy of the completed questionnaire must be sent to the HR Department for filing in Training/Development files.