



# ***R.W. CHRISTOPHER CRANE HIRE LIMITED***

## **Health & Safety Policy Statement**



**UNCONTROLLED IF PRINTED**

# Health & Safety Policy Statement

## **Health and Safety Organisation**

The ultimate responsibility for a safe place of work, safe equipment, maintenance of equipment, and provision of safe systems of work, lies with the managing director of the company. He will demonstrate full commitment to the Health & Safety policy statements through the following organisation and arrangements and continuous improvement in health and safety.

## **Managing Director**

The role of the Managing Director is to provide leadership and to ensure that the company fulfils its legal responsibilities, that policy objectives are achieved and that effective systems are in place for the achievement of the policies concerned with health, safety, welfare. He will also ensure that company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in legal requirements.

Specific duties are:

- a. To ensure that the safety policy, organisation and arrangements are signed and dated, written in a manner so that they are understood by all of the employees, reviewed, kept up to date, and communicated to all R.W. Christopher employees.
- b. To set performance standards for health and safety and to show leadership in health and safety matters. To set an example through wearing full personal protective clothing equipment at all times whilst on site.
- c. To monitor performance (e.g. by reviewing reports and statistics) and initiate corrective actions where necessary.
- d. To monitor the work of others and stimulate their interest, involvement and commitment to health and safety.
- e. To work with all levels of staff in reviewing, inspecting and improving work activities with the objective of improving health and safety performance and attitude.

## Health & Safety Policy Statement (cont.)

- f. To set in place a system to investigate hazards, as soon as they are brought to managements' attention.
- g. To set in place a system for risk assessment and effective control of identified risks, and to ensure that they are reviewed on a regular basis.
- h. To ensure that all employees are made aware of their relevant legislative duties.
- i. To ensure that all members of staff have received appropriate training in safety and health and environment related matters pertinent to their place of work, and to ensure that tool box talks/safety contacts are carried out.
- j. To ensure that all incidents/accidents are investigated as soon as it is safe and practical to do so and to identify true root causes with a view of preventing a recurrence.
- k. Ensure that contractors and sub-contractors used by the company have received suitable and sufficient information on the risks associated with the place in which they will be working, and that the place they work at, will be as safe as is reasonably practicable.
- l. Ensure that the general rules are regularly reviewed and are displayed in suitable locations allowing all employees to have immediate and regular access to them.
- m. To ensure that all staff are adequately supervised, and follow the arrangements as laid down in the Health and Safety Policies, and the Safety Management System.
- n. To undertake regular audits of safe systems of work to eliminate sub-standard conditions and sub-standard behaviours.
- o. To undertake regular and routine reviews of the safe working behaviour of members of staff to eliminate any sub-standard behaviour.

## Health & Safety Policy Statement (cont.)

- q. To ensure that members of the public are treated in such a manner as to make sure that their safety is maintained while they are on the company's or clients' premises.
- r. To ensure access to competent Health and Safety advice relating to all aspects of health and safety.
- s. To ensure that all employees are made aware of the Drugs and Alcohol policy.
- t. To arrange and hold bi-monthly Health and Safety meetings to discuss company performance against the annual plan, accident prevention, safety, health and welfare and environmental improvements within the company.
- u. To make adequate provision for financial and technical resources to enable the highest standards of health and safety to be maintained.

### General Manager

The specific duties of the General Manager are:-

- a. To read and understand the company Health and Safety Policy and to ensure it is available and displayed on each site and area under their control.
- b. To bring to the attention of the Managing Director any change or amendment to procedure that will require a review of the current Health and Safety Policy document.
- c. To set performance standards for health and safety and to show leadership in both health and safety matters in areas under their control.
- d. To monitor performance (e.g. by reviewing reports and statistics etc.) and initiate corrective actions where necessary for those persons and activities under his/her control
- e. To monitor the work of our employees and contractors who may be sub-contracted to us and to stimulate their interest, involvement and commitment to health and safety.

## Health & Safety Policy Statement (cont.)

- f. To ensure that all hazards in his area of control are fully identified.
- g. To undertake a suitable and sufficient risk assessment for all hazards in each task, ensuring control measures are identified and implemented, and that they are reviewed on a regular basis.
- h. To ensure adequate supplies of personal protective equipment are maintained on site and that the appropriate item of P.P.E. required is available at all times. Records of all P.P.E. issue must be maintained for each member of staff.
- i. To ensure that all members of staff under their control have received appropriate health and safety training and are competent to carry out the tasks to complete the jobs safely.
- j. To ensure that safety contacts/tool box talks are given on a regular basis to all those members of staff under their control.
- k. To investigate incidents and accidents and adverse environmental impacts as soon as possible following the event and to ensure that a formal accident/incident report is completed detailing the root causes to prevent any further recurrences.
- l. To ensure that all contractors or sub-contractors have received suitable and sufficient information on risks associated with their place of work and ensure that their place of work is safe as far as is reasonably practicable.
- m. To ensure that staff under their control are adequately supervised and follow the arrangements as laid down in the respective company policies.
- n. To undertake regular audits, checks and inspections of the premises and the equipment to eliminate sub-standard conditions and sub-standard behaviours.
- o. To undertake regular audits of safe systems of work.

## Health & Safety Policy Statement (cont.)

- p. To act as a role model for their members of staff and ensure they show leadership by wearing full personal protective equipment at all times whilst on site.
- q. To attend the Managing Director's bi-monthly Health and Safety meetings and to discuss the performance of their department with regard to the overall company annual health and safety plan and to put in place actions to improve the overall performance.
- r. To evaluate the competence of all contractors or sub-contractors who tender for work with R.W. Christopher and ensure they have total commitment to working safely.
- s. To ensure that appropriate discipline is maintained for any member of staff under their control who fails to satisfactorily discharge their duties under health and safety.
- t. To ensure they fully understand the implementation of the Construction Design and Management (CDM) Regulations, the procedures for adopting "Temporary Works" aspects as they apply to temporary lifting activities.
- u. To enforce the company's policy with regard to Drugs and Alcohol.

### **Persons in control of lifts**

The specific duties of all supervisors in Control of lifts in addition to those duties of all employees shown below are:-

- a. To read and understand the company Health and Safety Policy and to bring to the attention of their manager any change, improvement or amendment to procedure that will require a review of the current Health and Safety Policy document.
- b. To monitor the work of our employees undertaking lifts and any contractors employed on the lift and to stimulate their interest, involvement and commitment to health and safety.
- c. To ensure that all hazards in his/her area of control are fully identified.



## Health & Safety Policy Statement (cont.)

- d. To ensure that suitable and sufficient risk assessments for identified hazards in their control are completed and control measures implemented, and that they are reviewed on a regular basis. This will include the provision of a suitable and sufficient lifting plan. The plan will be communicated and agreed with the clients representative.
- e. To ensure that all employees, contractors, sub-contractors are competent and are given site induction training including information on access and egress to any part of the lifting site, site hazards, safe working procedures, emergency procedures and any other relevant health and safety information, including the risks, to enable them to work safely.
- f. To ensure that they give regular safety contacts/tool box talks to our employees relevant to the lifting activity to take place.
- g. To carry out accident and incident investigation to determine immediate causes, as soon as it is safe and practical to do so on behalf of R.W. Christopher with a view of preventing a recurrence.
- h. To ensure that they adequately supervise the crane driver and others involved in the lifting process under their control and follow the arrangements as laid down in the respective company policies.
- i. To undertake regular and routine inspections and reviews of the safe working behaviour of crane drivers to eliminate any sub-standard conditions and behaviour.
- j. To ensure that risk assessments have been completed on all hazardous substances that may be used or that staff are exposed to in the course of their work, and that the precautions are identified to staff and complied with.
- k. To ensure that written job method statements, lifting plans and safe working procedures are maintained for all jobs carried out by their members of staff.

## Health & Safety Policy Statement (cont.)

- l. To ensure that housekeeping in areas under their control are maintained to the highest standards and especially when working in clients' premises.
- m. To ensure that user checks are made every time a member of staff uses any power tool or equipment and that vehicle checks (including crane) are made every day on the vehicle being driven by the driver.
- n. To maintain discipline for his/her members of staff and to ensure that no 'horseplay' or dangerous 'practical jokes' take place in their work environment.
- o. To ensure that employees do not drive any vehicles or operate any hazardous equipment unless they are fully trained to do so, and young persons do not drive any vehicles or operate any hazardous equipment unless they are fully trained and competent to do so.
- p. To ensure that emergency systems are in place should they be required and they are fully aware of how to alert the emergency services.
- q. To ensure that adequate first aid is available on site and that employees are made aware of location and procedures for receiving first aid treatment for any injuries sustained in the course of their work. They must also be aware of the accident reporting procedures in the company and whilst working on clients' premises.
- r. To ensure adequate fire precautions and welfare facilities are provided for the site office.
- s. To understand and follow the requirements of the CDM Regulations and fulfil the duties required under the "Temporary Works" arrangements as it applies to temporary lifting devices.
- t. To monitor individuals and ensure compliance with the company's Drugs and Alcohol policy.

### Vehicle Fitter

In addition to the duties below of all general employees the fitter will ensure that:-



## Health & Safety Policy Statement (cont.)

- a. All vehicles will be maintained to the highest standard possible and will be safe to use.
- b. Reported defects will be corrected at the earliest opportunity and where the defect compromises the safety of a vehicle an immediate "Off Road" certificate will be applied to the vehicle to ensure it is not used inadvertently.
- c. Ensure that he has all the resources necessary (financial and equipment) from the Director to maintain the vehicle fleet. Where there are potential shortfalls then this must be brought to the attention of the director and the request recorded.

### Hire Desk Controller

- a. To ensure that all office accommodation is kept in a clean and tidy and in a safe condition at all times and that the health and safety policy is displayed and followed.
- b. To ensure that the welfare provisions are kept clean and tidy and are checked on a regular basis.
- c. To ensure that all work equipment including Display Screen Equipment, workstations and furniture are all in good condition and that DSE workstation assessments have been undertaken for all office staff and DSE users, and that detailed records have been kept and maintained.
- d. That all electrical portable appliances used in the offices have been P.A.T. tested where required and that PAT testing records are maintained up to date.
- e. That fire risk assessments have been completed for the offices and that fire fighting equipment is suitably placed around the offices and that all relevant fire safety signs are provided. Emergency procedures are reviewed and that fire drills are carried out at least twice per year and records kept.
- f. Appoint a fire marshall and fire wardens or undertake these duties themselves.

## Health & Safety Policy Statement (cont.)

- g. Will stand in for the General Manager as required during times of holidays and sickness.

### All Operatives

The specific duties are:-

- a. To undertake their work in a safe manner at all times so that they do not injure themselves or others by the actions or omissions.
- b. To implement the content of the health and safety and policy and the organisation and arrangements contained therein. To read and demonstrate knowledge of the safety policy.
- c. To attend 'passport to safety' and other appropriate safety related training courses as requested by the General Manager.
- d. To co-operate with the Director and General Managers in meeting the company's statutory duties.
- e. Not to intentionally or recklessly interfere with or misuse anything provided by the company in respect to health and safety.
- f. To ensure that all accidents, incidents and near misses are immediately reported to the management.
- g. To immediately inform the management of any identified condition which in his/her opinion is hazardous.
- h. To ensure all equipment provided for personal safety is used and maintained in a condition fit for purpose, and that any defects are reported immediately.
- i. To help the management in the formulation of risk assessments and safe working procedures and to follow them in detail.

## Health & Safety Policy Statement (cont.)

- j. To abide by and follow the company's rules with regard to drugs and alcohol awareness.
- k. To ensure the work place is maintained in a clean and tidy condition at all times.
- l. To wear the appropriate and designated personal protective equipment identified and provided for the job.
- m. To ensure that they only use the correct tools and equipment that they have been trained in for the job and that any defects are reported to the supervisor as soon as possible.
- n. That they carry out any defined pre-user checks identified for certain power tools, equipment and vehicles (including cranes) which they are required to use.

### All Contractors and Sub-Contractors

- a. Any employed contractor or sub-contractor working on behalf of R.W. Christopher must comply with our company Health and Safety policy and follow all R.W. Christopher rules and procedures. Where they work on behalf of R.W. Christopher on R.W. Christopher's clients' premises, they must comply with the clients' rules and procedures.
- b. The contractor site supervisor must ensure that all work is carried out in accordance with statutory provisions.
- c. The contractor must provide R.W. Christopher with a copy of their Job Method Statement for each job they undertake on our behalf. They must also supply risk assessments for all work activity to be undertaken on site before any work commences.
- d. Where the contractor wish to use approved sub-contractors on site then they must inform R.W. Christopher of their intention do so and they must ensure that all relevant information is passed to the sub-contractor and records maintained.

## Health & Safety Policy Statement (cont.)

- e. Contractor employees are not permitted to drive vehicles or operate any plant or equipment unless they are trained to do so and hold the necessary certificates and licenses to demonstrate they are competent.
- f. All contract labour working on site on behalf of R.W. Christopher must have attended the Health and Safety 'Passport to Safety' course. They must carry the Passport to Safety card with them at all times.
- g. All plant and equipment brought on to site and used by contractors must be safe and free from defect, and maintained in good working order. All appropriate guards and safety devices are to be fitted and all necessary certificates and documentation must be available for inspection.
- h. Any injury sustained or damage caused by a contractor employee must be reported immediately to the R.W. Christopher management.
- i. Contractors will provide their employees with all the required personal protective equipment required by the regulations and identified in the risk assessments and job method statements.
- j. Contractors must ensure that they comply with site health and safety rules and ensure that their workplaces are left in a clean and tidy state, all tools, equipment, debris and waste removed from site.

### **Health and Safety Arrangements**

To ensure that all the following arrangements are in place The Managing Director will commit to providing full financial and other resources necessary to undertake all activities safely.

### **Accident and Incident Reporting (including Environmental Impacts)**

Immediately following an accident our primary concern must be for the injured party and we will endeavour to provide appropriate first aid or ensure sufficient medical assistance is available as quickly as possible. We will then make the area as safe as possible.

## Health & Safety Policy Statement (cont.)

All accidents and near misses must be reported to the R.W. Christopher management immediately. This will allow prompt and appropriate treatment, and the immediate investigation of the situation, so that control measures can be introduced to prevent it happening again. A report of the findings will be made and kept by the Manager. The same will apply for any accidents to our contractors.

Where any accidents occur on our client's premises our management representative will report the accident to the Client and we will follow the client's procedure for completion of the accident report form and inform them of our conclusions and recommendations following completion of the report.

Any reportable incident, as defined under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations" (RIDDOR) will be reported on the Form 2508 to the appropriate authority by the Managing Director or his nominated deputy.

### **Asbestos**

The company will comply with Asbestos legislation and ensure it has identified any potential sources of asbestos and maintained an asbestos register for all of its buildings. Where work is to be carried out on any of the buildings the company will check its asbestos register and will only allow work to commence where no asbestos is present. Should asbestos containing materials be present then work will only take place using licensed contractors using job methods to prevent or minimise asbestos disturbance. Where building work could potential disturb any asbestos, procedures will be put in place to remove any personnel from that area preceding any work commencing and ensuring on completion that all asbestos has been thoroughly removed. As predominantly the work we undertake involve the operation of cranes, as a sub-contractor to others, then it is vitally important that the client or contractor supplies our crane driver of all information relating to the presence of asbestos especially where the lifting operation may involve the lifting of ACM's.

### **Audit and Review**

The managing director will ensure that the whole health and safety management system is audited on an annual basis. Each component of the system, including the policy, organisation, planning, monitoring and review will be audited and reviewed, and where deficiencies exist, corrective procedures will be put in place to ensure any failings or deficiencies are corrected.

# Health & Safety Policy Statement (cont.)

## COMAH

Control of Major Accident Hazards is a set of regulations that apply to industries which have present certain prescribed substances in large quantities. These prescribed substances have the potential for creating a Major Emergency if not well controlled. We do undertake work in COMAH sites. Tata for example is a Top Tier COMAH site and the full force of the COMAH Regulations apply. As a major contractor working at the top tier site, then we are aware of the consequences of not working safely and the potential serious situations that could result.

We are also clearly aware of the controls to mitigate against a disaster should one occur. We will acquire copies of the Major Emergency Plans for all clients premises and hold copies in our safety management system. Specific risk assessments which address where we could create a major emergency in COMAH sites will be undertaken and communicated to our employees on each occasion of contact work.

## Company Vehicles

All company vehicles (including our mobile plant such as cranes) will be maintained to the highest safety standards. It will be the responsibility of the driver to undertake a personal safety check of standard items before using the vehicle and record results on the daily check register. Minor equipment changes to vehicles will be carried out as necessary by the drivers in accordance with safe working procedures. Vehicles must be presented for servicing at the manufacturers recommended interval, and records of all servicing and maintenance are kept. At all times the Highway Code and the Standards laid down in the Road Traffic Act must be complied with.

All vehicles when not in use must be parked safely, and no keys to be left in the ignition when unattended. There will be no items left attached to the crane hook when the crane is unattended. The crane driver will have the final say in relation to making a lift as he is responsible for the safe use of the crane. Where he believes that the crane use, as directed by the Person in Charge of the Lifting Operation, or by actions of riggers or slingers has put the crane or third party persons or structures in danger then he will always be supported by management in refusing to undertake the lift.

## Communication

Communication of all matters relating to health and safety will be passed to all employees by the Managing Director, and the management team, including details of the health and safety policy statement.

## Health & Safety Policy Statement (cont.)

In addition to safety contacts/toolbox talks on specific topics and communication of safe working practices, and risk assessments, all employees will receive site specific and general health and safety information at regular intervals. Communication will take the form of face to face meetings, notices displayed on company notice-boards, company newsletters, memoranda or letters sent directly to employees or by whatever means are most suitable at the time.

### **Consultation and Co-operation**

The Managing Director will consult with employees on matters of health and safety. Formal health and safety meetings will be convened on a regular basis once every two months. A formal health and safety committee will meet to discuss the stated objectives that mirror objectives in the company's health and safety policy statement such as the review of Key Performance Indicators, safety inspections and audits, review following the introduction of new legislation, accident statistics and report recommendations, any reports from external enforcement agencies, the monitoring and review of health and safety training including induction training, and specific issues relating to health and safety. This meeting will also include any changes as a consequence of introducing new measures which may affect the health and safety of employees.

On occasions due to the size of the organisation and nature of the work, consultation and communication of health and safety issues will be on an informal basis between the Managing Director and employees. Where more formal means are required then formal reporting procedures do exist. Employee safety representatives or elected employee will be invited to attend the bi-monthly health and safety committee meeting.

### **Co-operation and Co-ordination with Others**

We will comply with the Management of Health and Safety at Work Regulations 1999 and more current amendments and in particular regulation 11 which requires employers to cooperate and coordinate their activities as far as is reasonably practical.

For all work where there is a requirement to work for, with or alongside other working groups that may be affected by what we do, or our employees may be affected with what they do, then it is our policy to ensure that we have had clear communication with the other working groups. Where there is an overall client then we expect the client to coordinate the activities of each working party, however in the absence of a client at the work site then we will instigate a meeting for all interested parties to attend.



## Health & Safety Policy Statement (cont.)

To ensure all working parties can work safely throughout the working day then the forward plan of work will be discussed and specific arrangements must be agreed where there is a possible conflict relating to where, how and when activities can take place.

We will endeavour to cooperate with all requests from other working groups that may detrimentally affect our employees at the work site however, where the requests or changes affect the financial aspects of the work then this will be brought to the attention of the client. Under no circumstances will our employees be requested to work where it is unsafe.

Typical areas for debate (but not exclusively) will be around understanding the forward programme of each working party; access and egress to places of work; requirement for exclusive occupation of work sites; details of a lifting operation and particularly the arrangements for clearing the workplace directly beneath the flight path of the load; working above or below a working party where there is a risk of items or people falling; working where there is a requirement for services isolation e.g. electric, gas; additional PPE requirements for working where additional hazards will be introduced; times where the work place will be altered; times where areas need to be evacuated due to an introduced hazard e.g. a crane lifting an item into place; assembly points; roles and responsibilities; shared welfare facilities.

Where there is a modification required to our system of work then a new written risk assessment will be completed highlighting the additional hazards and control measures we need to take to eliminate or reduce the risk to an acceptable level.

### **Contractors**

Where R.W. Christopher employ contractors or sub-contractors to undertake any work, we will ensure that all contractors are thoroughly vetted and approved against Health and Safety standards. All contractors will be given the same health and safety information supplied to our employees. They will be required to submit detailed Job Method Statements for each and every job, which will be assessed and accepted or declined depending on the content. R.W. Christopher will conduct site monitoring of all contractors working for them. A review will be undertaken after each contract has been completed.

# Health & Safety Policy Statement (cont.)

## **Construction Design and Management Regulations**

R.W. Christopher crane operations will often be working at construction sites where these regulations apply in full. In the main we will be operating as a “contractor” under the regulations. We will comply with all the legal requirements of operating as a “contractor” under these regulations. We will ensure that we have read and understood the Pre Tender and construction phase plans supplied by the principal contractor and client and we will communicate the information to each of employees involved in the work on that contract. In the majority of cases the work we undertake will invoke the “Temporary Works” situation where specific protocols will need to be followed including design calculations associated with the lifts.

## **Control of Substances Hazardous to Health (COSHH)**

It is the policy of R.W. Christopher to identify all hazardous substances, obtain information about the substances and identify the way in which they are used that could expose employees to risk, in addition they will identify with the clients, substances that we may become exposed to, and then under a suitable and sufficient COSHH risk assessment identify how the exposure might occur, the possible outcome of that exposure and how individuals may be harmed. Following that assessment we would then apply suitable control measures to eliminate or reduce the risk to an acceptable level. Where the control is a requirement to wear P.P.E. this will only be as a last resort where the hazards cannot be otherwise engineered out.

We will store any hazardous substance that we use in suitable containers. Each container will be clearly identified and labelled. Any flammable materials will be stored in locked storage areas and away from other chemicals and building structures.

## **Display Screen Equipment**

All reasonable steps will be taken by the company to secure the health and safety of employees who work with display screen equipment. Risk assessments will be carried out for all those users of display screen equipment. Office staff and regular users will be provided with ergonomically designed workstations and workplace equipment and furniture. Advice and training will be given to employees and persons working with DSE of the potential risks to health and how these may be avoided. Provision of eye and eyesight tests at regular intervals will be provided free of charge for all users identified under the DSE Regulations.

# Health & Safety Policy Statement (cont.)

## Drugs and Alcohol

Substance abuse is incompatible with the health and safety objectives of R.W. Christopher and any employee working under the influence of drugs or alcohol compromises the company's interests, endangers their own health and safety and the health and safety of others.

All employees will be made aware of the company's zero tolerance with regard to drugs and alcohol. Due to the requirement for operators to drive and operate machinery and equipment, under no circumstances will individuals be allowed to work under the influence of alcohol or drugs. Any individual found to be under the influence of drugs or alcohol will be liable to instant dismissal.

In addition a programme of education, information and positive guidance will be provided for employees to ensure they are all aware of the effects of drug and alcohol abuse on their health and safety. Any employee with an acknowledged alcohol or drugs problem who takes action to seek help will receive assistance from the company. Any information disclosed will be treated in the strictest confidence.

The company reserves the right to undertake testing of employees to determine the presence of drugs or alcohol. NB some clients instigate their own checks and we will always comply with their requests. Persons refusing to undertake a test will be subject to the disciplinary procedure outlined in the company handbook.

## Electrical Equipment

Employees, unless they have received special training, will not be allowed to interfere with electrical appliances. All portable electrical equipment which is older than 1 year will require Portable Appliance Testing (PAT) and be labelled indicating their 'out of compliance' date. All portable electrical equipment when not in use, at the end of each working day, will be unplugged from the wall sockets. No electrical cables will be allowed to trail across open areas of floor where employees or members of the public have to cross, unless they have been properly covered to protect from tripping hazards. The use of specialised electrical equipment will only be operated by competent persons.

## Emergency Procedures at Company Premises

For all work undertaken at the company premises we will strictly follow our own emergency procedures. Any member of staff discovering an emergency situation should raise the alarm, and contact the relevant emergency services.

## Health & Safety Policy Statement (cont.)

Sufficient first aid facilities will be provided at our own premises and where we work in client's premises. Regular checks will be made of the first aid boxes, items will be replaced as necessary and a record maintained of item use and reason for their use will be kept. On many occasions we will be loan working with client or other contractor personnel rather than our own colleagues. We will discuss at the start of each contract how we will cooperate and coordinate first aid arrangements on that particular site.

### **Emergency Procedures at Clients' Premises**

For all work by the company, undertaken at clients' premises, we will actively follow the clients' emergency procedures. We will insist that prior to commencement of any work on site that the client brief all R.W. Christopher personnel involved, supplying complete information on their emergency systems and procedures. Where there is any conflict between the client's and our own emergency procedures, then they must be resolved before any work commences. Any member of staff then discovering an emergency situation should raise the alarm by the appropriate method, bearing in mind the nature of the emergency.

### **Fire Safety**

As part of the Regulatory Reform (Fire Safety) Order 2005 a fire risk assessment will be carried out for all buildings owned by R.W. Christopher. We will ensure that the identified procedures arising from the risk assessments will be implemented and that emergency procedures identified for each building are strictly adhered to. Employees will be trained in evacuation procedures and fire drills will take place a minimum of twice per year. Records of fire drills will be kept by the hire desk controller.

Emergency assembly points will be identified for all buildings and suitably sign posted. Appropriate fire fighting equipment will be installed at relevant fire points in all buildings and duly sign posted. Fire wardens will be nominated for all buildings and will be trained to comply with their duties outlined in the procedures. When on clients' premises, management will be responsible for ensuring that all R.W. Christopher employees are aware of the fire safety procedures for that site and are the complied with at all times. All mobile cranes will have appropriate fire extinguishers on board at all times.

### **Housekeeping**

A clean and tidy workplace is a safe workplace. All employees will be responsible for maintaining the work area in a tidy state.

## Health & Safety Policy Statement (cont.)

Since we often work at our clients' premises we will ensure that we maintain those areas under our control, in a clean and safe manner at all times.

All vehicles when not in use will be parked safely, allowing other vehicle and pedestrian access routes open at all times. Cranes left in situ will be, as far as is reasonably practical, barriered off from all local activity including vehicle movement.

Any waste material that accumulates from our work activities at clients' premises will be disposed of responsibly on a daily basis. If we cause a spillage of any kind we will ensure that we clean up the spillage, cordon off the area if required, and the management will need to be informed.

Under no circumstances will we allow any walkways, gangways, fire exits, fire points or emergency escape routes to be obstructed.

In the office environment we will adopt a 'clean desk' policy and ensure that we keep our working office spaces clean and tidy at all times.

### **Loading and Unloading of Vehicles**

Loading operations is part of the key operations we undertake. In most cases we will be loading vehicles owned by others (sometimes our own vehicles). We must obtain the data from the client about the load size and weight and although we will have the final say in making the lift the operator of the vehicle to be loaded will have the say on where the load will be placed on his vehicle and the orientation of the load. Securing the load will be the responsibility of the vehicle operator.

### **Lone Workers**

R.W. Christopher provide manned mobile cranes and they frequently fall under the category of Lone Workers. R.W. Christopher have a policy on Lone Working and ensure that all lone workers follow set procedures with regard to informing management of their whereabouts, the journeys they are due to make and their expected timescales. Lone workers must 'call-in' at regular intervals to confirm they are working safely. They are provided with suitable means of communication with their base.

## Health & Safety Policy Statement (cont.)

However, most cranes work directly with others and in close communication with others. Cooperation and communication set ups will exist between all parties involved with the lifting operation. The cranes are fitted with trackers which record when they are being operated and this can be monitored from the head office.

### Manual Handling

Procedures are in place to ensure that risks posed by manual handling operations are eliminated or reduced to acceptable levels. A risk assessment will be carried out for all manual handling operations and the results of the risk assessments recorded, and information passed on to all employees. In the majority of cases the manual handling assessment will form part of the general risk assessment for the task to be undertaken. Wherever possible we will encourage the use of mechanical means of lifting. All employees will receive manual handling training and information.

### Noise

Procedures are in place to ensure that employees are not exposed to excessive levels of noise while at work. Not so much from our own activities but from the activities of some of our heavy industry clients we can work in areas where both action levels, as described in the Noise at Work Regulations 2005, are exceeded. The risks of noise induced deafness from over exposure to noise is well known and understood by R.W. Christopher.

In circumstances where there is a risk or the potential risk of exceeding the threshold levels we will supply and ensure the wearing of suitable hearing protection. We will provide a choice of hearing protection devices for the employee to choose from but always ensuring that they are suitable to attenuate the noise level to below the action levels.

We will provide the appropriate training and give the relevant information to our employees on the risks of noise exposure and how to use the control measures in place to reduce the risk of noise induced deafness.

Noise levels will be determined before the commencement of activities at the work place and where the risk assessment shows that there will be noise levels in excess of 80dBA then we will always include the provision of personal hearing protection as a control.

## Health & Safety Policy Statement (cont.)

As the majority of our employees will be operating from inside a crane cab for the majority of their working day then we will ensure that the cabs have the best available noise attenuation. Tight sealing doors and windows and adequate insulation where practical will be in place.

### Personal Protective Equipment

All Personal Protective Equipment (PPE), required by employees as control measures to reduce risk, while undertaking specific duties which have been assessed, will be provided free of charge and will be made available at all times. All employees, when required to prevent or reduce risk, will wear the appropriate protective equipment, and wear it correctly. Failure to wear the appropriate equipment correctly will be treated as a disciplinary offence. Whilst on clients' premises, their requirements for any additional P.P.E. to protect against the hazard identified by the client, will be strictly followed in addition to our own requirements. Management will be responsible that only PPE to the correct standard is used and will ensure that all persons under their control are equipped with and use correctly any item of PPE provided to them.

All PPE purchased and used by the company will be to the correct EN standard and will bear the CE marking. The managing director will ensure that the correct standard equipment is purchased. PPE will be replaced if worn or damaged and no longer affords the protection it was intended for. PPE will also be replaced on an old for new basis. Where any item of PPE has a particular shelf life, it will be replaced prior to that date.

Employees will be trained in the correct use of PPE and will be responsible for ensuring that each item of PPE is maintained in good order. All items of PPE issued to individuals will be recorded and individuals will be required to sign to the effect that they have received them.

### Planning

As part of the health and safety policy, the managing director will identify objectives for the company with regard to health and safety and environment, and set realistic targets for improving its health and safety performance. These will be identified in the Annual Safety Plan.

In ensuring that sufficient resources are made available for the health and safety plans to be achieved, it is the aim of the organisation to firstly identify the extent of the risks that are encountered by both routine and non-routine activities undertaken as part of our work activities.



## Health & Safety Policy Statement (cont.)

The process for identifying those risks, is the process of hazard identification, risk assessment and risk control. The identified targets to improve health and safety will be reviewed bi-monthly at the Health and Safety committee meeting and at the Annual Review meeting.

### **Pregnant or Nursing Mothers**

R.W. Christopher have a policy for pregnant or nursing mothers which states that expectant female workers must firstly inform management of their condition in writing. R.W. Christopher will then ensure that they carry out a specific risk assessment and provide the necessary welfare requirements to accommodate pregnant and nursing mothers, and ensure that they have adequate rest facilities close to welfare facilities. This may also include a change to their working conditions or hours of work to ensure that particular risks are avoided such as manual handling, temperature variations, prolonged standing or sitting, etc.

### **Procedure for Working under Client Supervision**

Certain jobs will be carried out with and on behalf of clients, who may have statutory duties to ensure sufficient and suitable information is passed to our employees. We will strictly observe all the information passed on to us by our clients with regard to health and safety. We will co-operate fully with all our clients in this respect and attend any presentations or courses at their discretion. We will follow their signals, signs and instructions whilst under their supervision. We will co-ordinate our activities with those of our clients and other contractors and anybody else who may be affected by our acts and omissions.

### **Risk Assessment**

Suitable and sufficient risk assessments of all significant risks will be undertaken and the findings recorded. All hazards will be listed and persons at risk will be identified. Suitable controls will be put in place to eliminate the hazard or reduce it as far as is reasonably practicable. All employees will be informed of the risk assessments and the controls that need to be maintained to prevent harm. Records of the risk assessments will be kept available on the premises and made available to all employees. Risk assessments will be reviewed annually or whenever there is a change in practice, introduction of new technology or following an accident or near miss associated with the relevant safe working procedure.

All employees will receive training to help improve their knowledge of the risk assessment procedure, and nominated employees will receive specialised training in order to assess the risk in their workplace and to become involved in writing of risk assessments.

## Health & Safety Policy Statement (cont.)

Employees will be encouraged to report any hazards discovered during working operations to management so that protective and preventative control measures can be put in place.

### **Safe Working Procedures**

In conjunction with risk assessments all jobs will have written safe working procedures, and or job method statements will be provided for all work at clients' premises. If necessary we will complete the Client's Job Method Statement proforma where such documents exist, if not we will complete our own job method statement for each and every job carried out at our client's premises and provide a copy prior to commencement of any job. Environmental issues will be indicated in the Safe Working Procedure.

### **Safe Driving**

All large vehicles (including mobile cranes) are fitted with a reversing warning system. When reversing a significant distance or in difficult and unknown areas the drivers must use a competent banksman to give directions. Both drivers and banksman must know the correct hand signals as per the operators handbook. In certain circumstances a driver and co-driver/banksman will be contracted to the client. When driving inside of buildings then the yellow rotating warning lights and or hazard warning lights will be used. Speed limits inside of buildings will be 5mph (walking pace).

### **Training (Health and Safety) and Information – Competency of Employees**

All employees will receive appropriate training in safety and health related matters pertinent to their activities and place of work. This will include inductions, training in operating plant and equipment, vehicle checking and maintenance procedures, refresher training as necessary, on transfer to new jobs, on changes to working procedures, on introduction of new technology, and training in respect to any statutory duties.

Information will be provided with regards to the health and safety policy statement, these organisation and arrangements, outcomes from risk assessments, the employee handbook information and any information to protect employees whilst carrying out their work activities and any information to ensure compliance with legal requirements.

Procedures are in place to ensure that individual employees will be trained and experienced in the activities before allowing them to undertake such activities. Training Matrices and Competence records will be maintained for all employees.

# Health & Safety Policy Statement (cont.)

## Working at Height

Under normal conditions no employee should work in a place above floor level or at floor level when there is a risk of falls below floor level. Where work has to be done at height, a full and thorough risk assessment will be undertaken, and the appropriate control measures must be in place and the correct equipment used.

The only known situation where we could possibly work at height is when we have to access certain parts of our mobile cranes. The first rule is to never access a vehicle where the operation can be done from ground floor level. Saving time is never an excuse for doing a task unsafely. Where there is a need to access the crane then use the correct access points which have hand and foot holds in place. If a ladder has to be used for access to areas of the cranes, such as crane booms, then the ladder must be secured at all times. Harnesses and lanyards may be needed in certain circumstances to prevent falls from height, only trained competent operatives will be permitted to undertake these activities.

## Young Persons and Children

R.W. Christopher have policies in place specifically to protect the interests of young persons (aged 16 to 18 years) and children (aged below 16 years) who may be employed for short periods whilst on school training programmes.

R.W. Christopher acknowledge that specific risk assessments need to be carried out for these categories of person, and control measures put in place to ensure that they can all work safely. For children the specific risk assessment will be explained and provided to their parents and will be explained and given directly to young persons who will be supervised at all times.

Director Signature:

Date:

# Contact Us

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