

POWELL DEMOLITION & BUILDERS LTD.

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Health & Safety Management Manual

CONTROLLED DOCUMENT

Copy No.	1
Manual Holder	Managing Director
Issue / Revision	Issue 1 Rev. 0
Contents	26 Pages
Issue Date	8 August 2005

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DISTRIBUTION AND REVISION CONTROL

All controlled copies of the Occupational Health and Safety Manual in common with other controlled H&S System documentation will be distributed and revised in accordance with the company's document control procedure under the Quality Management System (QMS). For clarity these have been reissued as Health and Safety procedures in the procedures section of the Health and Safety masters file.

All H&S Manuals issued will be either identified as a "controlled copy" and given a controlled copy number or will be deemed "uncontrolled".

It will be the responsibility of the H&S Representative to maintain a list of all H&S Manuals issued to controlled copyholders, giving details of Copy Number.

Documents that have been the subject of revision will have the area of revision clearly indicated by a bar and revision number to the right of the amendment.

Newly issued or revised pages will be inserted by the H&S Representative

Where an employee requires to institute a change to an H&S Policy Manual they contact the H&S Representative with details of the proposed change which if approved will be effected under document control by the H&S Representative.

The H&S Representative will review the H&S Manual as follows:-

In response to:-

Changing scope;

Changing British, European or International safety standard,

Legislative amendments or

Whenever else considered appropriate.

The minimum frequency for review of the H&S Policy Manual is every thirteen months and will be achieved by internal audit and subsequent Management Review.

Approved for Issue H&S Representative

POWELL DEMOLITION & BUILDERS LTD.

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1. GENERAL

1.1. The Company

1.1.1. POWELL DEMOLITION AND BUILDERS LTD, provide a demolition and minor building works service to their customers.

1.2. General H&S Management System Requirements

1.2.1. The company, in order to comply with its H&S policy statement and to facilitate the achievement of continuous H&S improvement, has established and maintained an H&S Management System that is based on the requirements of OHSAS18001:1999.

1.2.2. The H&S policy and supporting management system has the approval and full commitment of the Managing Director. It will be the responsibility of all employees to implement the policy under the guidance of the H&S Representative, who will be responsible for co-ordinating implementation and reviewing, amending and developing the policy in line with Government strategy.

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2. OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

Powell Demolition is fully committed to achieving high standards of occupational health, safety and welfare, which will be achieved through the implementation and continual improvement of our Occupational Health and Safety Management System (H&S), based on OHSAS 18001:1999. We comply with current OH&S legislation and other requirements to which we subscribe.

Our 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 reduce accidents and occurrences of work-related ill health in line with Government targets;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Specifically we will:

- maintain an up to date register of applicable OH&S legislation;
- ensure that appropriate risk assessments are carried out to identify hazards and determine the level of risk;
- put in place safe systems of work and risk control measures to meet legal and organisational needs;
- meet and where feasible aim to exceed legal minimum standards by employing best practicable means;
- meet and where feasible exceed the requirements of our clients and stakeholders in relation to OH&S;
- encourage the full participation of all employees in meeting OH&S objectives and targets;
- encourage employees to take ownership of OH&S issues through regular joint consultation;
- maintain good communications with all interested parties, which will aid the development of the OH&S management system and any 'workplace' and or 'systems' improvements that are required to be made;
- communicate the relevant parts of this Policy to all employees so they are aware of their obligations;
- ensure that monitoring and measurement of OH&S performance is achieved through audits and analysis of accident and near miss data to ensure that we continue to meet legal and organisational needs; and
- make this Policy available to any legitimate interested party who wishes to see it.

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3. PLANNING

3.1. Planning for hazard identification, risk assessment and risk control

- 3.1.1. The H&S Representative ensures that risk assessments are undertaken by competent staff to clearly establish the hazards that exist in the company's workplaces. The associated risks (likelihood x severity), together with identification of appropriate risk control measures to eliminate or mitigate the risk to a tolerable level are assessed.
- 3.1.2. Risk assessment considers routine (e.g. site activities) and non-routine (e.g. maintenance activities), working in confined spaces etc, in addition to any potential emergency conditions. Consideration will also be given to the activities of all personnel having access to the workplace. This includes sub contractors and visitors. Risk assessment also considers facilities available at the workplace whether provided by Powell or others.
- 3.1.3 The results of the risk assessment and effectiveness of associated control measures will be considered when establishing H&S Objectives which will be subject to ongoing review.
- 3.1.4 We ensure that the scope of the risk assessment - including hazard identification - encompasses all activities and work areas of the company as referenced in 3.1.2. The nature of the risk assessment will cover Hazard Identification, nature of associated risks, who might be harmed, existing risk control measures, risk rating (including severity of harm for the identified hazards and likelihood of occurrence).
- 3.1.5 Risks are assessed according to the risk assessment form, which is held separately together with all other H&S forms. Those risks with a score of 15 or above are considered intolerable and action will be required to reduce the risk before work can continue. A balance between the need for the task to be undertaken and the cost/time in terms of effort required to reduce the risk rating below 15 will need to be considered; i.e. reasonable practicability.
- 3.1.6 Due consideration is taken of current operating experience and the capability of risk control measures presently employed, together with the degree of practical control that can be invoked over the identified H&S risks.

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- 3.1.7 The risk assessment incorporating hazard identification and risk control is used to provide input to:-
- a). facility requirements
 - b) the identification of training needs, and/or
 - c) development of operational controls

by management reviewing its content, in particular the description of further action necessary to adequately control the risk.

Such review results in input to H&S objectives and management programmes.

- 3.1.8 The management programme is monitored to ensure both effective and timely implementation of actions. Further assessment of the residual risk rating is established as a measure of effectiveness.

Procedure 4.3.1. – Identification of Hazards and Assessment of Risks – Applies.

3.2. Legal and other requirements

- 3.2.1. The H&S Representative is responsible for compiling a register of H&S legislation that is applicable to the company's activities and services.
- 3.2.2. The register will contain the following details as appropriate:
- Name and type of legislation
 - A brief summary of the legislation, policy etc.
 - Short description of its impact on the organisation.
 - Related legislation (e.g. acts and regulations)
 - Related guidance
 - Regulatory authority (or equivalent) and contact details
- 3.2.3. Due consideration is also given as appropriate to industry codes of practice, agreements with public authorities and any non-regulatory guidelines.
- 3.2.4. The H&S Representative ensures that the Register of Legislation is subject to review to take into account changes or additions to relevant legislation, and similarly changes or additions to company scope that may affect significant H&S requirements and in particular changing risk assessment details.
- 3.2.5 Current legal other H&S information will be obtained by subscription to an appropriate Health and Safety information service.

Procedure 4.3.2. – Identifying and Accessing Legal and Other Requirements - Applies

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3.3. Objectives

3.3.1 *General*

3.3.1.1 The Managing Director in conjunction with the H&S Representative defines a series of clear, achievable, objectives which reflect the company's H&S Policy including the commitment to continual improvement, together with consideration of appropriate legislation and H&S hazards, risks and control measures as detailed in the company's risk assessments.

3.3.1.2. The following factors may have implications in defining our objectives:

3.3.2. *Legal Implications / indirect controls*

- 3.3.2.1.
- Where breaches of the law are most likely,
 - How legislation is likely to develop,
 - To what extent the organisation's operations are controlled by H&S regulation,
 - Historical problem of legal compliance and
 - Consideration of any indirect controls.

3.3.3. *Technological Options*

3.3.3.1. Consideration is given to current technological options and the adoption of using the best available technology considering cost, effectiveness and benefit.

3.3.4. *Financial, Operational and Business Requirements*

3.3.4.1. The financial, operational and business requirements of the company are considered to ensure that the cost benefit factor is fully considered when establishing H&S objectives.

3.3.5 *Others*

- Where there is a history of complaints,
- Whether the issue has a high public profile and is likely to be of particular importance to stakeholders.
- Whether customer scrutiny is likely and
- If it may significantly affect market position.
- Where improved awareness and skills of personnel are desirable.

3.3.6. Any areas that relate to legal compliance are of immediate priority and company H&S objectives reflect this need. Other areas of prioritisation are consistent with our H&S policy and risk control measures.

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- 3.3.7 H&S objectives are included in the H&S Action Plan They are reviewed to assess their continued relevance and application to on-going H&S improvements.
- 3.3.8. Senior management will endorse all H&S objectives and it is the responsibility of the H&S Representative to ensure that such objectives are clearly understood by all appropriate personnel to whom they directly apply.
- 3.3.9 Wherever possible H&S objectives are quantified and time-scales set for their achievement.
- 3.3.10 In setting specific H&S objectives, the company selects actions that are realistic for implementation. A combination of the following may be involved in determining appropriate action.
- Changing and improving work practices.
 - Changing and improving management systems.
 - Implementing new technologies and improving existing ones.
 - Introducing business process modifications and the procurement of plant and equipment.
 - Introduction and improving H&S considerations in all decision making areas.

Procedure 4.3.3. – Setting O.H. & S. Objectives – Applies.

3.4. H&S management programme(s)

- 3.4.1 The H&S Representative develops an H&S Management Programme (Action Plan) that will establish specific quantified and timetabled tasks that can be used to monitor the implementation of the programme.
- 3.4.2 The Action Plan is subdivided to address specific elements of the company's operations. Any new activities will also be considered on request or normally at Management review, and if necessary the H&S Management Programme will be revised.

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- 3.4.3 Appropriate issues addressed during the improvement of the programme may include:
- Means by which changes can be introduced with minimum disruption.
 - Allocation of management and operational responsibilities.
 - Resources necessary to implement action.
 - Development of procedures, records, monitoring and an audit and review programme.
 - Matching of the programme to the financial and other resources available.
 - Changes desirable to other systems in order to facilitate the implementation of an integrated business management systems approach.
 - The skills required for the implementation of each action and any necessary training of personnel.
- 3.4.4 Tasks are realistically achievable within the given timescale and defined in a systematic manner with clear prioritisation. Such tasks are clearly assigned to appropriate staff with responsibility for their achievement. Regular progress meetings and briefings between appropriate staff are held to ensure that progress towards task measures are reported.
- 3.4.5 When addressing prioritisation the following is considered:
- Is action urgently required to prevent injury, ill health or a breach of the law?
 - Is action required to minimise the risk of potentially catastrophic events?
 - What is the cost-benefit of the action if legislation allows such a consideration?
- 3.4.6 Legal compliance is dealt with as a priority. Other areas are considered according to their risk rating and risk control benefit, market significance, financial significance and taking into account the moral implications of inaction.

Procedure 4.4.6. – Developing and Implementing a Management Plan – Applies

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4. IMPLEMENTATION AND OPERATION

4.1. Structure and Responsibility

4.1.1. *General*

4.1.1.1. The Managing Director establishes and maintains a company Organisation Chart that shows the staff positions, and the lines of responsibility of key personnel who manage, perform or verify activities having an effect on the H&S risks of the company's activities, facilities and service processes.

4.1.1.2. The H&S Manager or delegate maintains a file of Job Descriptions for each staff position identified on the Organisation Chart. These Job Descriptions clearly define H&S responsibilities, authorities, reporting routes, interfaces and co-ordinating measures, and include reference to personnel roles in normal, abnormal and emergency situations.

4.1.1.3. The Managing Director is the senior manager with overall responsibility for ensuring that the H&S management system is properly implemented and performing to requirements in all locations and spheres of operation of the company.

4.1.2 *Resources*

4.1.2.1 The Managing Director ensures that all necessary resources including personnel, specialised skills, technology and financial resources are available for the implementation and control of the H&S Management System.

4.1.3 *Management Representative*

4.1.3.1 The administration of the H&S Management System detailed in this H&S Manual is the responsibility of the H&S Representative, who is the management representative for all H&S matters. The Managing Director will deputise for the H&S Representative in her absence.

4.1.3.2 The H&S Representative is responsible for the auditing of the H&S Management System to ensure that system requirements are established, implemented and maintained in accordance with OHSAS 18001:1999 requirements.

4.1.3.3 She will report on the performance of the H&S Management System taking into account audit findings. These will be presented to Management Review Meetings and will act as a basis for continual improvement of the H&S Management System.

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4.1.4 *Employee Involvement*

4.1.4.1. The Managing Director ensures that the company has an effective means for consultation and representation with their employees on H&S matters.

4.2. **Training, awareness and competence**

4.2.1 The Managing Director, together with the H&S Representative, Contracts Manager, Quality Manager and other members of management are responsible for evaluating the need for H&S awareness and competency training at all levels within the organisation.

4.2.2 As part of the identification of training needs two broad categories of training may be considered:

General training on awareness and understanding of the H&S Management System.

Training to assist in ensuring compliance with formal procedures and Standard Safe Working Procedures / Safe Systems of Work etc.

4.2.3 The Quality Manager ensures that identification of competencies required by each member of staff is undertaken, training needs are recorded, necessary training provided, individuals assessed to ensure that they have acquired the appropriate knowledge and skills and that all training received and skills acquired have been recorded.

4.2.4 The Quality Manager reviews the Job Descriptions and scope of responsibility for each staff member to plan for appropriate levels of training, whereby all staff members assigned specific responsibilities related to the H&S Management System, are given training related to those responsibilities.

- The importance of conformance with H&S policy and the H&S management system.
- The results of the risk assessment as related to individual work activities and the H&S benefits of improved personal performance.
- Details on co-ordinating measures, roles and responsibilities in meeting H&S policy and procedures, including emergency preparedness and response requirements.
- The potential consequences of departure from specified safe working procedures.

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- 4.2.5 Employees are given instruction appropriate to their Job function, responsibility, and risk exposure at tool box talks. This includes details on H&S policy, objectives and related tasks, together with the current status of the H&S programme and any other H&S issues that relate to their work function.
- 4.2.6 The Quality Manager is responsible for arranging refresher courses to ensure that personnel are kept up to date with all relevant changes.
- 4.2.7 Comprehensive training records are maintained giving a summary of training received and any necessary further training required.

Procedure 4.4.2. – Training and Competence – Applies

4.3. Consultation and Communication

- 4.3.1 The company's H&S Management System documentation will be issued as a "controlled" document to the H&S Representative (to be accessible by all our staff), and will be available on the computer 'general drive'. This will incorporate details of the company's H&S policy and 'main procedures'. All Standard Safe Working/Operating Procedures (SOP's) will additionally be issued to all staff, or made available in site files.
- 4.3.2 H&S Objectives (Action Plan) and the planned programme of achieving the related tasks with intended timescale are distributed to management via the computer 'general drive'.
- 4.3.3 H&S achievements, alerts and associated relevant information are regularly communicated to all staff by suitable means.
- 4.3.4 The H&S Representative provides staff with regular ongoing feedback about H&S performance and overall progress being made in addition to other developments (e.g. legislative or policy) that impact on particular operational activities or have long term implications which should be considered in management decision making.
- 4.3.5 Any external complaints from third parties will be the subject of a non-conformance report in accordance with the company's quality procedures.
- 4.3.6 Other documentation received from interested parties are reviewed by the H&S Representative and passed to the Managing Director with comments. The Managing Director will involve other members of management as deemed appropriate. Where a response is required this will be undertaken by the Managing Director or appointed delegate. The H&S Representative holds a copy of all such documentation on file.

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- 4.3.7 The H&S Representative shall ensure that employees are involved in the development and review of policies and procedures to manage risks, consulted when there are any changes that affect H&S, given adequate representation on H&S matters, informed as to who is their employee H&S representative and specified management appointee.
- 4.3.8. It should be noted that where there is a duty of external communication to relevant external authorities then this will be undertaken by the H&S Representative in consultation with the Managing Director without necessary recourse to a Management Review meeting.
- 4.3.9. The H&S Representative will also ensure that contact details are held on file for communication with public authorities regarding emergency planning and other relevant issues.

Procedure 4.3. – Consultation and Communication- Applies.

4.4. **H&S management system documentation**

- 4.4.1 Documentation within the H&S Management System comprises this H&S Manual, H&S Procedures, Generic Risk Assessments and Standard Safe Working Procedures (Method Statements). Collectively the H&S Management System clearly states our H&S policy and indicates how the company addresses the requirements of OHSAS 18001:1999.
- 4.4.2 All the above documentation is complemented by relevant legislation, pertinent codes of practice, risk assessment and additional information as deemed appropriate.
- 4.4.3 All relevant instructions and procedures pertaining to the H&S performance of the company are available to all employees.
- 4.4.4 It is the responsibility of the H&S Representative to ensure the effective implementation of the documented H&S Management System including H&S Manual and any additional procedures and instructions. She is duly authorised to take appropriate action in cases of non-compliance or violations.
- 4.4.5 Monitoring of system implementation is accomplished by the use of appropriate auditing techniques.
- 4.4.6 The results of the H&S Management Audits are the subject of Management Review to ensure the H&S Management System's overall continued suitability and effectiveness.

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4.4.7 Where the H&S Management System requires change, or any form of corrective action is necessary to enable conformance to the existing H&S Management System, such change(s) and/or corrective action(s), will themselves be the subject of review for their effectiveness and interface with other management system procedures. This is normally carried out at Management review.

4.5. Document and Data Control

4.5.1 The system of Document Control complements the system used in the Quality Management System.

Procedure 4.4.5. Document Control – Applies.

4.6. Operational Control

4.6.1 The H&S Representative or delegate reviews current operational activities and identifies those that are associated with documented risks where control measures need to be applied.

4.6.2 The company plans these activities (including maintenance) in order to ensure they are carried out under specified conditions by:

- Implementing Standard Safe Working Procedures to cover situations where their absence could lead to deviations from the H&S policy and objectives. H&S procedures are distributed under document control, where appropriate, details will be passed to suppliers and contractors.
- Detailing service process operational criteria within the procedures.
- Establishing and maintaining procedures related to the identified H&S risks of goods, equipment and services purchased and/or used by the company **and** communicating relevant procedures and requirements to suppliers and contractors.
- Establishing procedures in order to eliminate H&S risks at their source.

Procedure 4.4.6. Risk Analysis and the preparation of Method Statements – Applies.

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4.7. Emergency preparedness and response

4.7.1 No matter how well the H&S Management System is implemented, there is always a risk that an event will occur that has the potential to cause serious injury and ill health.

4.7.3 The H&S Representative will periodically review the emergency preparedness and response plans and procedures developed by the Managing Director and other members of the Management Team, for effectiveness and in particular after the occurrence of incidents or emergency situations.

4.7.4 In emergency plan and procedure development the following points should be noted:

How and to whom the person discovering the incident should report.

What immediate action should be taken on discovery of the incident.

How further remedial action will take place and who will be involved.

How and by whom the relevant authorities will be made aware of the incident.

Procedure 4.7. Emergency procedures and Response – Applies.

5. CHECKING AND CORRECTIVE ACTION

5.1. Performance measurement and monitoring.

5.1.1. The H&S Representative establishes and maintains documented procedures to regularly monitor and measure H&S performance on a regular basis. Consideration is given to the extent to which policy and objectives are being met; both proactive and reactive measures of performance are considered.

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The H&S Representative ensures that procedures are documented to cover the following:

- a) What qualitative and quantitative measures appropriate to the needs of the company are to be monitored.
- b) To what extent the company's H&S objectives have been met.
- c) Monitor progress of
 - 1). completion of assigned tasks as detailed in the H&S management programme action plan,
 - 2). compliance with operational safe working criteria
 - 3) compliance with applicable legislative and regulatory requirements.
- d) Monitor accidents, ill-health, safety incidents and near misses together with other historical evidence of deficient H&S performance.
- e) Record data and results of monitoring and measurement sufficient to facilitate subsequent corrective and preventive action analysis.

Procedure 6 – Management Review – Applies..

5.1.2 Continuing compliance with relevant H&S legislation and regulations will be monitored by the H&S Representative who ensures that she is kept informed of changes to appropriate Law by subscription to a suitable information service.

Procedure 4.5.1.2. – Monitoring and Measuring – Applies.

5.2. Accidents, incidents and corrective and preventive action

5.2.1 The H&S Representative ensures that all accidents and incidents are investigated, recorded and reported in accordance with the relevant Management System Procedures and legal and client requirements.

5.2.2 The Managing Director will ensure that appropriate action is taken to mitigate any consequences arising from accidents and incidents.

5.2.3 The H&S Representative in conjunction with other members of management shall ensure where appropriate and considered necessary as a result of 5.2.1 and 5.2.2 above that corrective and preventive actions are initiated and completed. This is normally via the nonconformance system.

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- 5.2.4 Finally, the H&S Representative confirms the effectiveness of the corrective and preventive actions taken and reports her findings to the Managing Director and other relevant stakeholders.

Procedure 4.5.2. - Accidents, incidents and corrective and preventive action – Applies.

5.3. Records

- 5.3.1 The identification maintenance and disposition of H&S records is in accordance with the general requirements of the QMS Records Procedure, as applied to the H&S Management System.

- 5.3.2 It is the responsibility of the H&S Representative to ensure that all records which form part of the H&S Management System are legible, identifiable, traceable to the activity, product or service involved, easily retrievable and protected against damage or loss, ensuring confidentiality when required.

- 5.3.3 The period of retention of H&S Records is specified and recorded in the H&S Records table. Particular attention is given to ensuring records are retained to demonstrate both compliance to legal requirements and are consistent with the H&S policy and objectives.

- 5.3.4 Details of all H&S records are maintained on an appropriate format, they may include as appropriate:

- Legislative and regulatory requirements.
- Risk Assessments.
- H&S training activity.
- Inspection, calibration and maintenance activity.
- Monitoring data.
- Details of Accidents, incidents, near misses and non-conformances.
- Regulatory authority and third party H&S reports.
- Supplier and contractor information.
- H&S audit and management reviews.

5.4 H&S management system audit

- 5.4.1. The H&S Representative in conjunction with other members of management produces and agrees an H&S Management System Audit Plan. This identifies areas of the system to be audited, person(s) responsible for conducting the audit and frequency of audits.

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5.4.2 The purpose of the audit is to determine whether the system conforms to planned arrangements including OHSAS 18001:1999 requirements and has been properly implemented and maintained and is effective in meeting legal and company H&S policy and objectives.

5.4.3 Audit frequency will be determined by consideration of the H&S Risk Assessments of the organisation, together with, reports by enforcing authorities, H&S/MRM meeting minutes and the results of any previous audit findings. Normally the whole H&S system will be audited once every seven months, with at least two sites visited during each audit.

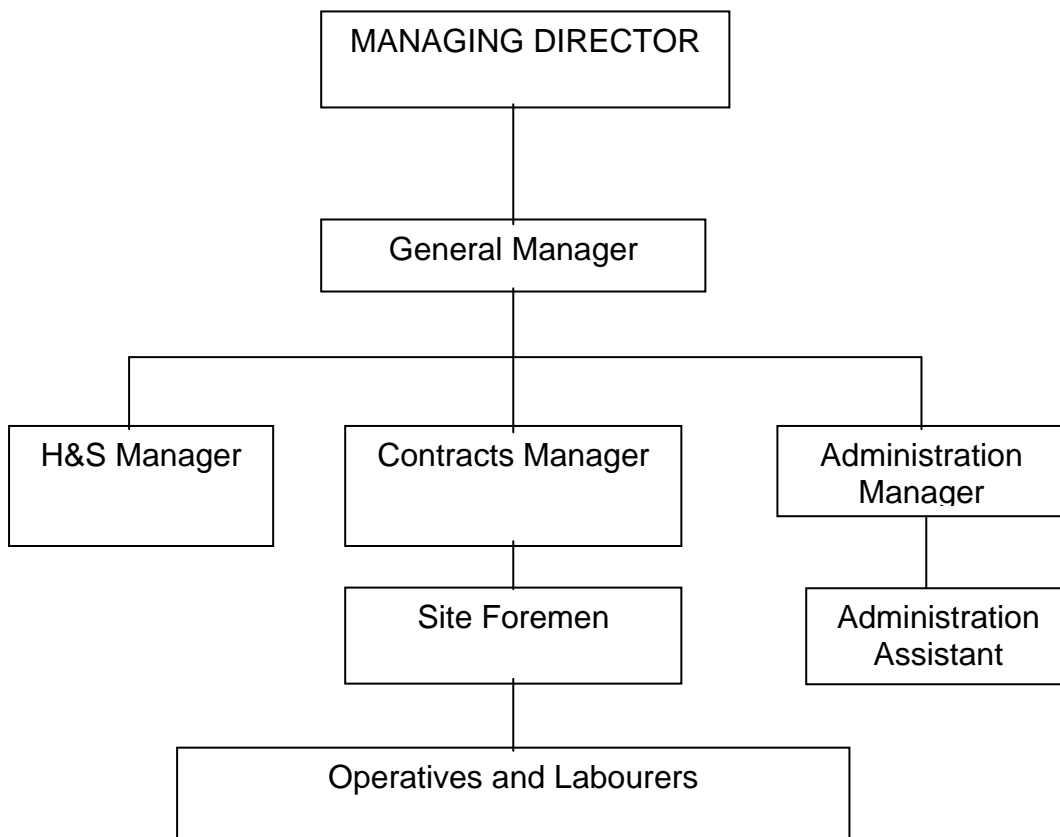
Procedure 5.4. – Internal Auditing – Applies.

6. MANAGEMENT REVIEW

6.1 The H&S Representative arranges a Management Review Meeting to consider the continuing suitability and effectiveness of the H&S Management System. This meeting will be held every seven months as a minimum.

Procedure 6 – Management Review – Applies.

7. ORGANISATION & RESPONSIBILITIES



Approved for Issue H&S Representative

POWELL DEMOLITION & BUILDERS LTD.

Managing Director (MD)

The MD has the final responsibility for defining and approving our Health and Safety Policy. He has overall accountability for the effectiveness of the H&S standards within the Company, and for providing adequate financial resources to achieve this. Where applicable the MD will follow the guidance given in INDG 343 07/01 (Directors' Responsibilities for Health & Safety).

He has overall responsibility for the implementation of the H&S management system and for ensuring that all work is planned and executed to reduce risk so far as is reasonably practicable; and to make available all resources appropriate to achieve this.

H&S Representative

The H&S Representative is responsible for development and maintenance of the H&S Policy, i.e. Planning, Implementation and Operation, Checking and Corrective Action and the Management Review. She is responsible for the effective day to day co-ordination of the H&S Policy and Procedures.

She is the 'competent person' as required by Regulation 7 of the MHSWR 1999.

She liaises with all other managers and other employees in pursuance of the above.

She requests resources from appropriate managers in the pursuance of the above.

She keeps managers informed of any deficiencies in H&S performance and or problems with the H&S management system and highlight positive attributes of it.

Contracts Manager

Overseeing the implementation of CDM Health & Safety Plans (designated signatory).

Ensuring that all work is properly planned and Method Statements are provided where required.

Ensuring appropriate distribution and sufficient numbers of competent employees (or contractors) to carry out operational company business safely.

Ensuring that appropriate resources are provided for operational work where and when required.

Liaising with the relevant staff about any matter that may affect H&S.

Reporting any known or suspected defects or failings in the H&S Management System to the Managing Director without delay.

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Administration Manager

- Ensuring the administrative staff comply with all H&S requirements, and that the receptionist understands their responsibilities in a fire or medical emergency i.e. calling the Fire Brigade or an Ambulance.
- In the absence of the H&S Representative liaising with the Fire Brigade or Ambulance Crews on their arrival and informing them of the situation.
- Controlling the general housekeeping and H&S standards within the admin/office areas.
- Reporting any known or suspected defects or failings in the H&S Management System to the Managing Director without delay.
- Selecting and recruiting suitable and competent (or potentially competent) staff to meet organisational needs.
- Providing adequate and appropriate administrative support for the H&S function.
- Maintaining training records (including driving/plant operators licence and qualification details) for all employees in an appropriate format.
- Ensuring that refresher training is delivered when required.
- Reporting any known or suspected defects or failings in the H&S Management System to the H&S Representative without delay.

Site Foremen / Supervisors

Ensuring that appropriate and adequate risk assessments have been carried out or are in place and that all personnel (employees and others) are made aware of the actual or reasonably foreseeable risks to which they may be exposed and the control measures in place to minimise the risk. This is normally done at toolbox meetings.

Ensuring compliance, so far as is practicable, with all H&S requirements on a day to day basis at their works sites.

Ensuring all work is carried out in accordance with their H&S Procedures and any additional instructions given; e.g. as may be contained in Method Statements or Permits to Work etc.

Promptly reporting any transgressions from or violations of H&S to their Supervisor or H&S Representative in accordance with procedures.

Carrying out an initial fact-finding investigation of all injury accidents and other serious incidents in accordance with procedures.

Communicating H&S information as required by management.

Reporting any known or suspected defects or failings in the H&S Management System to their Supervisor without delay.

Approved for Issue H&S Representative

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Issue 1 Rev. 0. 8 August 2005

Plant / Machine Operators & Drivers

The safety of the plant or machine that they are assigned, whether it is stationary or in motion.

Ensuring that all appropriate pre-use and other safety checks are carried out.

Ensuring that the 'Record of Lifting Appliances' log is completed where issued.

Ensuring compliance, so far as is practicable, with all H&S requirements on a day to day basis at their works sites.

Ensuring all work is carried out in accordance with their H&S SOP's and any additional instructions given; e.g. as may be contained in Method Statements or Permits to Work etc.

Reporting any known or suspected defects or failings in the H&S Management System to their Supervisor without delay.

ALL STAFF

Taking reasonable care for the health and safety of themselves and of other persons who may be affected by the things that they do or don't do.

Co-operating with their employer so far as is necessary to enable him to carry out his H&S duties.

Ensuring all work activities are carried out in accordance with their H&S SOP's and any additional instructions communicated to them.

Promptly reporting any transgressions from or violations of H&S to their Line Manager, Supervisor, Team Leader or the H&S Representative in accordance with procedures.

Taking personal 'ownership' of H&S matters and never ignoring hazards, unsafe acts or unsafe conditions.

Reporting any known or suspected defects or failings in the H&S Management System to the H&S Representative without delay.

Approved for Issue H&S Representative