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HEALTH & SAFETY POLICY

Contents :

- 1) Company Policy**
- 2) Ladders / Working at Heights**
- 3) Method Statement (Example)**
- 4) Risk Assessment (Example)**

HEALTH & SAFETY POLICY

COMPANY HEALTH AND SAFETY POLICY

Health & Safety in the workplace is EVERYONES responsibility. This document states the company's requirements and expectations of its employees or anyone who sub-contracts to our company. This policy is reviewed regularly to ensure it is current with new practices and legislation.

This statement acknowledges the Company's obligations under the Health & Safety at Work Act 1974 to have its own Health & Safety policy in place as well as a legal responsibility for their own workforce and the requirement to undertake risk assessments.

TO ENSURE THE SAFETY OF OUR EMPLOYEES WE WILL :

- 1) Maintain a positive safety culture as an employer. We are committed to continual process of improvement, to prevent ill health and injury in the workplace, identifying and managing risks, consulting with employees and providing up to date information.
- 2) Ensure the company premises and workplace are maintained / Cleaned / illuminated, heated / cooled / ventilated and walkways are kept clear of obstruction. To Provide and maintain safe working environments that are without risks to health, safety and welfare.
- 3) Promote safe working practices and ensure all employees and contractors are aware of our high expectations, policy and safe working practices and provided with the correct tools and access equipment to complete a task safely.
- 4) Provide adequate training where necessary to ensure a task can be carried out in a safe way.
- 5) Meet our responsibilities, as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health from occurring.
- 6) Protect the health, safety and welfare of our employees, operatives, and contractors / sub-contractors, customers, employees and members of the public as far as is reasonably practicable.
- 7) Undertake risk assessments to assess and evaluate the degree of risk and provide Method Statements to address these where they exist or there is an identified specific hazard.
- 8) Safeguard employees and others from foreseeable hazards connected with work activities, Processes and working systems.
- 9) Set standards that comply with the relevant statutory requirements relating to the health, safety and welfare of employees, contractors, residents, visitors and the public.
- 10) Ensure that when new chemicals, tools, machinery or equipment are introduced, adequate instruction, training and supervision are provided to ensure safe methods of working are developed for that new process.
- 11) Educate employees to be aware of their own responsibilities in respect of relevant health and safety procedures and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent exposure known risks.
- 12) Ensure that operatives and sub-contractors undertaking work are competent, are informed of the relevant standards required and are monitored to ensure compliance with the companies policies

OUR EMPLOYEES WILL :

- 1) Read and understand the Company Policy for Health, Safety and undertake work in accordance with its requirements and procedures therein.
- 2) Use the correct tools and equipment for the job at all times.
- 3) Maintain tools and equipment in a good condition at all times, regularly inspect for wear / tear and damage to supply cords etc.
- 4) Wear Personal Protective Equipment inc breathing apparatus and boots where required and store correctly to avoid damage.
- 5) Work in a safe manner at all times. Do not take unnecessary risks that could endanger yourself, customers or the public.
- 6) Warn other employees, new employees and young people, of particular known hazards on site.
- 7) Do not use plant or equipment for work for which it was not intended, or if you are not trained or competent to use it.
- 8) Report any damage to plant or equipment and mark up so it is not used until repaired or replaced.
- 9) Do not play practical jokes either on site or in the workplace. Including air lines and compressed air feeds.
- 10) Report any person seen attempting to break / modify or vandalize tools or safety equipment.
- 11) Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- 12) If you have any concerns over the health or safety of any task, immediately stop and report the issue, advise of the concerns and seek advice and guidance. Work should not recommence until the concerns have been satisfactorily resolved.

LADDERS & WORKING AT HEIGHTS

All ladders provided and used in accordance with **The Work at Height Regulations (Amended 2007)**.

Ladders should only be used when appropriate and work at height should be minimized where possible (for example if connections can be done at ground level prior to mounting a high level junction box)

Ladders must be checked before use, to ensure that there are no defects, Where a defect is noted, or a ladder damaged, it must be taken out of use immediately.

Ensure ladders are footed or secured and have a solid level base to minimize risk of slipping / movement when in use, are being used correctly and set at the correct angle.

Consider if a scaffold or moveable platform is more suitable, particularly if the task will take a long time to complete or requires carrying or use of both hands

The main issues and risk factors with ladders are:

- 1) Not securing properly
- 2) Unsafe use (over-reaching etc.)
- 3) Using ladder where safer method could be used (platform etc)
- 4) Broken or defective equipment.
- 5) Unsuitable / unstable base or set at the wrong angle
- 6) Using ladder near overhead cables etc
- 7) Tasks requiring 2 handed works



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RISK ASSESSMENT

Customer:

Site:

Task / Activity:

Anticipated start date:

TBA

Anticipated finish date:

TBA

RISK	LEVEL OF RISK	CONTROL MEASURE	COMMENTS
High level access	Low	Any high level work to be carried out using powered access platform (cherry picker) or secured Ladder.	No high level works required. Ladders would only be used in areas with limited access.
Step Ladder work	Medium	Step ladders to be positioned on flat firm ground and to be of sufficient height to avoid over stretching.	Area below step ladders to be kept clear and checked regularly for other personnel.
Hot works	Low	N/A	Customer to be consulted if the use of a soldering iron should be required
Fire	Low	N/A	Position of fire extinguishers would be noted.
Drilling	Low	All drilling of materials would be carried out on level and secure surfaces	Battery powered drills would be used.
Personal safety	Low	All personnel would wear suitable PPE to protect against any task being performed	First aid kit and fire extinguisher carried in vehicle.
Electric shock	Low	Any electrical supply would be isolated before commencement of works.	Only low voltage power to be worked on.
Risk to Client & other personnel	Medium	Work areas to clearly marked and kept clear of any trip hazard	All affected personnel to be kept informed of area work activity and possible risks.