

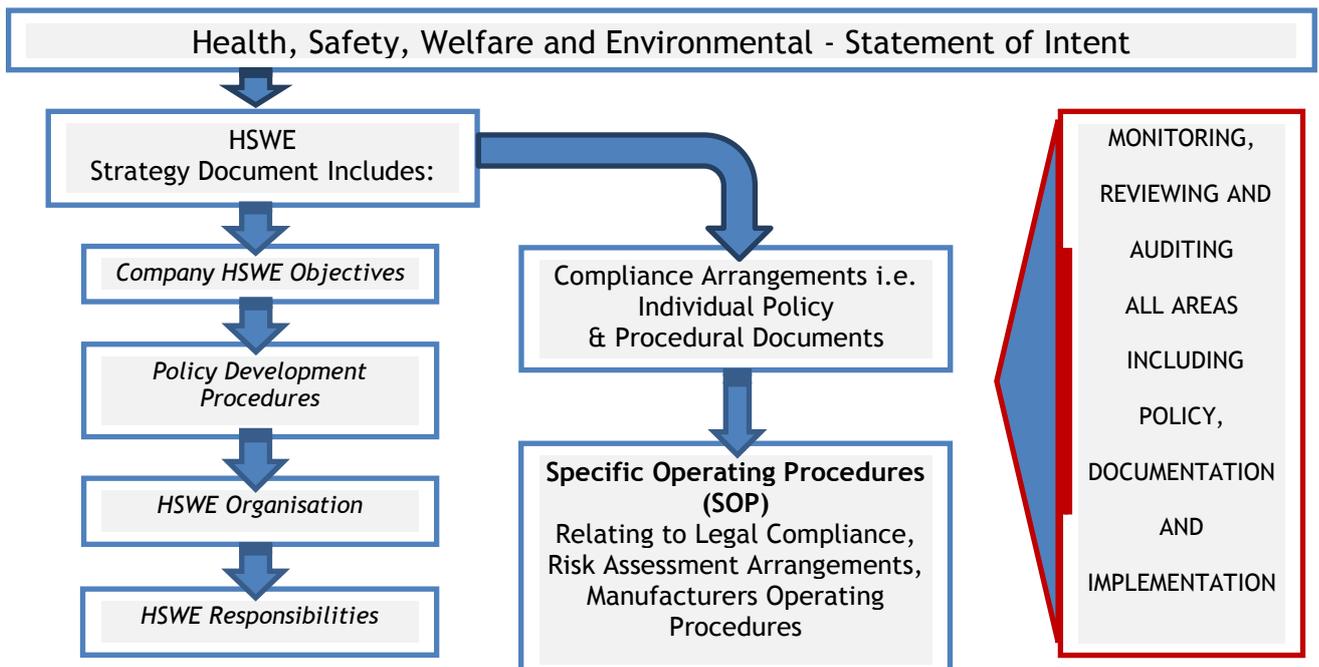
HEALTH, SAFETY, WELFARE AND ENVIRONMENT POLICY AND STRATEGY DOCUMENT

Introduction

By law Malone Roofing (The Company) must have a written health and safety policy. To achieve compliance there are four parts to the company’s “Health, Safety, Welfare and Environmental Policy”.

1. **General Statement of Intent**
A brief Statement of Intent, that expresses the company’s commitment and approach to health, safety and welfare.
2. **Health, Safety and Welfare Strategy**
The Health, Safety and Welfare Strategy summarises the fundamental elements for establishing a robust safety management system, the strategy expands on the statement of intent and provides guidance for compliance with current safety management systems such as HSG65, BS8800 and OHSAS 18001.
3. **Organisation**
An organisational structure to discharge the statement of intent; in board terms it states the health, safety and welfare responsibilities of all company staff. Consists of a safety organisation chart and a description of the health and safety role and responsibilities of each category of employee in the company.
4. **Arrangements**
Arrangements to identify and manage risk that protect the health, safety and welfare of employees and others. Arrangements are summarised with in this document, and policy and procedures are provided in the individual policy documents which will form the company safety manual.

All safety policies and procedures will be available both in hard copy (Microsoft word master held by the Health and Safety co-ordinator) and electronically via the company intranet in pdf format.



Health, Safety, Welfare and the Environment Statement of Intent

This Statement recognises Malone Roofing (Newbury) Limited's obligations under the Health and Safety at Work etc. Act 1974. Malone Roofing (Newbury) Limited (The Company) in the conduct of its activities will ensure that it:

- Ensure that sufficient recourse is available to suitably and adequately carry out all operations in adherence to the Health and Safety at Work Regulations etc 1974.
- Protects the health, safety and welfare of its employees and others who may be affected by its activities.
- Limits adverse effects on and adjacent to the area in which those activities are carried out.
- Meets its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health and investigate all incidents to prevent reoccurrence.
- We will give equal regard to the environment, health and safety, production, quality and cost.
- We will act as good neighbours both during onsite and offsite activities and provide employment that develops the potential of each employee.
- We will comply with legislation as a minimum, and strive to improve performance on a continual basis.

The Company will also, so far as is reasonably practicable:

- Provide and maintain safe working environments that minimise the impact from risks to health, safety and welfare.
- Set standards that comply with the relevant statutory requirements relating to health, safety, welfare and the environment with regard to the effect on employees, contractors, visitors, public and the environment.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed as per results of all safety sampling and on-going assessments.
- Train all employees to be aware of their own responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent industrial disease.
- Ensure that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Promote good health amongst employees and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- Co-operate with appropriate authorities and technical organisations to ensure policies are updated and Standards reviewed to reflect best practice.

- Undertake inspection, audit and review activities to ensure the Company's objectives for health, safety, welfare and the environment are being met.
- Provide robust systems to protect the environment from our activities.

Application

- This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Company.
- The Policy must be enforced by all Directors, Managers, Supervisors and Foremen and be observed by all employees.

Responsibilities

- The responsibilities for determining the Company's policies on health, safety, welfare and environmental matters including revision of this Policy, lies with the Directors of Malone Roofing (Newbury) Limited
- The Board of Directors has appointed the Managing Director, Mr P Hughes, as having particular responsibility for health, safety, welfare and quality. In the event of difficulties arising from the implementation of this Policy, reference must be made to Mr P Hughes.
- Each employee shall recognise personal responsibility for observing the Company's Safety Policy, Instructions and Procedures, and should develop interest and enthusiasm in health, safety, welfare and environmental issues
- The implementation of this Policy will be undertaken by the Managers of staff of the Company supported by an Appointed Safety Adviser who will monitor compliance with the requirements and give advice on health, safety, welfare and environmental matters generally.

Signed:

A handwritten signature in blue ink, appearing to read "P. Hughes", is enclosed within a blue circular scribble.

Designation: Managing Director

Date: 02 November 2017

The company has appointed both directors to be responsible for monitoring and reviewing this statement of intent and the Health, Safety, Welfare and Environmental policy. However, all managers, supervisors must accept responsibility for the health and safety of employees and others under their control. Directors are responsible for making available adequate physical and organisational resources managers must devise and implement safe systems of work, and supervisors must ensure the employees are briefed and consulted on the risks and comply with safe working practices.

1. Health, Safety and Welfare Strategy

a) Overview:

The Health, Safety, and Welfare Strategy summarises the fundamental elements for establishing a robust safety management system, the strategy expands on the statement of intent and provides guidance for compliance with current safety management systems such as HSG65, BS8800 and OHSAS 18001.

To comply with current legislation the company will ensure so far as reasonable practicable the health, safety and welfare of all employees and anyone else affected by our acts or omissions.

b) General Company objectives:

In order to create and maintain a safe and healthy working environment our objectives are to:

- Safeguard the well-being of all employees and other persons by adherence to best practice and by effective managerial support.
- Provide information, instruction, training and supervision to enable all employees to carry out their duties effectively and safely.
- Carry out meaningful risk assessments for all activities and review as appropriate.
- Provide equipment and method statements/safe systems of work in connection with the use, handling, storage and transport of articles and substances, and provide monitoring and health surveillance where required.
- Conduct safety inspections of premises, plant, equipment and work practices to ensure safe standards are maintained.
- Be proactive in accident prevention and encourage a no blame culture for the reporting of accidents, near misses or other incidents.
- Be reactive by investigating accidents and near miss incidents that have occurred concentrating on the root cause/s rather than the outcome.
- Seek external advice where considered necessary and in order to assist in developing the companies' health and safety strategy and culture.
- Promote risk management by implementing and maintaining effective control measures.
- Ensure visiting contractors activities are controlled in accordance with laid down policies and best practice.
- Measure, review and audit all the arrangements for health, safety and welfare to ensure they remain current and relevant.

Every member of the company has the responsibility of ensuring:

- They understand and comply with the content of the arrangements pertaining to health, safety and welfare at work.
- Actions taken are carried out in a safe and responsible manner. Personnel must acknowledge that it is the legal and moral responsibility of each individual, to take care of their own safety and that of others who may be affected by their work activities.
- No-one shall intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Every visitor to the workplace must be fully briefed (and/or supervised) as to all health, safety and welfare issues that are relevant during the time of their visit.
- Any omissions from this policy in no way absolve the employer or employees of their general responsibilities for health, safety and welfare of themselves and visitors to premises occupied by Malone Roofing or where Malone Roofing is managing work the activities.

c) Policy development, implementation, supporting instructions and associated guidance.

I. Introduction

This section specifies how the Company's formal documentation system for Management Instructions and Procedures relating to the health, safety, welfare and the environment are to be implemented throughout the Company and its various activities.

II. Document System

The Company's Health and Safety Management Document System is contained within this Policy Document and its associated Instructions, Procedures, Assessments and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting managers, supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors and the general public.

III. Scope

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

IV. Authority

The documents encompassed within the Company's Safety Management System are issued on the specific authority of Mr P Hughes the Director responsible for health, safety and welfare within the Company.

V. Purpose

Each Policy, Instruction, Procedure, Assessment or Guidance Document has been developed to convey the necessary information required to undertake each identified activity. As far as practicable, they are restricted to mandatory elements, identifying minimum standards and best practice, but referencing other documentation for further information. They establish and managerially endorse such documentation as an extension to the Company system.

VI. Circulation and Control of Documents

Copies of this Policy and associated documents will be circulated in accordance with Company Procedures to Managers, Supervisors and Individuals based on their job responsibilities. Master copies of all documents will be held by the managing Director (Mr P Hughes), the Director responsible for health and safety and the Health and Safety co-ordinator (Miss M Malone) who will co-ordinate circulation of updated/revised documents.

All safety policies and procedures will be available both in hard copy and electronically via the company intranet in pdf format.

VII. Review and Revision

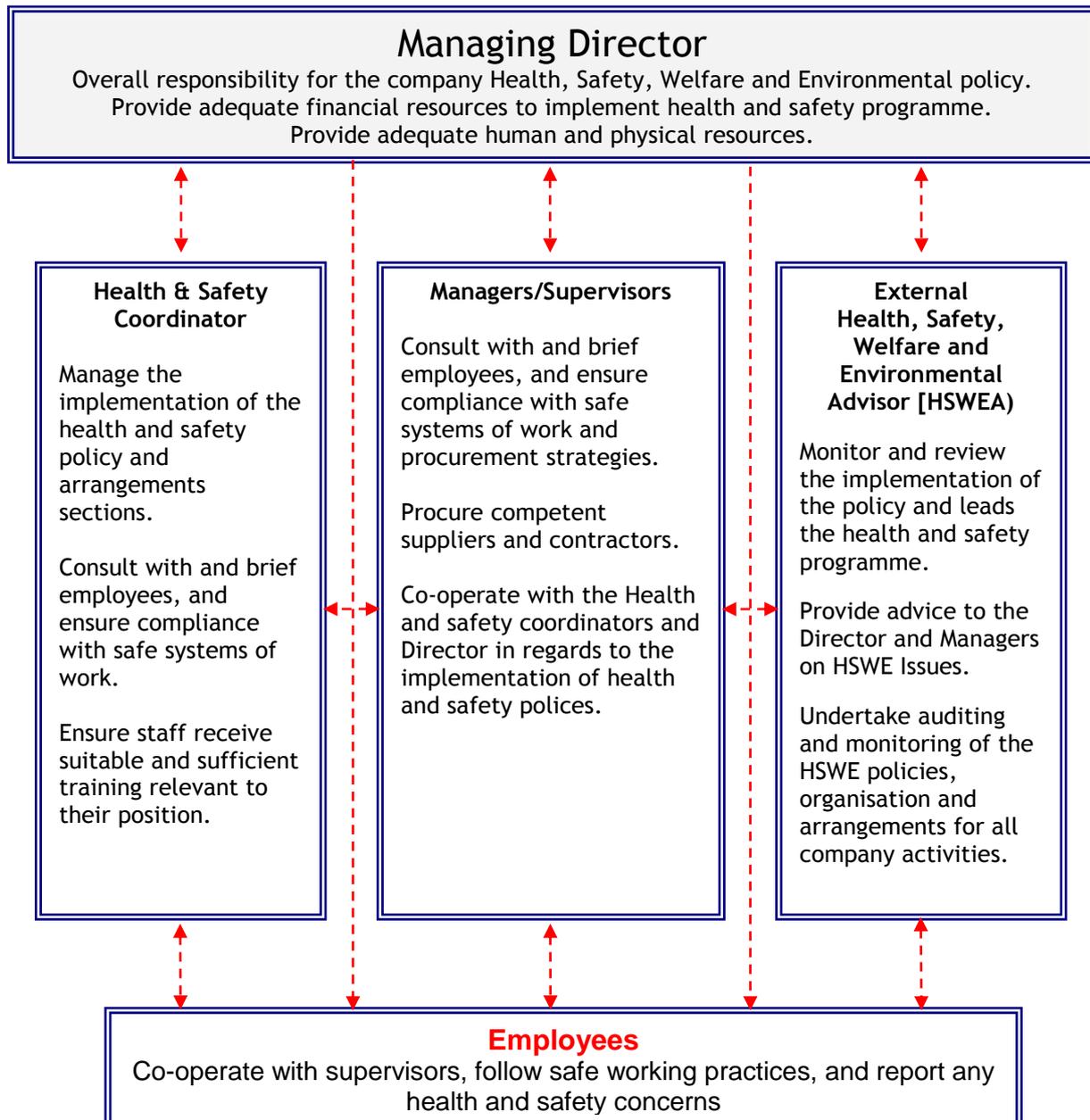
The Company will ensure that this Strategy document, Policy/s and associated documents will be reviewed annually to ensure that the contents remain accurate and valid in light of changing best practice and statutory requirements. More frequent updating of specific documents/sections may be required to meet changed legislation affecting those activities. The Director responsible for health, safety, welfare and the environment with assistance from the Company Safety Adviser will identify and monitor the review of such documents.

2. Organisation

All personnel should note that the “ownership” of health, safety, welfare and environment lies with the person in charge of the workplace or activity, but every person may contribute to the effective management of risks on a day-to-day basis and has an obligation to do so.

Refer to health and safety responsibilities in this section and individual contracts of employment for detailed health and safety responsibilities.

Health, Safety and Welfare Structure



a) Health, Safety, Welfare and Environmental (HSWE) Responsibilities

- Organising for health and safety is about ensuring that the appropriate management structure exists within the organisation. The Company will ensure that the HSWE management structure is suitable to ensure that HSWE is properly and effectively addressed at all levels of the organisation. In addition, we will ensure that individuals have sufficient time to carry out their responsibilities.
- The overall aim is to create a culture in the Company where all Employees, Managers and Directors have a common purpose to reduce accidents and ill-health and our impact on the environment to the lowest level that is reasonably practicable. The culture will normally take some time to develop, and like all others functions will need to be management-led. Directors and Managers must accept that managing HSWE is the same as managing any other function under their control and accepts full responsibility for it.
- Directors, managers, and employees all need to be seen to be accountable for their actions or inactions and this can only be achieved through the development of properly defined responsibilities. These responsibilities must be sufficiently detailed for the person to know what is required of them and when it is required

The company will ensure that:

- Persons will be competent to carry out the task
- Responsibilities are clearly explained
- People are aware of the consequences of failing to manage the responsibilities
- People are aware of how often these tasks must be done.

b) Controls

The organisation will achieve control by securing the commitment of employees to clear HSWE objectives. Supervisors must take responsibility for controlling factors, which could lead to ill health, injury, loss and negatively affecting the environment.

The Company Directors are responsible for ensuring that this policy is implemented and that responsibilities for HSWE are properly assigned, accepted and fulfilled at all levels.

In particular:

- Formulating and developing policies within the organisation, which includes identifying key HSWE objectives and reviewing progress towards their achievement.
- Planning, measuring, reviewing and auditing activities so that legal requirements are satisfied and risks minimised
- Ensuring effective implementation of plans and reviewing performance.
- Consult with all levels of the organisation including the external organisation(s) where applicable.

c) Communication

Relationships shall be maintained with employees at all levels, so that a partnership exists and any HSWE issues that are raised are resolved through discussion and consultation rather than confrontation.

Wherever possible employees shall be consulted prior to the introduction of new or revised policies relating to HSWE within the organisation.

The Company acknowledge the importance of employee involvement in HSWE issues and will provide and encourage the formulation of a HSWE Committee.
(Link to: [HSWE Committee Policy Document](#))

d) Risk Management

Risk assessment is a fundamental process for ensuring health and safety in the workplace. It is probably the most successful tool that the health and safety manager can possess.

The concept of risk assessment is contained in many statutes and guidance material. The Management of Health and Safety at Work Regulations 1999 contain the main legislative requirements for employers to carry out such assessments. Other regulations contain similar provisions to carry out assessments, such as those for exposure to noise, manual handling, and substances hazardous to health.

The company will assess the risks to all persons affected by work activities including non-employees in accordance with generally accepted principles and benchmark standards. The risk assessment process will seek to allocate priorities for remedial action so that any action taken is within realistic and reasonable time frames.

([Link to: Risk Management Policy](#))

e) HSWC Committee

Where requested or considered necessary:-

The Director responsible for HSWC will be responsible for forming a HSWC Committee and ensuring that those on committees are representative of all levels of employee. Each committee should meet not less than once per year.

HSWC Committee Meetings appropriate to the work being carried out or the type of premises will be chaired by the elected employee.

Minutes will be taken which will be circulated to all present and copied in to the Director/s. Any points for further discussion or action will be circulated to the relevant persons.

The above meetings will fulfil the requirements of the Safety Representatives and Safety Committees Regulations and any amendments.

([Link to: HSWC Committee Policy Document](#))

f) Measuring and monitoring performance

The company recognises that for risk management to be successful supervisors and managers must monitor every work activity.

Everyone in the organisation is encouraged to be proactive in supporting safety in existing practices and systems of work. For example, if an individual identifies a new method of carrying out a task, which may be thought to be safer and more effective, the company will investigate and if appropriate, change the system of work.

All training activities taking place shall be recorded. Day to day activities may be monitored by a nominated person in order to identify any risk which is not fully controlled or any control measure which may require improvement.

Reactive monitoring includes the reporting and investigation of accidents and near misses, ill health statistics and incidents of loss.

The company recognises that on one occasion the outcome of an accident or near miss may be insignificant and that on another, the result may be catastrophic. It is therefore essential that every employee or contractor reports every incident, however minor, along with suggestions as to how such an occurrence may be avoided in the future.

Personnel should recognise that in every case we will wish to identify the cause of any accident, incident or occurrence.

g) Audit and Performance Review

The company recognises that the arrangements for HSWE must be subject to regular systematic examination and where necessary policy, procedures and practice will be amended to ensure they remain effective in managing HSWE at work.

The organisation promotes quality auditing, which highlights any problem areas, suggests remedial measures and monitors the action taken to control the risks to employees and other people. Auditing will be undertaken by competent persons who are trained in the task. The auditing of HSWE systems will be aimed at achieving the following:

- Reviewing the strategy document to ensure current and effective
- Reviewing policies to ensure current and effective.
- Verification of legal compliance.
- Identification of improvements needed to maintain a safe environment.
- Identifying where awareness throughout the organisation may be improved.
- Assessing performance of any external advisors.
- Checking the monitoring and review arrangements.

It is recognised that company arrangements may be reviewed and subject to audit by the Health and Safety Executive and other enforcement authorities.

h) Organisation for carrying out the policy: Responsibilities by Role.

Company Directors

- Assuming ultimate responsibility for HSWE
- Ensuring that the organisational structure is appropriate to manage HSWE
- Ensuring that HSWE is integrated into the management structure
- Leading by example and fostering a positive culture within the company towards HSWE
- Initiate the Company policy for the prevention of injury, damage, loss and environmental impact and ensure that management are fully aware of their accountability for Safety, Health and Welfare of all Company employees and other persons who could be affected by our work activities.
- Prepare instructions for the organisation and methods for carrying out the company policy, to make sure each person is aware of their responsibilities and the means by which they can carry them out.
- Administer the policy throughout the company by appointing an individual director responsible i.e. The Managing Director.
- Understand the statutory requirements affecting the company's operations.
- Ensure that appropriate training is given to all staff as necessary, that records are maintained and the training needs of individuals are regularly reviewed against job requirements.
- Insist that sound working practices are observed as laid down by codes of practice and that work is planned, hazards identified, risks assessed and methods of working comply with statutory provisions and company standards.
- Undertake reporting, investigation and costing of injury, damage and loss; promote analysis of investigations to discover trends and eliminate hazards.
- Arrange all necessary insurance and carry out any necessary reporting of incidents to insurers. Provide accident investigation reports to insurers where appropriate.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for HSWE.
- Establish a system for the distribution of HSWE literature throughout the company.

- Arrange for funds and facilities to meet requirements of the company policy.
- Arrange for regular meetings with the appointed safety adviser to discuss company accident prevention, performance, possible improvements, etc.

Construction specific:

- Ensure that, where the company commissions any “construction work” as a “client” or acts as agent for another organisation for such work the requirements of the Construction (Design and Management) Regulations 2015 (CDM) are complied with in particular the appointment of a “Principal Designer” and “Principal Contractor”.
- Ensure that, where the company acts as a “principal contractor” under CDM, the necessary health and safety plan for the construction/on site work activities are developed from the Principal Designer’s initial pre-contract Plan.
- Ensure that, where the company acts as a sub-contractor to a “principal contractor” under CDM the necessary health and safety information on the company procedures and methods of working are passed to the principal contractor for the Health and Safety Plan initially and throughout the course of the work.
- Ensure that the company’s employees on site understand the requirements of any Health and Safety Plan and comply with the procedures, instructions and method of working prescribed in the plan.
- Ensure that any sub-contractors employed by the company have their health and safety competence assessed before their appointment and that they comply with their own policy and procedures and those of the company that apply to their work activities.

Managers [General]

- Understanding the main requirements of the Health and Safety at Work etc Act 1974
- Understanding company policies and procedures
- Ensuring that the company policies and procedures are communicated to relevant staff.
- Monitoring the implementation of the policies within the company
- Ensuring that all staff are properly trained and instructed as to their duties and responsibilities.
- Recommending any safety training that is necessary to ensure compliance with statutory obligations and Company procedures and to ensure that agreed training programmes are implemented, via the Health & Safety Coordinator.
- Ensuring that supervisors carry out their assigned responsibilities and review their performance accordingly
- Making recommendations for improving performance and encouraging feedback from staff
- Allocating the necessary resources within their control
- Ensuring that accidents and near-misses are recorded and investigated
- Ensuring that appropriate work equipment is available for the task(s) to be undertaken
- Ensuring that all work equipment is maintained in a safe condition
- Keeping relevant safety documentation
- Carrying out audits of their areas of responsibilities and undertaking workplace inspections
- Monitoring of contractors safety procedures whilst on site

Contract management

- Understand the company policy for HSWE and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
- Ensure that the requirements of CDM are complied with as they apply to the work activities undertaken by the company. In particular, liaison with the appointed “principal designer” and “principal contractor” in the development of the company’s response to requirements of the initial and on-site Health and Safety Plan.

- Where the company is appointed as the “principal contractor”, ensure that the necessary construction Health and Safety Plan is developed before work is commenced and maintained throughout the construction process. Also that the plan’s requirements are brought to the attention of all parties involved and work is undertaken in accordance with the control measures specified in it or identified during the progress of work.
- Ensure that, when the company is undertaking work as a sub-contractor to a “principal contractor”, the necessary health and safety information and competence assessment is collated and provided for inclusion in the tender response and the principal contractor’s Health and Safety Plan.
- Ensure that necessary information effectively meets the requirements of the Health and Safety Plan, in particular the provision of welfare facilities, working methods and equipment to avoid injury, damage and wastage.
- Before tenders are submitted, bring to the attention of the area manager, any contract involving extremely hazardous materials particularly lead, asbestos or isocyanates.
- Determine at the planning stage:
 - The most appropriate order and method of work.
 - Access and temporary works provisions (scaffolding, suspended scaffolds, stagings, excavation supports etc.).(CDM)(WH)
 - An assessment of the risk involved with the use of any substance, process or work activity hazardous to health and safety.(MHSW)(COSHH)(CLP)
 - Storage facilities.(CDM)
 - Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site.(CDM)
 - Provision of adequate lighting and safe method of electrical distribution.(MWSW)(EAW)
 - Hazards arising from underground and overhead services.(CDM)
 - Welfare facilities required.(CDM)
 - Fire precautions.(MHSW)
 - Any particular training or instruction required for site personnel.
 - Operations which may result in noise levels where action is necessary.(NAW)
 - Areas on sites where safety helmets must be worn and include in the construction safety plan.(CDM)(CLP)
 - Set a personal example when visiting site by wearing appropriate protective clothing.
 - Notifications to local authorities, police, etc. as required by company policy.
- Ensure that sub-contract organisations are assessed in terms of their health and safety competence and that they provide details of their health and safety policy and procedures and that these comply with the standards set by the company.(See Planning Section of HS&W Policy)
- Assess the risks and provide written instructions in unusual situations not covered by company policy to establish working methods and sequences. (CDM)
- Obtain risk assessments from contractors associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others on the site. (CDM)
- Ensure, so far as is reasonably practicable, that work once started is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
- Reprimand any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily.
- Review method statements, own and contractors, and precautions with site management and the appointed Safety Adviser before work starts (preferably at a pre-contract meeting).
- The selection of a competent person must be agreed and confirmed to the supervisor. Any additional training requirements must be considered at this stage
- Take appropriate action when notified of disregard on site of the appointed safety adviser’s advice.

- Ensure that the appointed safety adviser is notified of all new sites via head office, giving as much notice as possible. Instruct safety adviser of any special circumstance which will require site inspections which are outside of the normal schedule.

Health and Safety Coordinator/Advisor

- Directly responsible for the general oversight of HSWE matters within the Company on a day to day basis.
- On site visits you set a personal example by wearing the appropriate protective clothing and equipment.
- Responsible for advising management on all matters relating to and including the legal requirements affecting Health, Safety and Welfare, and to formulate and administer continuous Health and Safety measures within the Company.
- Arrange regular Safety Meetings for operatives and staff to draw to their attention to any changes in legislation or potential hazards in the work place.
- Adequate risk assessments are carried out to check proposed working methods, including those of sub-contractors, with site management before work commences, ensuring that safe systems of work have been established and communicated to all concerned.
- Planning and development of Health and Safety training to meet the Company requirements. Implementation of any training programmes will be subject to approval by a Director.
- Prevention of injury or ill health to personnel and damage to plant or equipment.
- Legal requirements affecting HSWE and implementation of the Company Policy.
- Conduct routine inspections of Company work and work practices, reporting upon failures to meet the standards and situations where Company personnel are put at risk from inadequate Health and Safety facilities.
- Carry out site inspections where required using the standard Inspection Report Form to record the results of such inspections and any remedial work necessary.
- Liaise with the appropriate director on investigations to determine the cause of any fatal or major injury or notifiable dangerous occurrence and recommending means of preventing a re-occurrence in accordance with the Company Incident and Investigation Policy.
- Understanding the main requirements of the Health and Safety at Work etc Act 1974 and subordinate legislation applicable to company activities
- Overall co-ordination of the HSWE strategy and systems for the organisation, in order to assist the 'Responsible Person' in achieving legal compliance and 'Best Practice'.
- To visit each site to discuss the current HSWE situation and to agree on necessary action to achieve the above.
- Maintain liaison with official and professional bodies, i.e. Health and Safety Executive, Local Authorities, Fire Authorities, ROSPA, IOSH, and Local Health and Safety Groups.
- Keep up to date with appropriate Codes of Practice, Health and Safety Executive Guidance Notes, Safety Literature and Posters and to circulate information to applicable persons.
- Foster an understanding that prevention of occupational injury or illness and damage control are an integral part of business and operational efficiency, as well as being a moral and legal obligation.

Storeman/Warehouse operative

- Understand the company's HSWE policy.
- So far as is reasonably practicable, all plant and equipment is maintained in a safe working order and complies with current Legislation, Codes of Practice and Company procedures.
- All plant and equipment is easily identifiable by paint, number, safe working load, name plate or other means of identification laid down by the Company.
- Fork lift trucks and other mechanical handling equipment are properly used in accordance with Company procedure.
- Due care and attention is paid when handling and stacking plant and equipment, also that safe working loads are not exceeded.
- Ensure that all electrical equipment and power tools sent to site from stores have been checked and are safe and in good condition and are not more than 110 volts.
- Ensure that all equipment, tools or materials sent to site from stores are suitable and safe when used for the purposes for which they were intended. If in doubt, ask for confirmation from technical staff or other competent persons.
- Ensure that full instructions for the safe use of any article or substance are sent with the article or substance or check that full instructions are available on site.
- Maintain a stock of protective clothing and safety equipment for issue to sites as and when required.
- Ensure that materials or equipment delivered to the yard is stacked or stored in a position and manner which does not create a hazard.
- Report any accident or near miss which results in damage or injury in accordance with company policy.

All employees

- Working in accordance with company procedures
- Complying with management requests and instructions
- Co-operate with the employer in complying with duties and requirements imposed by the relevant statutory provisions
- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
- Not undertaking tasks that they are not trained for.
- Reporting defective equipment and dangerous situation.
- Using safety equipment provided.
- Not interfere with or misuse anything provided in the interests of HSWE.
- Avoiding horseplay which could result in injury.
- REMEMBER! - Anyone found working to the detriment of themselves or any other person in disregard to this Safety Policy or other procedure could be held personally responsible in law and may be subject to disciplinary proceedings which can include dismissal.

Sub-contractors and Self-employed.

- It is the Company policy that when sub-contract labour is used, they will represent the Company in the same way as direct labour and are required to work to the company HSWE policy.
- Arrangements are made to ensure that they are acquainted with, and adhere to, the Company HSWE Policy and any other procedures or special instructions which may be in force relevant to specific operations.
- A copy of the HSWE policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement. Further copies will be made available including any revisions or additions to its contents.
- Discussions as necessary will take place by management to ensure complete understanding of our procedures or specific work methods.

- Adequate supervision complements the provision of information, instruction and training in ensuring that the company safety policy is effectively implemented and developed, therefore sub-contract labour will be supervised to the same degree as our direct labour.
- It is a statutory requirement to record details of accidents to people at work and to provide information on how the accident occurred. This applies to all employees including sub-contractors.
- The Accident Book shall be used for the above purpose; the Accident book is kept ready for use in the Malone Roofing office. However, copies of the incident report form and witness statement forms will be provided on all sites and must be completed.
- Further to the above it is a company requirement to report all accidents, however minor, in accordance with the company reporting procedure.
- Serious or major accidents must be reported by telephone immediately to the Malone Roofing office from which they operate.
- It is a requirement of the Health and Safety at Work etc. Act 1974 for subcontractors etc. to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health or safety.
- Ensure risk assessments and/or Method Statements are carried out (where necessary) and suitable controls introduced, PRIOR to any works being carried out.
- To inform the management of the company regarding any risks to employees and/or visitors with regard to any of their activities.

3. Arrangements

Procedures, which promote HSWE within the organisation, are crucial to the implementation and development of an effective risk management strategy.

The company, in conjunction with any relevant personnel will continue to develop strategies so that all personnel can work safely and competently by identifying hazards and controlling risks.

A full list of Policies and Procedures is provided follow the link to the

Standard Operating Policy and Procedural Document Index