

Health & Safety Policy Statement for Contractors

Solution Recruitment Ltd strives to comply with UK Health, Safety and Welfare Legislation within the workplace.

Solution Recruitment Ltd recognise the importance of health and safety in the work place and in the conduct of day to day business. It is our belief that the maintenance of high standards of health and safety make for a more efficient and enhanced working environment and benefit both employee and employer. To this end management will strive to encourage employees and operatives in working together to achieve a better and safer working environment.

It is Solution Recruitment Ltd policy that it will endeavour to provide as far as is reasonably practical a safe working environment for its operatives by:-

Company's Responsibilities:

- Providing information relevant to health and safety at work.
- Ensuring strict adherence to current working time legislation
- Being readily available to provide communication and advice.

Solution Recruitment Ltd by review will continue to maintain and uphold a high level of health and safety within the work place. A Director responsible for all health and safety welfare of Solution Recruitment staff and operatives has been appointed.

Operatives Responsibilities:

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health & safety at work of both themselves and their colleagues. This duty can be carried out by;

- Working safely and efficiently
- Using any protective equipment provided and meeting statutory obligations
- Reporting incidents that have lead to injury or damage
- All such incidents must be recorded and copied to the Human Resources Officer using the internal report form. Any failure to adhere to the Company Health & Safety Policy and Procedures will be considered a serious disciplinary offence and is one which may lead to dismissal.
- Adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health & safety duties as required.
- Being in possession of the relevant Health & Safety certification complying with the clients requests, examples of these include; CSCS (Construction Skills Certification Scheme), CITB (Construction Industry Training Board), First Aid, PTS (Personal Track Safety).

Working Practices

- You must not operate any item of equipment unless trained, and authorised to do so.
- You must not remove any guarding from equipment used or deviate from your authorised usage of the equipment.
- You must report immediately any equipment defect and never attempt repair.
- You must undertake all duties as instructed and never deviate
- In the case of workers attending work on external sites, you must not commence work until you have received a health & Safety induction form the Site Manager

Hazard/ Warning Signs and Notices

- You must comply with all hazard / warning signs and notices displayed on the premises

Working Conditions/ Environment

- You must make proper use of all equipment and facilities provided to control working conditions/ environment
- You must ensure you keep your work areas clear/ tidy
- You must dispose of waste/ scrap in the appropriate receptacles

Protective Clothing & Equipment

- You must wear protective equipment where required
- You must never obstruct any fire escape route, fire equipment or doors

Health

- You must report any medical condition that could affect the safety of yourself or others
- You must follow all rules pertaining to no smoking areas.

Accidents

- The Company is obliged by law to keep details of all accident which occur on the premises. Therefore all accidents, however minor, to both employees and clients, must be recorded immediately.
- Where accidents involve time off work or hospital treatment these may need to be reported to the HSE or local authority.

Fire & Emergency

- You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation.
- You must be aware of the location of the emergency exits, assembly points and first aid kit.
- You should acquaint yourself with the procedures to be carried out in the event of a fire or emergency which can be found on the notice board.

IMPORTANT NOTE

Should you feel, at any time at risk whilst undertaking an assignment you must:

- 1. Immediately notify your Senior Manager**
- 2. Notify your Agency**
- 3. Notify the Site H&S Representative**
- 4. Record the Event**