



# SAFETY POLICY

## ORGANISATION

1.	Person with the overall and final responsibility for Health & Safety:	Steve Copeland
2.	Day-to-day responsibility for ensuring that this policy is put into practice.	Paul Wheeler
3.	Ensuring Health and Safety standards are maintained / improved in the following areas: <ul style="list-style-type: none"> <li>• Depot / Office</li> <li>• Customers premises</li> <li>• Overall</li> </ul>	Paul Wheeler
4.	Risk Assessments are undertaken by:	Paul Wheeler
5.	Findings of Risk Assessments are reported to:	Site Manager
6.	Person(s) responsible for ensuring the actions required in the risk assessments are implemented.	Site Manager
7.	Monitoring and review of Health and Safety by:	Safetymen
8.	Problems with plant / equipment are reported to:	Site Manager
9.	Employees representative for consultation is:	Craig Trumpess
10.	Person(s) responsible for ensuring that new plant and equipment meet health and safety standards:	Paul Wheeler
11.	Person(s) responsible for ensuring that all relevant employees are informed about COSHH assessments:	Craig Trumpess
12.	Person(s) responsible for checking new substances can be used safely before they are purchased:	Paul Wheeler Craig Trumpess
13.	The Health & Safety leaflets are issued by:	Paul Wheeler
14.	Health and Safety advice is available from:	Safetymen
15.	Supervision of trainees arranged/undertaken/monitored by:	Craig Trumpess
16.	Person(s) responsible for ensuring that our employees, working at locations under the control of other employers, are given relevant Health & Safety information:	Paul Wheeler
17.	Induction Training provided to all employers by:	Paul Wheeler
18.	Health & Safety Training identified /arranged by:	Paul Wheeler Safetymen
19.	The first aid box(es) are kept in / at:	Vehicles / On site
20.	Checking of first aid box(es) is/are carried out by:	Craig Trumpess
21.	The accident book is kept by	Paul Wheeler



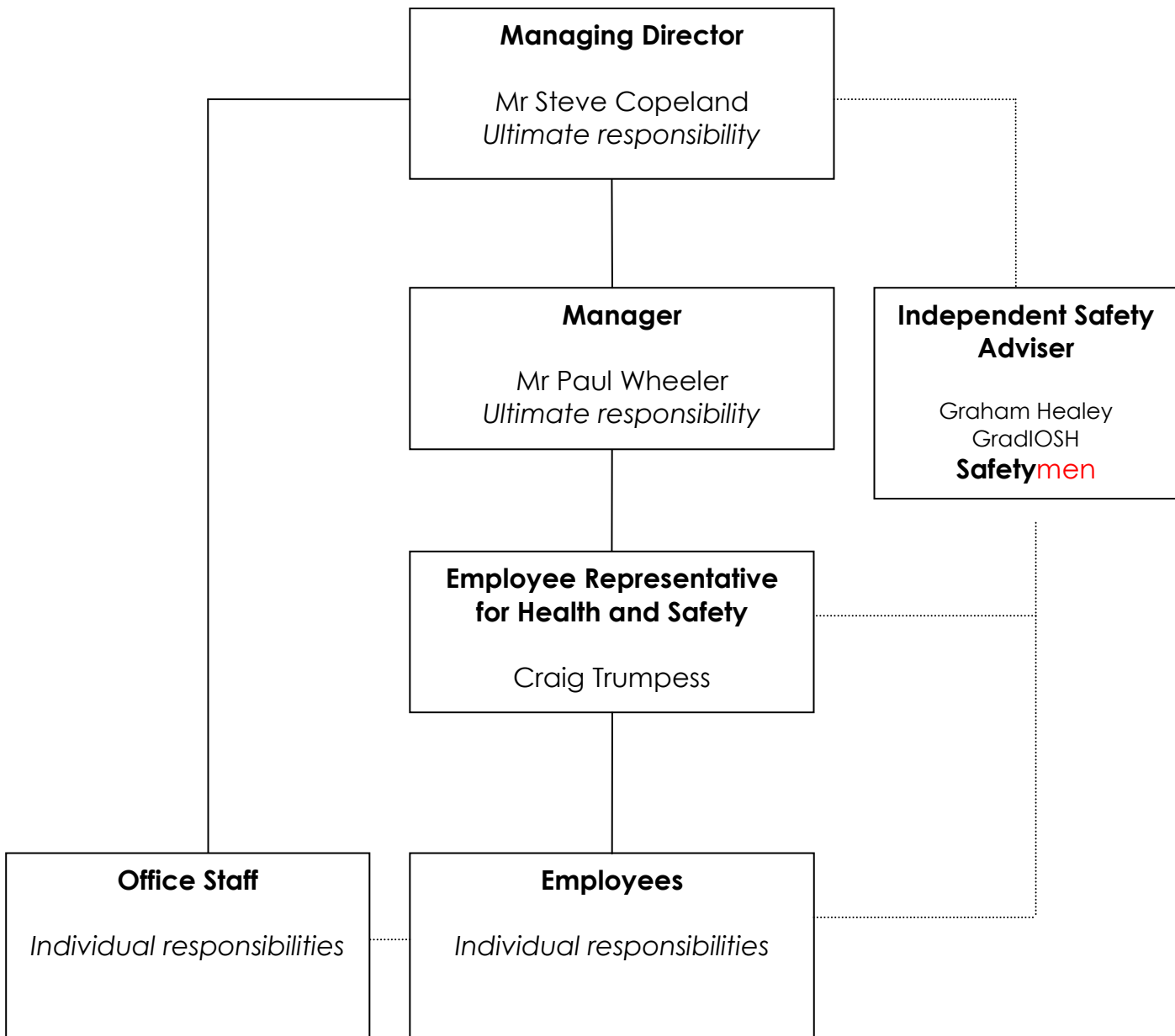
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22.	Person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority:	Paul Wheeler
23.	Person responsible for investigating work-related causes of sickness absences:	Paul Wheeler
24.	Person responsible for acting on investigation findings to prevent reoccurrence:	Paul Wheeler
25.	Person responsible for ensuring fire risk assessment is undertaken and implemented:	Site Manager
26.	Safe exits / escape routes are checked by / every:	Site Manager / Daily
27.	Fire extinguishers are maintained and checked by:	Paul Wheeler Site Manager
31.	Issuing of Personal Protective Equipment by:	Paul Wheeler
32.	Informing / managing contractors and visitors:	Paul Wheeler
33.	Monitoring and revising electrical safety:	Craig Trumpess
34.	Work station (DSE) assessments carried out by:	Paul Wheeler
35.	Carrying out Specific Risk Assessments:	Paul Wheeler Safetymen
36.	Recording and monitoring of Portable Appliance Testing:	Craig Trumpess
37.	Ensuring the maintenance, inspection and testing of Work Equipment:	Paul Wheeler Craig Trumpess
38.	Person(s) responsible for compliance of Asbestos duty under CAWR 2006:	Paul Wheeler
	Notes:	



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## STRUCTURE FOR THE MANAGEMENT OF HEALTH & SAFETY



————— = Line Management



**BLUEPOINT**  
TECHNOLOGIES

**SAFETY POLICY** Communication