



SJJ System Services Ltd Health and Safety: Statement of Policy

It is company policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect employees, including the public, (insofar as they come into contact with the company and its services) from foreseeable work hazards.

In particular, safe and healthy working conditions will be provided and maintained taking into account any statutory requirements applicable; such information, training and supervision will also be provided as is necessary.

Employees have a responsibility to co-operate in the operation of this policy: -

- by working safely and efficiently
- by reporting incidents that have led or may lead to injury or damage
- by following any company procedures for securing a safe work place
- by assisting in the investigation of accidents with the object of preventing a recurrence

Any willful action by an employee which endangers the health & safety of another person while at work may lead to disciplinary action being taken which could result in dismissal in serious cases.



SJJ System Services Ltd Health & Safety Policy

It is the policy of SJJ System Services Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The company will take steps to ensure that its statutory duties are met at all times.

SJJ System Services Ltd recognises its responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 together with all other relevant legislation, and is firmly committed to achieving and maintaining high levels of health and throughout the business.

Definition of Responsibility

The overall responsibility for ensuring compliance with legal requirements rests with the management of SJJ System Services Ltd; however, it is implicit that all staff takes reasonable care for the health and safety of themselves and others. Staff must not knowingly put themselves or others at risk by their actions.

The company will ensure that:-

- all processes and systems of work are designed to take account of health and safety and are risk assessed
- competent people are appointed to assist SJJ System Services Ltd in meeting statutory duties including, where appropriate, specialists from outside of the company
- all employees are consulted on matters relating to health, safety and welfare
- adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
- each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
- all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective
- regular risk assessments take place and appropriate preventative and protective measures are taken where necessary
- providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risks to health
- ensuring that all necessary safety devices are installed and maintained on equipment
- providing and maintaining a healthy and safe place of work
- establishing emergency procedures as required
- monitoring and reviewing the management of health and safety at work

Director

Stephen Jones is responsible for safety within the business and will monitor the safety policy on a regular basis. The company will be informed of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, training where appropriate in manual handling and the provision of eye tests for those who habitually use display screen equipment. Moreover, information and training for employees will be provided in order (as far is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

The Director have the following responsibilities:

- ensuring that all relevant Health & Safety procedures are in place and are regularly updated where necessary to ensure safety of all staff and compliance with current legislation
- liaison with staff with regards to Health and Safety issues.
- keeping up-to-date with current Health & Safety legislation
- accident investigation
- liaison with local authority
- health & safety audits
- ensuring that SJJ System Services Ltd provide a safe working environment

All Employees

The above policy needs the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, every employee must:-

- comply with any safety instructions and directions issued by the company
- take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, contractors and customers) who may be affected by an employee's act or omission at work, by observing relevant safety rules
- co-operate with the company to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on the company by or under any of the relevant statutory provisions is complied with
- report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury
- use equipment or protective clothing provided in accordance with the training they have received
- report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of the company's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the company as misconduct which will be dealt with under the terms of the company's disciplinary procedure.

Working Areas

When visiting customer sites, engineers must always insist the customer provides a safe site to work. If the engineer feels that the site is not safe they should ask the customer to move them. If this is not possible, or the customer refuses, the engineer should contact Stephen Jones.

First Aid

SJJ System Services Ltd is committed to providing adequate equipment and facilities to deal with injuries to employees whilst they are at work. A First Aid kit is kept in the main office. Each vehicle is also fitted with a First Aid kit but staff are reminded that these are for minor injuries only. If you have any concerns, you should always seek medical attention. Staff requiring medical attention should always notify head office.

First Aid kits do not carry medication for pain relief. It is the responsibility of whoever the vehicle is assigned to notify Stephen Jones if any of the contents are used.

Injuries not matter how minor should be reported to Stephen Jones for recording in the accident book.

Stephen Jones is responsible to ensure that all First Aid kits are kept stocked.

Accident/Near Miss Reporting

The reporting of accidents and near misses as well as being a legal requirement under the Management of Health and Safety at Work Regulations 1999, is a vital tool that can be used to monitor companywide safety standards and help prevent accidents from occurring in the future.

SJJ System Services Ltd provides Data Protection Act compliant accident forms across the group for the recording of all accidents and near misses. Stephen Jones is responsible for reviewing, filing and investigating (where necessary) all reported accidents and near misses.

All accidents no matter how minor must be reported to Stephen Jones for recording in the accident book.

Fire Safety

Fire is potentially the greatest source of damage to any business and can cause serious disruption. SJJ System Services Ltd will ensure that suitable and sufficient measures are put in place to ensure:

- all staff are familiar with the fire evacuation procedures at the sites they are required to work from
- all staff are suitably trained in fire safety & awareness
- all fire fighting equipment is regularly maintained by approved contractors

- the premises is covered by a fire risk assessment to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005
- regular fire drills take place

A fire extinguisher is located in the main office. Vehicles also carry a fire extinguisher and staff must notify Stephen Jones if the extinguishers are used or get damaged.

Engineering staff are reminded that when working on clients property it is their responsibility to familiarise themselves with the fire procedures on arrival.

It is the responsibility of the Stephen Jones to ensure that the above measures are in place and are regularly tested, monitored and reviewed.

Display Screen Equipment (DSE)

SJJ System Services Ltd will secure the health of employees using company display screen equipment, so far as is reasonably practicable. Upon request or where A DSE issue has been identified, the company will:-

- carry out an assessment of each workstation
- take all necessary measures to remedy any risks found
- take steps wherever possible to prevent intensive periods of on-screen activity
- arrange for the provisioning of free eye tests at regular intervals and arrange for any corrective appliances specifically for working with display screen equipment
- raise awareness to employees of the risks to health and how these are to be avoided
- take investigatory action when a matter is raised related to the use of display screen equipment.

Management are responsible for ensuring that employees are fully supported in any matters relating to the use of display screen equipment.

Manual Handling

SJJ System Services Ltd will take all reasonable steps to reduce health and safety risks to employees from manual handling. SJJ System Services Ltd will ensure that manual handling tasks that involve injury risks are avoided where reasonably practicable. Where it is not reasonably practicable to avoid these tasks a suitable and sufficient assessment of the risks will be undertaken and identified risks will be reduced to as low as is reasonably practicable.

Upon induction, all new employees will be provided with basic information and guidance regarding manual handling best practice. Additional training will be given to employees who encounter manual handling issues as part of their job role.

Workplace Environment

Poor standards of housekeeping are a common cause of injury and damage at work. Low standards often result from poor working practices within the workplace. Poor working practices include untidiness, lack of thought and consideration by an employee and ignoring rules and procedures.

All employees are responsible for ensuring that all stairways, corridors and doors are kept clear and are free from obstructions. Fire doors must NEVER be wedged open at any time.

Safety Clothing

SJJ System Services Ltd provide you with safety clothing which you must wear at all times when on company business. The following must be adhered to:-

- Steel toecap/sole trainers should be worn at all times
- When drilling, safety glasses should be worn as well as ear plugs if necessary. Use gloves if the area to be drilled is deemed hazardous.
- High visibility jackets should be worn in areas of low visibility and always when working in a public place.
- Any site specific safety wear should be provided by the customer and worn by you when in designated danger areas e.g. BSI helmets on building sites etc.

Machinery

Machines must only be used with any appropriate guards securely fixed in position; there must be sufficient light available, either natural or artificial, when using machinery. Machines must be used with manufacturers specification and guidelines. It is the responsibility of the department manager to arrange any training required.

All engineers should ensure that any machinery they use is fit for purpose.

Mobile Phones

Responsibility for safe control of the vehicle always rest with the driver. In law, you must have proper control of your vehicle at all times. If the use of the phone affects your control of the vehicle, causes you to drive without due care and attention or causes you to drive in a careless or dangerous manner, you could be prosecuted, receive a fine, disqualification or two years in prison.

General guidelines:

- Do not hold a mobile phone to make or answer a call while driving. Switch it off or find a safe, legal and convenient place to park before using the phone. The hard shoulder of a motorway is not a safe place to stop.
- Use voicemail or call divert in conjunction with your mobile so messages can be left for you when it is switched off. You can then return calls when it is safe and appropriate to do so
- If you have to make or receive calls whilst driving - use accessories that enable handsfree operation. Remember even with hands-free option using a phone whilst driving may distract your attention from the road
- Make regular safe stops to check for, and return calls. Stopping will also help you avoid tiredness, a significant cause of accidents
- Every effort should be made to contact the emergency services if an incident needs immediate action. If you are on a motorway, use a roadside emergency telephone. This will have the benefit of accurately pinpointing your exact location.

Risk Assessment

SJJ System Services Ltd will ensure that hazards are identified and that suitable and sufficient risk assessments are undertaken on all of the business' undertakings. Where possible, identified hazards will be eliminated; otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

SJJ System Services Ltd will ensure that those undertaking the risk assessments are competent to do so and are provided with adequate time, resources and support.

Employees should report any hazards that they discover in order that remedial steps can be taken to reduce any harm.

Electrical Safety

Socket outlets must not be overloaded by the use of multiple adapters; it should be clear which electrical sockets supply which pieces of equipment in order that the electrical supply to it can be cut off, if necessary.

Plugs and cables (which should not run unprotected across gangways) should be inspected regularly for visible faults and loose connections. Use only extension leads, which have been approved by management.

Computer equipment should only be used in conjunction with surge protection devices.

Portable electrical equipment, such as heaters, refreshment-making equipment, etc should only be used in the areas specified and the rules for their safe operation must be followed.

The manufacturer's instructions for the use of visual display units, word processors, photocopiers, etc must be followed; any faults should be reported to the Departmental Manager immediately.

Electrical repairs and installations must only be carried out by competent personnel.

SJJ System Services Ltd will ensure that all necessary electrical equipment is subject to a Portable Appliance Test (PAT) on an annual basis; each appliance will be issued with a unique identification sticker.

Particular attention should be given to new equipment brought onto the premise that has not been Portable Appliance Tested. Unless the equipment is new, it shouldn't be allowed on site.

If the equipment is new, it will be allowed on site following a visual inspection, and should be captured on the following year's Portable Appliance Test schedule.

All electrical systems at SJJ System Services Ltd have been subjected to appropriate 5 year testing.

Control of Substances Hazardous to Health (COSHH)

SJJ System Services Ltd will endeavor to prevent, or where this is not reasonably practicable, to control and minimise adverse health effects to employees arising from working with hazardous substances.

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended put into law the obligation to control hazardous substances to protect people from their harmful effects.

SJJ System Services Ltd will ensure compliance with the regulations by;

- assessing the risks from substances hazardous to health
- deciding how to control these risks and to provide those control measures
- maintaining the control measures and ensure that they are used
- providing monitoring of the substances and/or health surveillance
- providing information, instruction and training to all employees
- implementing procedures for emergencies and spillage's

Related Policies

Disciplinary Policy

Monitoring & Review

This Health and Safety Policy statement will be monitored and reviewed by the Stephen Jones on a regular basis to ensure that it is still relevant in the promotion of health and safety awareness within SJJ System Services Ltd.

Print Name:

Signature:

Position:

Date:

Review Sheet

Issue	Date issued	Nature of changes made	Prepared by	Authorised by
1		Original Issue	Julie Kelly HR	