

# **Health and Safety Policy, Organisation and Arrangements**

**Updates**

Revision	Date	Updated By	Changes
1	July 2015	S. Rintoul	First issue of H&S Policy, Organisation and Arrangements Document.
2	June 2016	S. Rintoul	Annual Review & Update
3	June 2017	S. Rintoul	Annual Review & Update
4	June 2018	S. Rintoul	Annual Review & Update
5	June 2019	S. Rintoul	Annual Review & Update

**Document Approval**

Name	Position	Date
John McCormack	Managing Director	13/06/2019

## 1.0 Abstract

Derlin Construction Ltd health and safety policy statement states the intention by Derlin Construction Ltd that good health and safety is an integral part of the business.

The health and safety policy outline how Derlin Construction will meet their obligations under current and future health and safety legislation.

## 2.0 Application

This document defines Derlin Construction Ltd policy on health and safety management throughout the organisations UK operations. It is produced to meet current health and safety standards (OHSAS 18001) and industry best practices. This document must be brought to the attention of all employees and contractors.

It is Derlin Construction Ltd Director responsible for health and safety requirements (John McCormack) to ensure that this document and policy is regularly reviewed and updated, and at least 12 months after the publication date, or earlier if required by any change in statute or work practices.

## 3.0 Purpose

The purpose of this document is to effectively communicate Derlin Construction Ltd health and safety policy, and the organisation and arrangements which put the policy into effect, to all Derlin Construction Ltd employees and others working with the business.

This health and safety Policy outline the objectives and responsibilities for health and safety management within Derlin Construction Ltd. It supports the objective of achieving high standards of health and safety performance through the whole company.

The objective is to ensure that teams work together in identifying, assessing and adequately controlling key business risks and to continually improve all aspects of health and safety performance.

## 4.0 Health & Safety Policy & Strategy

### 4.1 Our objectives

Our objective is simple: **zero injuries to Derlin Construction Ltd staff and contractors**

### 4.2 Our Strategy

We acknowledge that health and safety work is never complete. Our strategy is to continually emphasise the importance of good health and safety performance throughout Derlin Construction Ltd and frequently appraise our progress.

## 5. Health and Safety Policy Statement

Derlin Construction Ltd aim to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees while they are at work and of others who may be affected by our undertakings.

This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the Company, we will be committed to:

- Complying with relevant health and safety laws and regulations, voluntary programs, collective agreements on health and safety and other requirements to which the Company subscribes;
- Setting and monitoring of health and safety objectives for the Company;
- Effective communication of and consultation on health and safety matters throughout the Company;
- Assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- Preventing work-related injuries, ill health, disease and incidents;
- Providing and maintaining safe plant and equipment and implementing safe systems of work;
- The safe use, handling, storage and transport of articles and substances;
- Providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- Providing the necessary information, instruction and training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- Continually improving the performance of our health and safety management;
- Devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Company;
- An annual review and when necessary the revision of this health and safety policy;

Signed:



John McCormack

Managing Director

Date: 13/06/2019

## **6. Organisation & Arrangements**

### **6.1 Derlin Construction Ltd Director responsible for HSQE**

The Derlin Construction Ltd Director (Micheale McCormack) responsible for Health and Safety has ultimate accountability and responsibility for the implementation of Derlin Construction Ltd health and safety policy and to ensure that the operations of Derlin Construction Ltd and are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, contractors and other people that are likely to be affected by the Company operations. This will include members of the public as appropriate.

In particular, the Derlin Construction Ltd Director responsible for Health and Safety will: -

- Prepare and agree with other Derlin Construction Ltd Directors any medium- and long-term health and safety objectives, which are necessary to achieve annual objectives and targets;
- Delegate such specific duties that are felt to be appropriate to secure the stated aims of the health and safety policy;
- Ensure the provision of competent health and safety advice as required under Regulation 7 of the Management of Health & Safety at Work Regulations 1999;
- Ensure all employees – including the Directors – are sufficiently trained and competent in their health, safety responsibilities;
- Ensure the workforce are consulted on health and safety matters, and that their concerns are reaching company Directions;
- Ensure adequate systems are in place to ensure risks and impacts in the workplace are assessed and regularly reviewed, and that sensible control measures are established and maintained;
- Ensure required health and safety audits or assessments are carried out;
- Ensure the maintaining of information – e.g. performance data and reports on injuries and work-related ill health;

### **6.2 Derlin Construction Company Directors**

Derlin Construction Ltd Directors are responsible for ensuring adequate provisions for the health and safety of all those affected by the company's business. To be able to meet those responsibilities the Directors shall ensure that there is:-

- Implementation and monitoring of company health and safety policy;
- An adequate design of health and safety systems of work which ensure company activities do not endanger its employees, contractors, other people or the environment.
- Suitable arrangements which ensure that work performed by contractors on behalf of Derlin Construction Ltd are in accordance with the Health and Safety at Work etc Act 1974 and all other applicable health and safety legislation;

- Adequate finance, resource, employees and facilities available to achieve the stated aims of all Derlin Construction Ltd health and safety policy statement;
- Regular review of the health and safety policy statement being at a minimum, annually and amendment where required;
- Notification of any changes to any of the health and safety policy statement to all staff;
- Ensure that line managers are familiar with any delegated health and safety responsibilities; and
- Monitor the performance of their business operation and their staff through the planning and setting of objectives to meet Derlin Construction Ltd health and safety policy requirements, establishing systems of inspection, audit and review to ensure that all reasonable precautions and steps are taken to provide a safe and environmentally friendly working environment and to implement any required measures to ensure objectives are met.

### **6.3 Line Managers, Supervisors and Team Leaders**

Every line manager, supervisor and team leader is in addition responsible at all times for the health, safety and welfare of all persons (including employees, visitors and contractors) within their area of responsibility and their area provides a safe and environmentally friendly working environment.

They must be aware of the specific regulations, which apply to their area and the requirements of the health and safety, quality, environmental and corporate responsibility policies.

They must ensure that where applicable within their area: -

- Risk assessments and method statements (work package plans and task briefing sheets) are carried out and any recommended actions implemented in a timely manner;
- All statutory records are held and kept up to date;
- All equipment, plant and machinery comply with safety requirements and are regularly checked and maintained by competent technical specialists;
- Hazardous substances are stored, handled, used and managed according to statutory and company requirements;
- Appropriate consultation with employees and any worker representatives and all other persons in their area is provided on health and safety matters and any changes to any of the company health and safety policy statement;
- All necessary health and safety training is given;
- All statutory and specific hazard information has been issued and is regularly updated;
- All necessary job instructions, warning notices and signs are provided and are prominent and enforced;
- Employees and all other persons are routinely trained in emergency procedures;
- Lone working is not performed unless specifically required where no other alternative arrangement is feasible. Should an individual be required to lone work, then a risk assessment must have been completed and all the necessary arrangements put in place and utilised to ensure the individual's safety and welfare;

- All necessary protective clothing, equipment, devices and aids are available and their use where and when required is enforced;
- Appropriate health screening and surveillance assessments are carried out when required;
- The workplace under their control is regularly monitored to ensure that hazards are minimised, procedures adhered to, and a positive health and safety culture is in place;
- Health and safety topics and updates are included on the agenda of team meetings;
- They set a good example to employees and contractors when visiting the workplaces and sites of Derlin Construction Ltd by following at all-time relevant company/client procedures and wearing appropriate protective clothing and equipment;
- In line with Health & Safety Executive guidance, they are cautious when making any business decisions that might affect peoples' health, safety, and welfare or the protection of the environment; and
- They ensure that other business priorities do not take precedence over the implementation of this Policy.

#### **6.4 HSQE Consultants**

The primary function of Hutton Compliance Ltd is to provide advice and guidance to Derlin Construction Ltd Directors, Line Managers and staff on matters of health and safety management, thus ensuring compliance with the health and safety policy and relevant statutory requirements and associated European Directives.

Particular duties shall include: -

- Support Derlin Construction Ltd Directors in ensuring there is adequate monitoring of health and safety performances;
- Carrying out periodic audits of areas to ensure that standards and procedures conform to the health and safety Policy and local documentation and to provide summaries of results back to Derlin Construction Ltd Directors;
- Investigating and reporting serious accidents/incidents on request from Derlin Construction Ltd;
- Producing relevant health and safety policies and process maps/ procedures on matters relating to health and safety management, ensuring that revisions and additions are notified and publicised appropriately;
- Providing advice to all Directors, managers and staff to enable them to meet all statutory requirements and health and safety Policy, any guidance given in Approved Codes of Practices, British & European Union Standards, Railway Group and Network Rail Company Standards and relevant industry standards/best practices etc. so far as they relate to health and safety management;
- Liaising as necessary with statutory bodies and monitor actions taken by management in response to the requirements issued.

#### **6.5 Employees**

All persons employed by Derlin Construction Ltd have a duty to themselves, their colleagues, to the company they are employed by and the community to work in a safe and responsible

manner in accordance with the Health and Safety at Work etc Act 1974 and environmental regulations, issued there under.

The following is also expected of employees: -

- Carry out their duties in a safe manner in line with Derlin Construction Ltd instructions, training, procedures and methods and comply with health and safety rules, regulations and codes of practice at all times;
- Take all reasonable action to prevent work related accidents and ill health incidents;
- Take all reasonable action to prevent work related environmental incidents;
- Promptly report all safety and environmental hazards and incidents to their line manager and consult them if in doubt about the safety or environmental impact of any situation;
- Promptly report all non-conformances / defects to their line manager;
- Follow emergency procedures (fire and evacuation), and any reasonable instructions given during an emergency;
- Wear the appropriate safety clothing and use any safety equipment, tools or devices provided by Derlin Construction Ltd as per their training and appropriately in line with the work being carried out;
- Look after their own health and safety and that of others who may be affected by their actions or omissions;
- Co-operate with Derlin Construction Ltd to enable the company to meet its statutory duties and health and safety objectives;
- Not to interfere with or misuse anything that is provided in the interests of health, safety or welfare nor do anything that is likely to create a danger to themselves or others;
- Encouraging new employees to adopt a positive attitude towards health and safety, quality and environmental issues; and
- Maintaining high standards of housekeeping in their area of responsibility.

## **7.0 Contact for this Policy Document**

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