



## 1. General Statement Of Policy On Health And Safety At Work

Last Updated:	September 2016
Approval Date:	July 2014
Review Date:	September 2024

EAS Mechanical Ltd (The Company) is committed to do all that is reasonably practicable to provide a safe and healthy place of work for all employees. This Health and Safety Policy applies to all workplaces used by the Company.

The Company is also committed to achieving appropriate standards of Health and Safety at Work. The implementation of this Health and Safety Policy is the primary responsibility of EAS Management, and its employees. Employees have an important part to play in creating and maintaining a safe and healthy environment. They also have a legal responsibility of care for their own health and safety and that of other persons who may be affected by their actions.

The Company will fulfil its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, Approved Codes of Practice and Good Working practices. This will be achieved by:-

- Seeking at all times to provide safe working procedures, good working conditions and a healthy working environment.
- Ensuring that employees and Apprentices know of the potential hazards connected with the various activities undertaken by the Company and are aware of how to avoid the associated risks.
- Providing training and instruction to enable employees to perform their work safely and efficiently.
- Promoting the maximum individual attention and effort on the part of employees at all times to avoid and prevent accidents.

The Company has produced this Health and Safety Policy Document setting out personal responsibilities and the organisation and arrangements to ensure satisfactory standards of Health and Safety at Work.

The Company places particular emphasis on the responsibilities of employees to cooperate fully on Health and Safety matters. It is vital that employees and Apprentices pay due regard to undertaking all work activities in a way which is safe and does not present risks to their own safety or that of other persons, including fellow employees and Apprentices.

## **2. Health and Safety Responsibilities and Authority**

### **2.1 Introduction**

The ultimate responsibility for safety and health is vested in the senior management of the Company. The Managing Director will have the overall responsibility for the implementation of the Company Health and Safety Policy.

EAS personnel will be responsible for the maintenance of safe and healthy working conditions in the area, process or function over which each exercises control. Each will further be responsible for ensuring that the necessary actions are taken to maintain plant and equipment in a safe and healthy condition. Each is also required to report any circumstance where this cannot be achieved to the MD without delay.

Every person employed has legal responsibilities, which are covered in their health and safety training. All requests, suggestions or complaints concerning matters of health and safety must, in the first instance, be referred to the MD who will decide the appropriate course of action.

#### **2.1.1 Managing Director**

- Overall responsibility for the implementation of the Health and Safety Policy and monitoring its effectiveness.
- Liaison with his fellow Directors and Enforcing Authorities, as necessary, to ensure that adequate resources are allocated to Health and Safety at Work.
- Ultimate authority for approval of policy, organisation and arrangements.
- To bring the Health and Safety Policy to the notice of employees within those areas for which he has specific responsibility and to ensure that the policy is kept up to date.
- To monitor safety performance, review the safety organisation, to allocate safety responsibilities and to appoint persons under Regulation 6 of the Management of Health and Safety at Work regulations.
- To keep up to date with legislation and to ensure that new plant, machinery and processes are in accordance with legal requirements.
- Authority to interpret this policy in accordance with general policy statement where specific issues are not covered.

#### **2.1.2 Employees**

- To take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions.
- To make proper use of all machinery, chemicals, safety devices and other equipment (including Personal Protective Equipment) provided for their health and safety.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare.
- To co-operate with the Company to enable the requirements of the law to be observed.
- To report all accidents, no matter how minor, to their Line Manager and/or the Managing Director.

- To report any dangerous conditions, inadequately controlled risks and any incidents to their Line Manager and/or the Managing Director so that remedial action can be taken.
- To work in accordance with the safety rules and procedures established for the Company.

### **3. Administration of Health and Safety at Work**

#### **3.1 Introduction**

This section of the Health and Safety Policy sets out the systems and procedures which have been established to ensure satisfactory administration of Health and Safety at Work in the Company. In establishing these procedures, due regard has been paid to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

General health and safety procedures are contained in this part of the Health and Safety Policy.

#### **3.2 Health and Safety Legislation**

The MD is responsible for ensuring that the Company is kept up to date with changes in Health and Safety at Work legislation.

When appropriate, the Company will obtain copies of new Health and Safety at Work publications and distribute as appropriate.

#### **3.3 Arrangements for Undertaking Risk Assessments**

The responsibility for ensuring that suitable and sufficient Risk Assessments have been undertaken is the responsibility of the MD who will make arrangements as appropriate.

The Work Activity Risk Assessments should be undertaken by those qualified to do so with the company as appropriate.

- MD
- IOSH Managing Safety qualified staff or other

#### **3.4 Safety Training**

Adequate instruction will be given to all employees on the safety systems and procedures relevant to their own work activities. Line Managers are responsible for ensuring that due regard is paid to the health and safety capabilities of employees when allocating work tasks.

#### **3.5 Safety Notices and Communications**

Employees will be encouraged to report safety concerns to their Line Manager and/or the Managing Director. Reporting of safety concerns is a legal responsibility placed on employees and the Company will ensure that all such reports receive due consideration.

#### **3.6 Disciplinary Procedures**

As part of ensuring that employees adhere to the safety rules and procedures established by the Company, the established Disciplinary Procedure will apply to Health and Safety at Work matters.

Any employee, irrespective of seniority, failing to follow established safety standards and procedures will be liable to disciplinary action. This will include formal verbal warning, written warning, and other appropriate disciplinary measures. Records will be kept of all

disciplinary warnings and the MD is responsible for ensuring the correct and consistent application of disciplinary procedures to safety matters.

### 3.7 Visits to Other Locations

Regularly, Employees will be required to visit locations under the control of another employer. In these circumstances, the host is responsible for ensuring the safety of Company personnel.

Company employees should ensure that they are given sufficient information by the host to protect their own health and safety at host premises. Safety problems should be reported to the host so that suitable remedial action may be taken.

The Company personnel who are on host premises must obey the safety standards laid down by the host. This will include the items set out under the Visitors and Contractors on Site section of this Health and Safety Policy, when appropriate.

If the standards set down by the host are lower than normal Company standards, then the Company standards and procedures should be followed. If this gives rise to difficulties which cannot be resolved locally, then the matter should be referred to their Line Manager and/or the Managing Director for action.

#### **This policy has been approved & authorized by:**

**Name:** Eamon Wilson      **Position:** Managing Director

**Signature:**       **Date signed:** 5 Sept 2023