

## **HEALTH & SAFETY POLICY**

**It is Martins policy that, so far as it is reasonably practicable, every possible step will be taken to ensure the health and safety at work of all employees and others who may be affected by the activities of the business.**

**To meet these responsibilities the Company will adopt safe working practices and will monitor and develop them in order to promote the highest practicable safety standards.**

**All management and employees are required to be involved in achieving these objectives.**

- 1 The Managing Director and Site Managers / Assistant Site Managers are ultimately responsible for ensuring this policy is implemented by: -**
- a) Establishing the health, safety and welfare standards for Martins, minimum standards of which are prescribed by legislation;
  - b) Preparing and regularly reviewing the health and safety policy which reflects the company's objectives and ensures, organisation and arrangements for carrying out the policy;
  - c) Determining the procedure for accident/incident reporting and regularly reviewing the company's health and safety performance in relation to accidents and workplace inspection outcomes;
  - d) Publicly supporting all persons carrying out health and safety programmes, ensuring employees receive adequate training and providing adequate time and resources to ensure the Health & Safety Policy is effectively achieved and where appropriate that specialist advice is available;
  - e) Ensuring meaningful consultation with employees on all matters relevant to health and safety;
  - f) Delegating to senior management the responsibility for health, safety and welfare in their area of control, nominating competent persons to ensure compliance with specific relevant statutory provisions.
- 2 All managers will:**
- Assist the Directors in carrying out their responsibilities as defined by this policy.
  - Ensure the policy is implemented fully within their areas of responsibility.
  - Monitor the effectiveness of the policy, recommending changes as appropriate.
  - Keep the Directors fully apprised of health and safety and welfare performance within their area of control.

**In particular they will, so far as is reasonably practicable, ensure:**

- a) An assessment is made and reviewed as appropriate of any risks to health, safety and welfare of employees and others affected by their activities, implementing as appropriate any controls identified;

- b) That Health and Safety into the job descriptions employees; responsibilities are incorporated and accountabilities of all
- c) The provision and maintenance of plant and systems of work that are safe and without risk to health;
- d) Arrangements for ensuring safety and absence of risks to health in connection with the use, handling storage and transport of articles and substances;
- e) The provision of information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees;
- f) The maintenance of any place of work in a condition that is safe and without risk to health including the means of access to and exit from such places;
- g) The provision and maintenance of a working environment that is safe and free from health risks, with adequate facilities and arrangements for employee's welfare at work;
- h) Consultation with their employees and/or their representatives in the promotion and development of sound health and safety measures and the review of their effectiveness. This policy requires the co-operation of all employees in promoting and developing such measures.

### **3 It is the duty of every employee to:**

- a) Take reasonable care for the health, safety and welfare of himself/herself, fellow workers and other persons who may be affected by his/her actions or omissions at work;
- b) Co-operate fully with management and/or any other employees to enable statutory duties or requirements to be fulfilled. This includes an obligation to attend weekly health and safety briefings;
- c) Through both formal and informal means, to participate with management to ensure they meet their responsibilities and to report any hazards;
- d) Use any machinery, equipment, substances, transport, safety devices and means of production in accordance with any training and instructions provided.
- e) Maintain PPE in good order and report to their Manager when it becomes faulty or requires replacement.

**The Health and Safety at Work Act includes 'in vehicle'** in the definition of premises. It, therefore, applies to drivers and other staff working on vehicles, either on our premises, the premises of our customers/suppliers or on the road. Driving a vehicle on the road is, therefore, a work activity.