

Apprenticeship Policy

Health and Safety Policy

MTD Training



mtd

INTRODUCTION

This document is a statement of the organisation's Health and Safety Policy. The details are below. This policy is not part of your employment contract and it is not legally binding except where it is a statement of the law. You must be aware of and apply this policy and procedure; failure to do so may result in disciplinary action being taken against you. You should consult your manager if there is anything that is not clear or you are unsure about any aspect of this policy.

POLICY STATEMENT

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with you on matters affecting your health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for you;
- To ensure you are competent to do your tasks, and to give adequate training:
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

The person with overall legal responsibility for health and safety is the Managing Director.

This person is also responsible for ensuring the day-to-day implementation of this policy unless it has been formally delegated to someone else.

- You are responsible to take reasonable care for your own acts or omissions and the effect that these may have upon the safety of yourself or any other person
- You must use safety equipment or clothing provide to you in a proper manner and for the purpose intended
- If you intentionally or recklessly misuse anything supplied in the interests of health and safety you will be subject to disciplinary procedures
- You must work in accordance with any health and safety procedures, instruction or training that has been given
- You may not undertake any task for which they have not been authorised and for which they are not adequately trained
- You are required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment
- You are under a duty to familiarise yourself with this policy.
- You must ensure that your area of responsibility is kept in a safe state and is in good repair and inspected on a regular basis
- Implementation of this policy in his or her own department and bringing it to the attention of all employees.

- Ensuring that all risks which are presented by the work for which they are responsible are assessed and recorded, with suitable controls implemented.
- Ensuring compliance with safety precautions that apply to his or her department.
- Ensuring that all new employees are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures.
- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless they have been properly and fully instructed.
- Ensuring that all staff are aware of the location of all fire fighting equipment and alarm call points in the department and are conversant with their effective use.
- Ensuring that any legal requirements relating to the operation of the department are fully complied with, including (but not limited to):
 - (a) Inspection of all fire fighting equipment
 - (b) Safe use of electrical equipment
 - (c) Maintenance of all appropriate records
 - (d) Necessary safety training of staff
 - (e) Statutory inspections of plant and equipment
 - (f) Provision of first aid equipment and a trained first aiders.
 - (g) Accident investigation
 - (h) Arrangements for maintenance and cleaning
- Ensuring that any responsibilities delegated to subordinate staff are clearly identified.
- Ensuring that access to the premises by customers or other members of the general public is strictly limited to safe areas.
- Ensuring that suitable arrangements are in place to safeguard the premises against intruders.
- Ensuring that their area of responsibility is kept in a safe state in good repair and inspected on a regular basis.

This document is a statement of the relevant law where appropriate together with the Company's policies on the subject. The Company reserves the right to amend any non-statutory parts of this policy.