

7.0 Health & Safety Statement of Intent

Rock Civil Engineering Ltd will ensure so far as is reasonably practicable, the health, safety and welfare of: -

- All its direct employed workers
- Those employed by other contractors engaged by Rock Civil Engineering Ltd
- Those employed by other contractors on all workplaces controlled by Rock Civil Engineering Ltd and
- Anyone else who may be affected by those works.

Rock Civil Engineering Ltd will comply with all of its legal duties in order to provide safe and healthy working conditions for all employees and will take positive action to ensure that our works do not affect other contractors, occupiers of buildings, or the public.

The company will co-operate with all those with an interest in health and safety, other employers, clients, designers, contractors, and the enforcing authorities.

The company will provide sufficient financial support and other necessary resources to ensure the full implementation of the policy.

The company will ensure that all persons are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training.

The company will ensure that all employees are consulted on matters of health and safety and will encourage positive employee participation through an 'open door' policy of communication.

This policy will be kept up to date and will be amended to suit any changes in the size or nature of the company's activities. In support of this intent the policy will be reviewed annually.

To provide the company with additional assistance in health and safety matters, we will utilise the services of PIB Risk Management Ltd if and when necessary.

The employees, managers and appointed contractors will share full-delegated duties to ensure this policy is implemented across all company activities.

Name: Conor Kane
Managing Director

Signature:



Date: 14th April 2024

Arrangements

- 7.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff, and anyone visiting our premises or affected by our work.
- 7.2 The Managing Director; Conor Kane, has overall responsibility for health and safety and the operation of this policy.
- 7.3 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 7.4 You should report any health and safety concerns immediately to the Health & Safety manager or Conor Kane.
- 7.5 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 7.6 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.
- 7.7 We will inform and consult directly with staff regarding health and safety matters.

Visitors

- 7.8 You must not bring visitors onto any of our sites without first seeking your Line Manager's approval unless you have been authorised to do so as part of your job role.
- 7.9 You are responsible for the health and safety of visitors accompanying you on our sites, you should notify them of our processes in the event of fire or accidents and ensure that they do not access restricted areas or use our equipment inappropriately.

Training

- 7.10 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 7.11 Staff will be given a health and safety induction and provided with appropriate safety training for their role.

Equipment

- 7.12 You must use equipment in accordance with any instructions given to you. The Company shall be entitled to recover from you any sums necessary for the repair or replacement of any equipment that is damaged because of incorrect or negligent use.
- 7.13 Any equipment fault or damage must immediately be reported to your Line Manager. Do not attempt to repair equipment unless trained to do so.

Accidents and First Aid

- 7.14 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards. You should familiarise yourself with these details.
- 7.15 All accidents and injuries at work, however minor, should be reported to the Health & Safety Manager. You must also notify the Health & Safety Manager of any incident that could have caused injury even if no one appears to have been harmed. Your Line Manager will then record details of the incident, accident, or injury in the accident book.

Fire Safety

- 7.16 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 7.17 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point located at the entrance of the site.
- 7.18 Fire drills will be held at least every 12 months and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.
- 7.19 Should you discover a fire you must raise the alarm immediately even if your building is fitted with a fire alarm. You can raise the alarm by breaking the glass on the call points or by shouting 'Fire'. You must not tackle the fire yourself unless you have been appropriately trained and are safely able to do so e.g. putting out a small fire in a wastepaper basket.
- 7.20 To reduce the risk of electrical fires we ask that you do the following:
- (a) Carry out a quick check of electrical equipment before use being sure to check that any cables or plugs are not damaged; and
 - (b) Report any fault or signs of damage on electrical equipment, no matter how minor, to a manager, if you notice a fault, you must not proceed to use the damaged equipment.

Risk Assessments and Measures to Control Risk

- 7.21 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

Computers and Display Screen Equipment

- 7.22 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and eyesight test by an optician at our expense.
- 7.23 Further information on workstation assessments, eye tests and the use of DSE can be obtained from Health and Safety Personnel.