



DEVON LIFTING SERVICES LTD

CRANE HIRE & CONTRACT LIFT SPECIALISTS

**ORGANISATION FOR ENSURING
THE POLICY IS IMPLEMENTED**

NAMES OF PERSONS HAVING SPECIFIC RESPONSIBILITIES

TITLE/FUNCTION	NAME
Managing Director	Brian Sheehan
Development Manager	
Sales and Operations Manager	
Engineering Technical Services Manager	Chris Sheehan
H&S Manual issued..... Received	
General Risk Assessment Co-ordinator	Brian Sheehan
Manual issued on Received	
Fire Responsible Person	.Chris Sheehan
Manual issued on Received	
COSHH Assessment Co-ordinator	Chris Sheehan
Manual issued on Received	
Manual Handling Operations Assessment Co-ordinator	Chris Sheehan
Manual issued on Received	
Display Screen Equipment Assessment Co-ordinator	Chris Sheehan
Manual issued on Received	
Health and Safety Assistance	Phil Knapton

MANAGING DIRECTOR

The Managing Director accepts that health, safety and welfare at work are matters of vital concern to management and employees. He is ultimately responsible for ensuring that all reasonably practicable steps are taken to:

- provide a healthy and safe working environment.
- operate healthy and safe working practices, monitor working areas, processes and methods in order to identify risks and improve, wherever possible, standards of health, safety and welfare.
- train employees to work efficiently and safely with an understanding both of the nature of known hazards and the reasons for preventive measures.
- provide procedures whereby a prompt and positive response is made to queries on health, safety or welfare matters raised by employees.
- provide adequate arrangements for communication and consultation between management and employees on health and safety matters.

The Managing Director is assisted in achieving these aims by various identified staff, managers and employees whose responsibilities are detailed in this section. He will ensure that managers:

- understand and implement the company's Health and Safety Manual.
- are aware of their safety responsibilities and follow recognised procedures where these are laid down.
- undertake periodic checks to ensure that procedures are being followed.

The Managing Director is, in addition to any duties set out in this document or elsewhere, specifically responsible for:

- evaluating possible loss or damage to company property and risks to the public through the company's activities.
- ensuring that all liability is covered by insurance.
- reviewing insurance and loss record periodically and taking action when necessary to correct adverse trends.
- ensuring current copies of Employers Liability Insurance Certificates are distributed to all locations for display on notice boards.

- ensuring that subordinates are aware of their responsibilities when working away from the premises and to conduct themselves in a manner unlikely to risk their health and safety or that of other persons.
- ensuring that for any materials, substances or articles supplied to the company there will be available appropriate information relating to health and safety aspects during use, handling, processing, storage, transportation or disposal.
- ensuring any information provided in accordance with the above paragraph is brought to the attention of the appropriate manager.
- ensuring purchases conform to relevant British or European standards.
- arranging for the proper disposal of waste, surplus or rejected materials, substances or articles and notifying the disposal contractor of any special precautions or requirements necessary during transport, storage or disposal.
- ensuring that potential new employees or employees involved in departmental transfers are suitable for the work to be undertaken and are informed of any inherent health or safety risks likely to be encountered in the work before accepting the position.
- ensuring that managers are aware of any special needs of potential new employees, or of employees requiring special adjustments in the workplace or requiring additional safeguards to be taken, in order to ensure at least the same level of safety as accorded to other employees in the workplace.
- ensuring that new employees and employees involved in departmental transfers receive adequate training in accordance with the company's Health and Safety Manual.
- obtaining details of suitable courses to fulfil specific needs when requested to do so by directors or managers.
- ensuring appropriate disciplinary procedures are available for dealing with misconduct or any action of an employee which could endanger his own health and safety or that of others.
- ensuring that daily walk-round checks are undertaken by a responsible person before a vehicle is used.
- ensuring first-use inspections are undertaken when vehicles and trailers are leased, hired or borrowed from other people or after vehicles or trailers have been off the road for some time.
- ensuring drivers are able to report promptly any defects or symptoms of defects that could adversely affect the safe operation of vehicles and keeping records of any rectification work done.

- ensuring drivers' defect reports are kept for at least 15 months.
- Ensuring that checks are made regularly of items which affect roadworthiness.
- ensuring pre-planned safety inspections are undertaken and include those items covered by the appropriate Department of Transport annual test and keeping records of any rectification work done.
- ensuring records of safety inspections are kept for at least 15 months.
- ensuring staff carrying out safety inspections are competent to assess the significance of defects and that assistance is available to operate the vehicle controls as necessary.
- ensuring that unroadworthy vehicles are removed from service.
- ensuring that appropriate facilities and tools are available for safety inspections undertaken by the company.
- the condition of vehicles (which includes trailers) inspected and/or maintained for him by agents, contractors or hire companies.
- drawing up, and having approved, a formal written contract with an inspection agency or garage when safety inspections are contracted out and for regularly monitoring the quality of work produced.
- ensuring any change in the arrangements for safety inspections are notified to the relevant Traffic Area Office without delay.
- ensuring drivers are given clear written instructions about their responsibilities.

DEVELOPMENT MANAGER

The Development Manager has, in addition to any duties set out in this document or elsewhere, been appointed to be directly responsible for the administration and maintenance of an effective manual for health, safety and welfare at work by:

taking a direct interest in the Health and Safety Manual and positively supporting all persons whose function it is to carry it out.

keeping the Managing Director and managers informed of statutory requirements.

consulting with the Managing Director to ensure that competent staff, adequate funds and materials are available to meet the requirements of health and safety.

assisting the Managing Director to ensure that responsibility is properly assigned and understood at all levels.

appraising the effectiveness of health and safety documentation.

providing, in conjunction with Lloyds Employment Law Consultancy, an advisory service on health, safety and welfare matters.

ensuring that investigations into the cause of all significant accidents and dangerous occurrences are carried out and recommendations made for remedial action.

ensuring that the need for protective clothing and equipment is assessed and that correct advice on the provision, introduction and use of such items is available.

arranging and/or undertaking regular inspections, audits, surveys and tests to assess the standards achieved using, where appropriate, external specialists.

liaising with managers and technical personnel to ensure that health and safety aspects of all new plant, equipment and processes are fully assessed.

encouraging the development of safe working practices to eliminate or reduce risks to the health and safety of employees or other persons.

checking that appropriate records are maintained in respect of specific plant, machinery and processes.

periodically appraising the performance of line managers and others in the fulfilment of their responsibilities.

reporting notifiable incidents to the appropriate authority.

SALES AND OPERATIONS MANAGER

The Sales and Operations Manager is, in addition to any duties set out in this document or elsewhere, responsible for:

- ensuring that subordinates are aware of their responsibilities when working away from the premises and to conduct themselves in a manner unlikely to risk their health and safety or that of other persons.
- ensuring that subordinates are provided with appropriate protective clothing and equipment and are aware of the circumstances in which it should be worn.
- ensuring that subordinates have a thorough knowledge of the company's products and are able to discuss or advise customers and potential customers of any associated risks during use, handling, processing, storage, transportation or disposal.
- ensuring appropriate information about any risks to health and safety related to any of the company's products is prepared and supplied to customers in accordance with legal requirements.
- ensuring appropriate information on use, maintenance, training, supervision, personal protective equipment, noise levels, etc. is provided.

ENGINEERING TECHNICAL SERVICES MANAGER

The Engineering Technical Services Manager is, in addition to any duties set out in this document or elsewhere, responsible for:

- establishing an effective planned maintenance programme for plant, equipment, machinery and buildings for which the company has a responsibility.
- ensuring all statutory maintenance, including examinations and inspections, is carried out and appropriate records kept.
- immediately notifying the appropriate manager of any items of plant, equipment or machinery regarded as being unsafe, and agreeing an effective course of action for rectifying the matter or making safe by isolation or withdrawal until remedial action can be taken.
- ensuring maintenance personnel are competent to carry out the work required.
- ensuring maintenance personnel are fully aware of any hazards to themselves and other persons and observe the health and safety requirements in force at the work location.
- ensuring that all work necessary for compliance with health and safety requirements is undertaken without delay.
- ensuring that when work is undertaken on any plant the following basic procedures are followed:
 - supervisors are informed before any work is undertaken.
 - plant is effectively isolated and locked off.
 - warning notices are properly displayed.
 - on completion of work all guards are securely fixed in position, notices and locks removed.
 - all surplus materials and equipment are removed from the site and properly disposed of.
 - supervisors are notified the plant is ready for use.

SUPERVISORS

Supervisors are, in addition to any duties set out in this document or elsewhere, responsible for:

- being familiar with the company's Health and Safety Manual.
- demonstrating personal involvement and support to ensure the company's Health and Safety Manual is effective and maintained.
- ensuring all personnel under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
- ensuring all personnel under their control are aware of action to be taken in the case of fire, accident or illness.
- ensuring that properly maintained fire extinguishers are available within the area of control and emergency exits are clear and accessible.
- ensuring that good standards of housekeeping are maintained.
- ensuring that all safety devices are correctly fitted, adjusted and maintained in good working order.
- ensuring all personnel under their control are adequately trained and fully aware of the hazards associated with any task to which they are deployed.
- ensuring all personnel under their control use the specified personal protective equipment and it is maintained in good order.
- periodically monitoring the application of health and safety measures in their section and ensuring that safe systems of work are being properly followed.
- initiating disciplinary procedures should any employee disregard the safety rules.
- reporting and investigating all accidents in their section and taking action as necessary to prevent a recurrence.
- considering representations on health, safety and welfare from personnel under their control.
- seeking advice and guidance for any health, safety or welfare problems which they cannot achieve a satisfactory solution with the resources available.

APPOINTED PERSONS

The Appointed Persons are, in addition to any duties set out in this document or elsewhere, responsible for:

- taking charge of a situation relating to an injured or ill employee who will need help from a medical practitioner or nurse.
- taking charge of first aid equipment provided.
- recording details of all treatments in the appropriate registers.
- being aware of the emergency procedures and ensuring suitable and sufficient notices are displayed.

EMPLOYEES

Employees are, in addition to any duties set out in this document or elsewhere, responsible for:

- taking reasonable care for the health and safety of themselves and for that of other persons who may be affected by their acts or omissions.
- co-operating with management to enable them to fulfil their statutory duty.
- observing all relevant company rules and instructions relating to health, safety and welfare in order to ensure not only their personal safety but also that of others.
- not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare at work including not adjusting, interfering with or disconnecting any electrical or gas installation without prior authorisation.
- using the personal protective equipment, clothing or safeguards provided.
- ensuring that personal protective equipment is stored correctly and kept in good condition.
- reporting immediately to their line manager any conditions or practices appearing likely to jeopardise health or safety.
- ensuring that any damaged equipment is reported immediately to the supervisor and removed from service until it is repaired.
- not bringing any equipment, tools, radios, etc. onto company premises without first obtaining permission from their supervisor.
- conducting themselves in an orderly manner while on company business and being alert for obstacles and other hazards, and refraining from any form of horseplay.
- ensuring that should they need to use a mobile phone while driving they do so only when it is safe and the device is in hands-free mode.
- reporting all accidents to their line manager, whether or not any injury was sustained, and any case of ill health which may be related to the work activity or any medical condition which might affect the health of themselves, fellow workers or others.
- being aware of the fire evacuation procedure, location of any break glass alarm points and fire extinguishers.
- ensuring that fire routes, exits and fire fighting equipment are kept clear and unobstructed at all times.

- ensuring that fire fighting equipment is used in accordance with training or instruction received.
- ensuring that any flammable or combustible items are stored and, where appropriate, disposed of correctly and do not create a fire risk.
- complying with the company's no smoking policy and not, by their acts or omissions, creating or increasing the risk of fire.
- maintaining a good standard of housekeeping at the place of work.
- ensuring that manual handling operations are undertaken safely and the control measures set out by the company are complied with.
- ensuring that the appropriate access equipment is used and training or instruction has been received.

CONTRACTORS/VISITORS

Other persons on the company's premises, such as contractors and visitors, are responsible for:

- taking reasonable care for the health and safety of themselves and for that of other persons who may be affected by their conduct.
- co-operating with site management to enable them to fulfil their statutory duty.
- observing all relevant company rules and instructions relating to health, safety and welfare in order to ensure not only their personal safety but also that of others.
- not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare at work.
- using the personal protective equipment, clothing or safeguards provided and reporting immediately any equipment, conditions or practices appearing likely to jeopardise health or safety.
- ensuring they do not enter any area unless authorised to do so, are aware of the hazards and the precautions to be taken.
- conducting themselves in an orderly manner and refraining from any form of horseplay.
- reporting any accident whether or not any injury is sustained and any case of ill health which may be related to the work activity.