

## Statement of General Policy

This policy statement sets out the direction of Palmer Construction Ltd by communicating its management values, beliefs and commitment to health and safety and provide the framework around which a safe and healthy working environment can be maintained.

Palmer construction Ltd is committed to do all that is reasonably practicable to ensure the health, safety and welfare of its employees, the general public and those who may be affected by its activities. We are also committed to continually improving our occupational health and safety performance, and to the prevention of injury and ill health.

The Company recognizes and accepts responsibility as an employer for providing a safe and healthy working environment on premises under its direct control and is committed to provide adequate health & safety resources, including sufficient finance, and access to competent health and safety advice to achieve the aims of this policy. We shall also liaise and co-operate with our clients to provide the employees of this company a safe and healthy working environment on the client's premises.

Palmer Construction Ltd shall:

- Ensure compliance with applicable statutory/legal requirements relating to occupational health and safety, and with other requirements to which our organization subscribes.
- Establish an effective occupational health and safety management system, which will be implemented from the most senior levels of management.
- Establish a framework for setting and reviewing OH&S Objectives. Objectives and targets are set during annual business planning and reviewed regularly (e.g. at management reviews, supervisors meetings, employee meetings etc).
- Establish the roles and responsibilities of all employees and ensure that they are being put into practice.
- Maintain and monitor the effectiveness of the policy statement, responsibilities and arrangements.
- Provide and maintain a safe and healthy working environment.
- Ensure that employees and others who carry out work on behalf of Palmer Construction Ltd are fully competent to discharge their duties and responsibilities through training, information and instructions.
- Make available all necessary safety devices and protective equipment together with information relating to the health safety and welfare of the employees, free of charge.
- Provide and ensure the use of work equipment which is safe and properly maintained.
- Ensure that employees are kept fully aware of their responsibilities under this policy and that an effective employer/employee consultation facility exists.
- Identify, obtain, communicate and implement relevant codes of practice.

A safety policy is unlikely to be successful unless it actively involves the people who work in the company. This Company will, therefore, ensure effective consultation and communication to all levels of management and employees.

The company's initial induction training will be used to issue and communicate the health and safety policy and any other relevant health and safety information to all employees. Including safety rules, procedures and instructions. Periodic refresher training, internal memos, Tool box talks, briefing sessions and posted notices will also be used to communicate the Health and Safety Policy, including changes to the policy, and other relevant health and safety information. This policy is also available to all interested parties upon request.

This Company Health and Safety Policy will be reviewed at least annually to ensure that it is relevant to our organizational activities and arrangements, and that it is up to date. The policy will also be reviewed upon the introduction of relevant health and safety legislation/regulation, or change to an existing legislation/regulation. Where necessary, the policy will be revised to reflect the outcome of the review.

It is equally the duty of each employee to work in accordance with the Company Policy for Health and Safety at Work. Each employee must accept and carry out their responsibilities to –

- Act with due care to prevent injury to themselves and others
- Report incidents whether they are injuries, near misses, unsafe acts or incidences of ill health or damage.
- Follow the agreed working procedures, including the correct use of safety and protective clothing
- Assist in the investigation of incidents with the objective of jointly developing measures to prevent recurrence.

The Company Health and Safety record is reliant on the full co-operation of all employees to ensure that standards are maintained, and improved wherever possible.

It is essential that the principles set out in this safety policy be faithfully applied if accidents and the resultant suffering and loss are to be avoided.

The Board of Directors will give full backing to this policy and will support all those who endeavour to carry it out.

Managing Director



Simon Dennis

2<sup>nd</sup> May 2017

### REVISION RECORD

Revision Record		
Version Number	Date	Revision Summary
3	30.3.16	Document reviewed, no changes but date changed to 30.3.16
4	1.10.16	As above, date changed to 1.10.16
5	2.5.17	Review of document, no changes made except date