



SAFETY POLICY STATEMENT

Health and Safety at Work Act 1974

Section 2 [3]

Hire or Buy Group Limited

9th August 2002

GENERAL COMMITMENT

The Company will, so far as is reasonable and practicable, take all measures to ensure the safety and health of all employees at their work. It will honour any commitments placed on it by all relevant safety legislation, for example, The Health and Safety at Work etc. Act 1974. These measures will also include provision, in so far as is reasonable and practicable, for the safety of other persons who are not employed by the company.

The company will also, so far as is reasonable and practicable take appropriate action to see that all employees are made aware of this policy statement.

Signed:

Jon Masterson - Director

Date: **9th August 2002**

Revised: June 2011

ORGANISATION

Jon Masterson will be allocated the duties and responsibilities of Safety Director. He will be responsible for the implementation of the company safety policy.

The Safety Director will review and revise the safety and training policy from time to time and if necessary make such alterations as are required in the light of the company's activities. The views and comment of other relevant persons or committees will be taken into account. Any changes will be published in a revised policy statement, which will be communicated to the workforce by the best practicable means.

The duties imposed on the nominated persons by this policy have been discussed and agreed by those persons. Future changes in duties will also be discussed and agreed. The Safety Director will oversee the general implementation of the company policy and delegate through the management structure [i.e. Branch Manager or Safety Officer] specific duties concerning the action necessary to inform and train the workforce in safety related matters.

The Branch Manager will be directly responsible for the day to day implementation of the policy, training and instruction of the workforce in safety matters.

It is understood that the co-operation of the workforce is essential and to that end employees will be consulted and play a substantial role in the implementation of this policy.

RESPONSIBILITIES

ACCIDENT NOTIFICATION

Any notification and recording action arising out of an accident in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR] will be carried out by the Branch Manager or Safety Officer.

FIRE PRECAUTIONS

The Branch Manager will make the workforce aware of the action to be taken in the event of fire, primarily by use of fire drills.

The position of, and access to, emergency exits and fire appliances will be made clear to staff and customers.

FIRST AID

At least one member of the branch staff is to be trained in first aid. His or her name is to be shown on the first aid box. Additionally, sufficient "Appointed Persons" are to be nominated to ensure that a first aider or appointed person is available whenever employees are at work.

SAFETY INSPECTIONS

The Safety Officer [or an appointed responsible member of staff] will take on the duties of regular site safety inspections, reporting his or her findings to the Branch Manager or Safety Director.

TRAINING

The Branch Manager will have overall responsibility for training the workforce in fire precautions and first aid.

In particular, he will place special emphasis on ensuring that the workforce is fully trained in the use of all tools, plant and equipment in the company's current hire fleet. This is to develop their competence in communicating relevant information about the safe use of this equipment to customers.

STATUTORY INSPECTIONS

The Safety Officer will have the duty to ensure that those items in the company's inventory which are subject to statutory inspection and testing, such as pressure vessels and lifting equipment, are brought forward at the required time. He will also arrange the posting and display of statutory notices and placards etc.

SAFETY OF HIRE EQUIPMENT

The Branch Manager in conjunction with the Safety Officer will take all actions necessary to see that items offered for hire are inspected and tested as appropriate after each hire and are in a safe condition for issue to the next user.

HAZARDOUS SUBSTANCES

The Branch Manager will have overall responsibility for the safe storage and handling of hazardous substances including LPG and will ensure compliance with COSHH regulations.

PROPERTY MAINTENANCE AND GOOD HOUSEKEEPING

The Branch Manager will inform his senior manager of any repairs and maintenance required to keep the premises in good repair. If necessary, he will take immediate action at local level in cases of emergency.

He will also be responsible for the general cleanliness and tidiness of buildings, workrooms, wash places and toilets. This will be achieved by regular inspections by the Branch Manager or by a responsible person appointed by him and reporting to him.

He will also ensure that all personal protective equipment required by employees in the course of work will be available and used.

SUPERVISION OF TRAINEES AND YOUNG WORKERS

The Branch Manager will take particular care to see that young workers will be under the personal oversight of a skilled and competent person during their training.

WORKFORCE

All employees, having received a copy of this safety policy statement, must accept their responsibility to co-operate with management in its full and effective operation and recognise the need to implement disciplinary action in appropriate circumstances.

PROVISION OF INFORMATION

The Management will make available for reference by the workforce, a copy of relevant legislation and guidance, which may include the Hire Association Europe publication Safety at Work. This publication contains guidance on safety legislation which is especially relevant to the tool and equipment hire industry.

Signed:



Jon Masterson - Director

Date:

9th August 2002

Revised: June 2011