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JTL Fire Ltd

Health and Safety Policy

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Safety Policy Statement

- JTL, promote Health and Safety and believe these qualities essential for achieving success as a company.
- To ensure the Health and Safety of all our employees and others the following Safety and codes of practice shall be complied with.
- All JTL employees shall be responsible for Health, Safety and Welfare of themselves, colleagues and others at all times.
- All JTL employees shall attain such information including, training, supervision and instruction to prevent accidents.
- All JTL employees shall be responsible for assessing individually all work projects and take appropriate action to avoid accidents.
- All JTL employees are responsible for ensuring all work places are Risk and Hazard free, as is reasonably practicable to the lowest level.
- All JTL employees shall be responsible for the Health and Safety of themselves and others.
- All JTL employees are responsible for reporting unsafe working conditions.
- All JTL employees shall comply with the Business Management Procedures of the Company.

Thomas Hunt
Health & Safety Manager

Date 01.06.2011

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Responsibilities

The Company Health & Safety Management Procedures defines the roles and responsibilities of all employees.

The Director's have ultimate responsibility for all Safety matters within the Company. However, individual project responsibility is the domain of the Project Manager and his team.

The Health & Safety Manager is responsible for the day to day management of the business, together with his Safety Officers.

It shall be the responsibility of each employee to ensure they work in a safe manor at all times. They must also report any health and safety issues, incidents or accidents to their supervisor immediately. They must also co-operate with their employers on all health and safety matters and not tamper or interfere with any equipment that safeguards their safety.

Risk Assessments

Risk Assessments will be carried out by a team of competent employees including supervisors, HSE advisors and any other competent personnel that they may call upon.

The risk assessment reports will be held on the JTL management system, on each platform and as where relevant in the work packs held at the work site.

At the beginning of each shift the responsibilities for undertaking any of the control measures shall be delegated by the supervisor and he/she will sign the permit indicating the compliance before work begins.

Risk assessments will be reviewed quarterly, if there are significant changes or after any accident or incident, whichever is soonest.

Consultation with employees

Meetings with employees will be held on a regular basis, before each mobilisation, post mobilisation, at management visits and any other time that may call for the dissemination of information.

Safe Plant and Equipment

It shall be the responsibility of the materials controller to identify all equipment/plant in need of maintenance.

The materials control will also be responsible for all identified maintenance to equipment/plant held at the base in Cove, ensuring that it is completed by competent personnel.

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It shall be the responsibility of the supervisors to ensure that all identified maintenance is completed to equipment/plant located at the work site.

The HSEQ Advisor shall be responsible for ensuring that effective maintenance regimes and procedures are drawn up and implemented, any new equipment/plant purchased or hire meets health and safety standards prior to purchase or hire. Any problems with equipment should be reported to the HSEQ manager.

COSHH

The HSEQ Advisor shall be responsible for identifying all substances in need of a COSHH assessment and ensure that any new substances can be used safely prior to purchase. It will also be the responsibility of the HSEQ Advisor to undertake these assessments.

The HSEQ Advisor will ensure that all relevant employees are informed about the COSHH assessments

Regular reviews will be undertaken and when:

- there is reason to suspect the assessment is no longer valid
- there has been a significant change in the work
- the results of monitoring employees' exposure shows it to be necessary

The site supervisors shall ensure that all action identified by the COSHH assessment are fully implemented,

It shall be the responsibility of the HSEQ Advisor and the supervisors to ensure any new assessments or information regarding the assessments is communicated to all relevant employees.

Information, Instruction and Supervision

The Health and safety Law poster is displayed in the JTL offices in Aberdeen any other information relating to Health and Safety shall be issued by the HSEQ Advisor.

Any further information can be requested from the HSEQ Advisor. The HSEQ Advisor shall be responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

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Competency for Tasks and Training

All employees will be given a company induction as well as a site induction. The site induction will be dependent on the client's requirements and the tasks to be undertaken. As part of their core training programme, all employees will be given the relevant health and safety training, dependent on their duties.

Safety induction training will be presented by the HSEQ Manager or their delegate.

Job specific training will be provided by suitably accredited training provider.

All training records will be held at the JTL offices in Cove and the training requirements will be monitored by the HSEQ Advisor held in a electronic database.

Accident, Incident and work related ill health

Where a risk assessment indicates health surveillance will be conducted on employees as per the Health surveillance procedure. The first aid box is kept in the Director's office along with the accident /incident log book. All employees working at client sites will be informed of the location as part of their site induction. The HSEQ Advisor is responsible for reporting any RIDDOR reportable accident/incidents to the HSE.

Monitoring

JTL Fire Ltd shall monitor all aspects of our work activities in a proactive and reactive manner. We will undertake a comprehensive audit programme ensuring compliance with the relevant standards. We will also carry out surveys using staff questionnaires to ensure our staff are happy about the health and safety service that the company provides.

The investigation of accidents, incidents and work related ill health will be carried out by the management team with guidance on health and safety issues from the HSEQ Advisor. The finding of these investigations will reported to the HSEQ Advisor who will then take the appropriate actions to prevent a recurrence.

Emergency procedures

For emergency situations the company will follow the site Emergency Response Procedure and the JTL procedure will take effect subordinate to the clients.

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Fire and Evacuation Procedures for Cove

The HSEQ Advisor will act as Fire Marshall and is responsible for the undertaking and implementation of the fire risk assessment. Escape routes will be checked daily and an emergency evacuation on bi-annual basis.

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