

SECTION 2

HEALTH & SAFETY RESPONSIBILITIES

RESPONSIBILITY AND ACCOUNTABILITY

All employees, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined in this procedure.

To enable the allocation of overall responsibility, accountability and authority for the development, implementation and performance of our health and safety management system and the achievement of the relevant health and safety objectives a structure will be established to;

- ensure that health and safety is a line management responsibility which is known and accepted at all levels;
- define and communicate to the employees of the Company the responsibility, accountability and authority of persons who identify, evaluate or control health and safety hazards and risks and promote health;
- provide effective supervision, as necessary, to ensure the protection of Employees health and safety;
- promote co-operation and communication among employees of Capitol Floor & Hygiene Maintenance Ltd, to achieve compliance with the health and safety requirements of national laws and regulations;
- fulfil the principles of health and safety management systems contained in relevant national guidelines, tailored guidelines or voluntary programmes, as appropriate;
- establish and implement a clear health and safety policy and measurable objectives;
- establish effective arrangements to identify and eliminate or control work-related hazards and risks, and promote health at work;
- ensure the participation of Employees in the implementation of the health and safety policy.

MANAGEMENT RESPONSIBILITIES

The ultimate responsibility for health and safety rests with the highest level of management, the Director. However, responsibilities will be delegated to all levels, identifying those individuals with particular safety responsibilities for their areas of control.

These functions will also include ensuring that:

- A representative is appointed to ensure that the health and safety management system is established, implemented and maintained in accordance with relevant health and safety standards;
- An organisational chart is prepared identifying the management structure throughout the Company;
- Policies are developed and communicated throughout the Company;
- An understanding and awareness of the system is promoted throughout the Company;
- Performance of the management system and any need for improvement is communicated to management;
- Sufficient resources exist to manage the daily operation within the Company;
- Job descriptions are prepared clearly outlining the key tasks to be managed by the individual;
- All employees are made aware of their responsibilities and these can only be delegated to those with suitable training and competence;

EMPLOYEE RESPONSIBILITIES

All our employees, regardless of position or occupation, have general duties under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and other relevant legislation.

Employee duties will be clearly identified, and will be specific in their nature and clearly understood by individuals.

DISCIPLINARY PROCEDURES

It is our policy to discipline those who do not fulfil their health and safety responsibilities adequately. All employees will be given comprehensive information, instruction and training to ensure that they are fully aware of their duties.

We will not hesitate to instigate disciplinary procedures against any employee at any level who fail in their responsibilities in respect of health and safety. This will occur even if they have been injured as a result of an accident caused by their own carelessness.

**HEALTH & SAFETY
ORGANISATION CHART**

DIRECTOR

EMPLOYEES

ASSIGNMENT OF INDIVIDUALS

In order for the Company arrangements to be effective, individual duties and responsibilities will be clearly identified.

There will be a logical delegation of duties throughout the Company with the Director assuming a policy-making and guiding role with line managers taking a more active part in day-to-day management issues.

The individuals listed below, have been allocated general and specific health and safety responsibilities within our policy.

Responsibilities will fall into two categories:

- **General Responsibilities**
- **Specific Responsibilities**

GENERAL RESPONSIBILITIES

The following individual posts have been allocated general health and safety responsibilities within the terms of our Policy:

- Director
- Employees
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They will also be required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained.

The Director shall be responsible for ensuring:

- They make a commitment to improving health and safety in the Company and demonstrate this by the priority which they give to safety issues, and by their own behaviour.
- The objectives outlined within our health and safety management system are fully understood and observed by persons under their control.
- Responsibilities for health and safety are clearly defined and allocated/delegated to the appropriate levels within the Company.
- The health and safety policy will be reviewed and amended as necessary and any changes are brought to the attention of all persons under their control.
- The health and safety policy will be brought to the attention of all Employees under their control, and ensure that they are made aware of all hazards and the means of controlling those hazards.
- That no items of machinery, equipment or substances are used unless the hazards associated with them have been identified and controls established.

The Employees shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Co-operate with management to meet the employer's legal duties and work in accordance with Company procedures.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others.
- Demonstrate their commitment by their behaviour and co-operate in the investigation of accidents and incidents.
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers immediately, or as soon as it is safe to do so.
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained for.

SPECIFIC RESPONSIBILITIES

Individual posts have been allocated SPECIFIC Health and Safety responsibilities within the terms of our Health and Safety Policy.

Specific responsibilities have been identified within each operational control procedure by the person ultimately responsible for health and safety.

These have been identified and evaluated from our Risk Management procedures and are listed in Part 3 of our health and safety management system.

They will be required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained.

Health and Safety Assistance

To assist the Company in their undertaking we have appointed the Federation of Small Business to provide competent advice and guidance.

Communication

The responsibilities identified above shall be communicated to all Employees in line with operating procedure internal and external communication.