

## HEALTH & SAFETY POLICY

**General** It is the policy of Accumix Concrete (Inverness) Limited to take all practicable steps to safeguard the health, safety and welfare of all employees and other persons arising from work activities. The company will provide adequate and proper facilities to safeguard the health and safety of employees and will ensure that any work which is undertaken produces no risk to health & Safety.

**Responsibility** All staff are responsible for the Health & Safety of themselves and their colleagues, and are therefore encouraged to co-operate with the Directors in the promotion of the safety policy and of any safety rules. Any potentially hazardous situations must be addressed and/or reported **immediately** to either the directors or a supervisor.

**Audits** Regular audits of the premises to identify new or persisting hazards will be carried out under the direction of the directors.

**Emergencies on Accumix Concrete (Inverness) Limited Premises** Procedures are in place and are regularly tested to ensure an orderly and rapid evacuation of the premises in the event of an emergency.

**Working on Customers Sites** All personnel visiting other sites and factories, whilst on Accumix Concrete (Inverness) Limited business must comply with the local site rules and regulations.

Personal safety equipment is provided for such purposes; each employee must ensure the availability of the equipment at all times, and must wear it where circumstances require.

Any damaged or missing safety equipment must be reported and replaced.

Employees are encouraged to take all necessary action to avoid endangering themselves and other parties.

**Emergencies on Customers Sites** It is company policy that all staff familiarise themselves with emergency procedures on the sites they visit. In the case of emergency, Accumix Concrete (Inverness) Limited personnel will follow instructions given by the site management.

**Identification and Handling of Dangerous Items** All potentially dangerous items received by Accumix Concrete (Inverness) Limited personnel on behalf of the company are kept clearly identified and are only used strictly in accordance with manufacturer's requirements.

**Control of Substances Hazardous to Health** The Company will not carry out any work which is liable to expose any employee to any substances hazardous to health unless an assessment has been carried out by a competent person.

The company would introduce such measures which are appropriate to prevent or control the risks by means of revision of the company premises, substitution of substances for less harmful ones, or design the means to reduce exposure.

The company would take steps to ensure that control measures are used and equipment (including adequate protective clothing) is obtained and properly used. The observance would be audited.

Any health & safety information concerning substances will be communicated to those using the substances, and adequate instruction and training will be provided.

**Lifting Loads** Staff are responsible for lifting loads in a safe and secure manner, and for seeking assistance when it is required. Guidance is provided on correct lifting methods.

**Working Environment** All reasonable effort is made by the directors to ensure the environment on the premises is conducive to safe working. All staff are responsible for ensuring this situation is maintained.

**First Aid** First Aid facilities are available in the offices. In the event of an emergency, the emergency services may be called by any member of staff by dialling 999 on an external telephone.

**Recording & Reporting of Accidents** All accidents, no matter how minor, must be reported to a Manager or Director. They are responsible for ensuring the accident details are recorded in the accident book held in the office.

Signed..... Date.....  
Managing Director