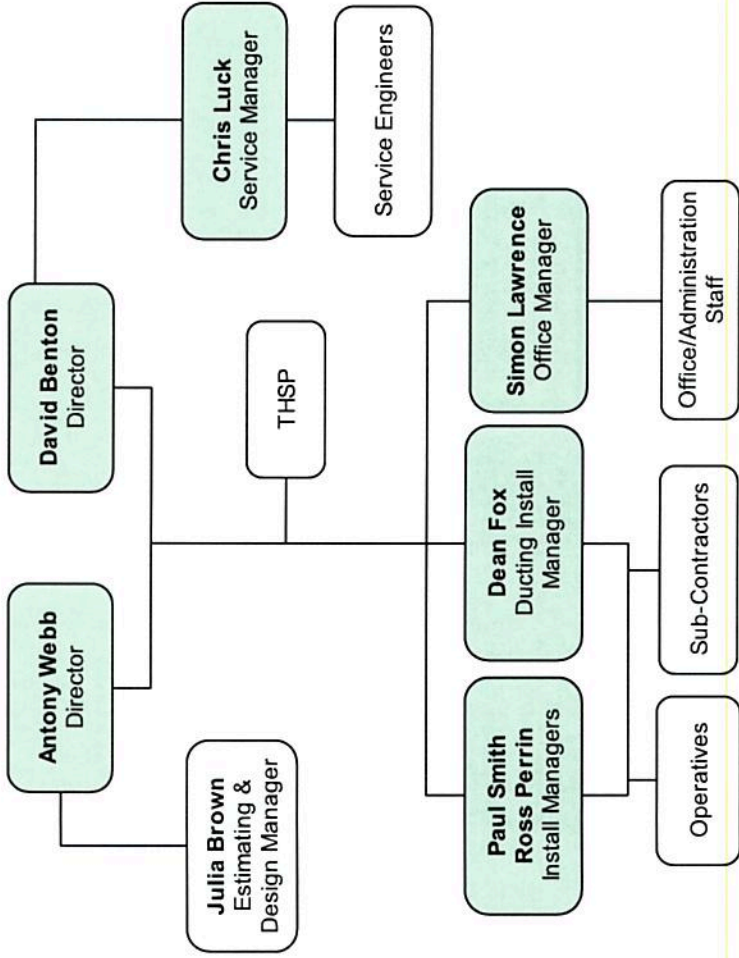


# Safety, Health and Environmental Management Structure



 **KEY:**  
= Duty Holders with key environmental responsibilities

## **Antony Webb and David Benton - Directors**

The **Directors'** health and safety responsibilities are to ensure that:

1. The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development.
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
3. The appropriate insurance cover is provided and maintained.
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
7. Senior management recognises its role in providing health and safety leadership in the company and to engage the active participation of workers in improving health and safety through continuous improvement.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
9. Health and safety objectives are set and their achievement is measured and reported in the management review.
10. They actively lead the implementation of the health and safety policy.
11. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
12. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
13. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
14. Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
15. Where necessary, health and safety rules are developed to meet company and legislative requirements.
16. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
17. They set a good personal example by following established health and safety rules/guidelines.

**David Benton's** additional health and safety responsibilities are to ensure that:

1. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
2. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence

The **Directors'** environmental responsibilities are to:

1. Maintain overall responsibility for the performance and management (and strategies) of the Environmental Policy in all aspects including reporting, communications, co-ordination across activities, auditing and training.
2. Comply with the requirements of the Environmental Policy and act appropriately with regard to issues affecting impacts on the environment.
3. Contribute towards achieving environmental objectives and targets.
4. Ensure continual improvement in overall environmental performance.
5. Ensure appropriate forums exist (and are used) for discussion, debate and effective management of environmental issues.
6. Ensure legislative compliance.
7. Provide resources essential to the implementation and control of the organisations objectives, including human resources, specialised skills, technology and financial resources.

**Chris Luck - Service Manager, Paul Smith and Ross Perrin - Install Managers, Dean Fox - Ducting Install Manager and Simon Lawrence - Office Manager**

The **Managers'** health and safety responsibilities are to ensure that:

1. They understand the organisation's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
5. Written instructions are provided through risk management and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
6. Hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
7. All health and safety rules are followed by all.
8. All equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
9. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision vulnerable groups.
10. Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner.
11. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
12. They set a good personal example by following established health and safety rules/guidelines.
13. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

The **Service Manager, Install Manager, Install Managers, Ducting Install Manager and Office Manager's** environmental responsibilities are to:

1. Maintain and co-ordinate environmental issues including the development of the Environmental Policy in all aspects.
2. Comply with the requirements of the Environmental Policy and act appropriately with regard to issues affecting impacts on the environment.
3. Contribute towards achieving environmental objectives and targets.
4. Identify aspects and impacts through the organisations activities.
5. Manage and monitor environmental performance against set objectives and targets.
6. Propose and ensure agreement to objectives and targets through appropriate formal and informal discussions with staff and management.
7. Ensure effective communications across the activities, setting agendas for discussion of environmental issues, ensuring co-ordination across all activities.
8. Ensure that employees under their management control operate in accordance with the requirements of the organisation's environmental objectives.
9. Collate, analyse and report on environmental data for assessing site environmental performance, including auditing.
10. Develop environmental targets for action plans for operational activities.
11. Comply with legal requirements, monitor new laws and government policy.

**Julia Brown - Estimating & Design Manager, Office/Administration Staff, Service Engineer and Operatives**

The **above personnel's** health and safety responsibilities are to ensure that they:

1. Understand the organisation's health and safety policy, understand their responsibilities and comply with the requirements.
2. Avoid improvisation and only use the correct equipment for the task.
3. Use the correct personal protective equipment as provided.
4. Report all defective equipment and materials, or any obvious safety or health hazards.
5. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
6. Warn new employees of known hazards.
7. Refrain from horseplay and follow all health and safety rules.
8. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety.
9. Co-operate with the organisation on all aspects of health, safety and welfare.
10. Do not operate any equipment unless they have been fully trained and instructed in its operation.
11. Report all accidents and incidents so that action can be taken to prevent a recurrence.
12. Inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

The **above personnel's** environmental responsibilities are to:

1. Comply with the requirements of the Environmental Policy and act appropriately with regard to issues affecting impacts on the environment.
2. Contribute towards achieving environmental objectives and targets.

## **Sub-Contractors**

The **Sub-Contractors's** health and safety responsibilities are to ensure that:

1. Provide copies of their health and safety policy and any other relevant documentation appertaining to health and safety that may be requested by the organisation.
2. Comply with all the requirements of this organisation's health and safety policy.
3. Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
4. Ensure that all equipment used is safe and in good working condition, and is accompanied by any necessary certification.
5. Ensure that any injury suffered or damage caused by their employees is reported immediately to this organisation's representative.
6. Follow this organisation's safety rules and comply with any safety instructions given by our representative.
7. Ensure that any materials which have health, safety or fire risks are used and stored in accordance with regulations and current recommendations and such information is provided to any other person who may be affected. Assessment of risk associated with any substance or process hazardous to health that will be used must be presented to this organisations representative before work commences.
8. Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds.
9. Provide written instructions through risk assessment and safe systems of work to establish safe working methods, to explain the sequence of operations, outline the potential hazards and the implementation of suitable risk controls.
10. Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

The **Sub-Contractors's** environmental responsibilities are to:

1. Comply with the requirements of the Environmental Policy and act appropriately with regard to issues affecting impacts on the environment.
2. Contribute towards achieving environmental objectives and targets.

## **THSP**

**THSP** have been retained as the Organisation's Safety Advisers and shall:

1. Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
2. Provide a telephone advisory service relating to all aspects of health and safety at work;
3. Carry out site safety inspections, as requested by the Organisation;
4. Provide written reports and assessments for the Organisation subsequent to the inspections;
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority;
6. If requested, assess all method statements prepared by the Organisation;
7. If requested, attend meetings regarding health and safety, on behalf of the Organisation;
8. If requested, provide health and safety training to both management and staff;
9. Ensure that THSP's staff act to reduce imminent danger wherever that may be seen in any area of the Organisation's responsibilities.