

## HEALTH AND SAFETY POLICY STATEMENT

The board of Directors of Riverside Truck Rental Ltd regards the promotion of health and safety measures as a mutual objective for management and employees at all levels.

Senior management through the Directors, and in particular the Health and Safety Director, will provide the lead in organising Health and Safety activities.

In particular the company will:

- Comply with all relevant legislation and seek to continually improve occupational health and safety performance
- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions;
- Review and, where necessary, revise this policy and the company health and safety objectives annually

Signed:



Date: 30<sup>th</sup> September 2017

Sid Sadique  
Managing Director

## **1. ORGANISATION RESPONSIBILITIES**

### **1.1 DIRECTORS**

- Will review the organisation's health and safety performance and management system at the annual management review.
- Will ensure that our health and safety policy statement reflects current board priorities. The statement will be considered at the same time as the review of the health and safety performance, or when circumstances (for example our management structures) change.
- Will ensure that our management systems provide for effective monitoring and reporting of the organisation's health and safety performance.
- Will be kept informed about any significant health and safety failures, and of the outcome of the investigations into their causes.
- Will ensure that the health and safety implications of all board decisions are considered when making a decision.
- Will ensure that health and safety risk management systems are in place and remain effective.

### **1.2 MANAGING DIRECTOR AND HEALTH AND SAFETY DIRECTOR**

- Will ensure that there is an effective Policy for Health and Safety within the Company and shall be directly responsible for the establishment and effectiveness of that programme.
- Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- Shall provide adequate staff, funds, training and material to meet the requirements of the Health and Safety at Work Act 1974 and subsequent secondary regulations.
- Shall provide suitable information for inclusion in the Company Annual Report as required under Section 79(2) of the Health and Safety at Work Act 1974.
- Shall ensure that responsibilities are properly assigned and accepted at all levels of management responsibility.
- Will continually review these responsibilities.
- Shall take a direct interest in a Health and Safety programme and publicly support all persons carrying it out.
- Shall chair the monthly board meetings where health and safety performance is a regular scheduled agenda item.

### **1.3 FINANCIAL DIRECTOR**

- Shall ensure that Employers, Public, and all other liabilities where there is statutory obligation to insure, be covered by insurance so as to satisfy all the requirements.
- Shall review insurance and claims records periodically and advise when adverse trends arise.

### **1.4 GENERAL MANAGER/DEPOT WORKSHOP MANAGERS**

- Shall supervise the overall operation of the Company Health and Safety management system at the Riverside sites under their control.

- Must monitor that all action on all work necessary to ensure health and safety as agreed by management is being taken.
- Will complete full accident/incident investigations, report incidents to HSE as required by legislation, and recommend and progress corrective action.
- Will ensure that all RIDDOR incidents/accidents are reported to the Human Resources Manager at Skelmersdale.
- Shall ensure that all new work equipment meets health and safety standards at the point of purchase.
- Shall recommend any necessary site safety rules.
- Shall be responsible for arranging instruction and training courses on Health and Safety requested by Directors/General Manager/Human Resources Manager.
- Will be responsible for ensuring effective maintenance procedures are drawn up.
- Will be responsible for ensuring that all identified maintenance is implemented.
- Will ensure that site employees working at locations under the control of other employers, are given relevant health and safety information.
- Shall ensure that the site health and safety manual is kept up to date and paperwork accurately filed.
- Shall monitor and progress corrective actions arising from risk assessments, inspections, and other elements of the safety management system.
- Shall ensure adequate control of contractors working on site

#### **1.5 HUMAN RESOURCES MANAGER**

- Shall arrange adequate material and publicity for Health and Safety programme including relevant and up-to-date induction programme material.
- Shall keep a log of all RIDDOR incidents/accidents at every site in the Group including copies of site investigations and corrective actions and report this to monthly board meetings
- Shall coordinate the company toolbox talk programme, issuing toolbox talks to the relevant staff in section F and ensuring that suitable records of the toolbox talk programme are maintained.

#### **1.6 DEPOT WORKSHOP MANAGER/FOREMAN**

- Shall carry out monthly site inspections using the prescribed checklist, recording findings and identifying corrective actions.
- Shall ensure that all lifting equipment, lifting tackle, pressure systems, and other safety equipment is regularly inspected and serviced and adequate records are maintained.
- Will be responsible for identifying all equipment/plant needing maintenance.
- Shall operate a workshop defect book system and ensure that reported defects are actioned.
- Will lead the company toolbox talk programme in their workshop ensuring all relevant staff receive the toolbox talk as scheduled.

## 1.7 SHIFT SUPERVISORS

- Must fully familiarise themselves with the Company Safety Policy.
- Shall ensure that persons in their departments or sections are adequately trained and fully aware of hazards in their departments or sections.
- Shall maintain the necessary registers and records as required by the safety management system.
- Must ensure that any reported unsafe machine or tool is immobilised/removed from service.
- Shall ensure that such safety equipment under their control shall be issued to employees as required.
- Must ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are concerned.
- Must carry out preliminary investigations of all accidents and incidents promptly to discover their cause and eliminate re-occurrences.
- Shall ensure that all safety rules are observed and that protective equipment is worn or used where appropriate.
- Shall continually aim to develop safe practices and ensure maximum safety for all under their supervision.
- Shall ensure that adequate supervision is available at all times particularly where young or inexperienced employees are concerned.
- Shall ensure that all safety devices and guards are fitted and properly adjusted.
- Shall ensure that all plant machinery and equipment in their department or section is safe to use.
- Shall maintain good housekeeping within their department or section at all times.

## 1.8 COMPANY EMPLOYEES

All employees have the responsibility to co-operate fully with team leaders, supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others under the Health and Safety at Work Act 1974.

They must:

- **NOT** remove, tamper with or disable any guard, interlock or safety device on any plant or equipment.
- Report any deficiency or shortcoming in health and safety arrangements to their line manager verbally and also record this in writing in the workshop defect report.
- Follow all instructions, procedures and directives issued by directors, managers and supervisors.
- At all times wear required personal protective equipment provided for their safety.
- Use only the correct tools and equipment provided for the job and report any defects in the tools.

## 1.9 HEALTH AND SAFETY ADVISER (COMPETENT PERSON)

Northwest Management Solutions Ltd have been appointed as the company's competent person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Adviser will:

- Carry out risk assessments and reviews of risk assessments on all company operations as required by legislation, seeking the assistance of Riverside staff as required.
- Provide advice on all aspects of health and safety, calling on specialist advice as required.
- Assist Riverside Management in identifying and carrying out instruction and training of staff in health and safety

## 1.10 ALL OTHER PERSONS ON THE COMPANY PREMISES (SUBCONTRACTORS, VISITORS)

- Shall observe the Company safety rules and the instructions given by persons enforcing the Company Safety Policy.
- Shall report to the appropriate Manager/Supervisor on entering or leaving the site.
- Shall not work on the premises until the relevant rules are read, understood and accepted.
- Shall report any unsafe condition their work may have created.

For contractors:

- Shall **NOT** work on the premises until a contractor information return has been completed. This return to include evidence of adequate insurance cover against risk and where appropriate general and/or site specific risk assessments and method statement.