

HEALTH & SAFETY POLICY

Through the development and implementation of a Health and Safety Management System, Skyform is committed to ensuring employees, contractors, visitors and the public are not exposed to health and safety risks arising from the conduct or activities of the company. Activities will be risk assessed and performed in a manner to minimise risk to the health and safety of all employees, contractors, visitors, customers and the community.

Every employee of Skyform has a responsibility for conducting him or herself in a safe working manner in compliance with individual duties under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, ensuring no negative impact on the environment or safety and health of others.

Skyform will, as far as is reasonably practicable, meet the requirements of legislation, best practice and OHSAS 18001 International Standard. To achieve these objectives the Company will:

- On an individual and collective basis proactively identify workplace hazards, conduct risk assessments and implement controls where appropriate.
- Appoint competent persons at all levels of the organisation and implement appropriate training, instruction and supervision as may be necessary to ensure the health and safety of its employees and carry out systems surveillance and workplace audits.
- Comply with relevant Health and Safety Legislation.
- Provide and maintain suitable welfare facilities, work equipment and PPE etc. for its activities.
- Seek to continually improve Health and Safety performance by setting measurable targets and provide adequate resources to obtain those targets, continually monitor, audit and review the management system.
- Engender employee recognition of and a desire for, ownership of the Safety process fostering an open and consultative approach to Safety matters.
- Maintain appropriate communication with stakeholders by providing visibility of risk assessment, procedures and policies as applicable.
- Ensure all sub-contractors used are pre-vetted and suitable for the activities and confirm all sub-contractor employees are competent in the tasks they are undertaking.
- To implement throughout all work processes within Skyform, control measures that place an absolute commitment to prevent injury or ill health of our employees, contractors, visitors, customers and the community.
- Facilitate prompt treatment and appropriate rehabilitation programs for employees affected by workplace injury or illness.
- Maintain transparent safety processes for employees, customers and inspectorates.

Managing Director

The Managing Director has ultimate responsibility for ensuring that the company fulfils its legal responsibilities, that policy objectives are achieved and that effective systems are in place for the achievement of the policies concerned health, safety, welfare and environmental protection. He will also ensure that company policies are achieved in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure the allocation of resources necessary to maintain sound and efficient health and safety arrangements.

Directors

All Directors will ensure that arrangements for the health and safety of their staff, employed within their function, are made known, maintained and reviewed whenever there is a change of operation or location.

Managers

Managers are accountable to their Director for implementing the company's health and safety policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must ensure that supervisors are properly trained and receive the support they need to perform their duties.

Managers are also responsible for the health and safety of all employees for whom they have an operational responsibility. Managers must ensure that necessary consideration is given at all times to the requirements of the company safety policy and, in particular, to the following:

- Safe methods of work
- Induction training including health and safety matters
- Welfare facilities
- Fire precautions
- Hazards arising from noxious substances, or exposure to noise, dust or fumes.
- Carrying out workplace inspections and advising as and where necessary to improve methods of working.
- Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
- Advising and assisting with safety training of personnel.

Managers, in addition to the responsibilities outlines above, will be specifically responsible for:

- Ensuring that all activities carried out by company employees will not create a risk or hazard to customers, customers' property, and/or their employees.
- Ensuring, likewise, that no operation carried out by contractors will place employees or members of the public at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that company procedures are adhered to at all times.
- Ensuring that close liaison with any contractors working within the department is maintained in all matters regarding health and safety.

Health and Safety Manager

The health and safety manager has the responsibility for:

- Ensuring the company is aware of statutory obligations and recommended codes of practice.
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Interpreting and keeping management informed of new and developing legislation and other standards.

- Through line management and supervision, advising where improvements in health and safety standards and practices are appropriate.
- Regular health, safety and housekeeping inspections which cover buildings, plant, equipment, services and fire arrangements, to ensure conformity with regulations and company policies.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the company.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or change in existing ones.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- Identifying health and safety training needs and advising on suitable training programmes.
- Ensuring that all necessary risk assessments required by legislation are carried out.
- Arranging for the provision of appropriate PPE based on risk assessment.
- Arranging for the development and where necessary use of Permit to work systems.
- Arranging for the provision of written safe systems of work.
- Arranging for the provision of written procedures for contractors.
- Ensuring the provision of first-aid, fire safety and emergency preparedness.
- Ensuring the appointment of competent persons in accordance with legislative requirements.

Supervisors

Supervisors are accountable to their manager for the day-to-day implementation of the company's general health and safety policies, the established schedules and safe working practises, and for providing employees with information about hazards and risks. They are additionally responsible for the introduction of the remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work, and investigating accidents that occur in their area or to an employee who reports them.

They will liaise with their manager concerning any queries raised by visitors or subcontractors on health and safety matters.

Employees

All employees will ensure that:

- They are fully conversant with this safety policy.
- They co-operate with the company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to their line manager.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their line manager.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the company.
 - Provided by the customer with specific authorisation that they may be used by employees of the company.
 - Provided for unrestricted use by members of the general public.

ARRANGEMENTS

The arrangements are the systems, procedures, standards and manuals necessary to put Skyforms' policy into effect. They will outline how health and safety will be achieved within the organisation and will include the following:

- Procedure for producing relevant risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 and associated legislation.
- Procedure for maintaining cleanliness and safe access/egress to and from premises.
- Procedure for maintaining a safe place of work including monitoring and inspections of the workplace.
- Provisions of instructions for use and maintenance of machinery, including machine guarding, and emergency procedures in the event of breakdown.
- Provision of health and safety training for all including specific training for Fire Marshalls and First Aiders.
- Provision of suitable personal protective equipment and respiratory protective equipment.
- Provision of written safe systems of work.
- Provision of written instructions for fire safety and fire prevention including evacuation procedures, escape routes and assembly points.
- Support the appointment of a Trade Union
- Procedures for consultation with the workforce on health and safety matters, including involvement of safety committees and safety reps.
- Provision of written instructions for control of contractors and supervision of visitors including use of a permit to work system.
- Provision of instructions concerning the handling, use and storage of hazardous substances used in, or resulting from activities.
- Procedures for dealing with accidents – prevention, investigating, reporting and collation of statistics.
- Ensure that employees reporting any suspected illegal activity involving Management or Directors are supported and receive no negative consequences as a result of their 'whistle blowing'
- Procedures for material handling.
- Procedures involving the use of display screen equipment and arrangements for eye tests and provision of corrective lenses.
- Provision for hygiene monitoring and health surveillance as necessary.



Jim Campbell
Managing Director

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CONTROLLED DOCUMENT

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