



## **GREEN COURIER HEALTH & SAFETY POLICY**

### **1. PURPOSE**

It is Green Courier's intention to provide, so far as is reasonably practicable, a safe and healthy working environment in accordance with the Health & Safety at work act 1974, the Management of Health & Safety at Work Regulations 1999, and all other associated legislation which remains effective and relevant.

### **2. SCOPE**

All established and temporary employees, and other directly contracted persons during the application of that contract and visitors whilst attending Green Courier's.

### **3. POLICY STATEMENT**

The responsibility for health, safety, welfare and security within Green Courier's is placed both upon the General Manager and upon all personnel working within the company. This statement, therefore, makes specific commitments regarding how we operate, personal safety, welfare, damage to property, security (both individual and property), protecting the environment, reducing losses and liabilities and fully meeting and statutory requirement.

This statement will govern each of us in our work for Green Couriers's. The employee's undertake to implement these commitments by: -

- Personal involvement
- Ensuring that effective arrangements exist for communication, discussion and consultation on Health & Safety matters at all levels.
- Instituting and maintaining comprehensive safety assessments
- Implementing a programme working towards the elimination of unsafe acts or omissions, foreseeable hazards which may result in fires, security losses, damage to property, personal injury/illnesses and occupational health.
- Setting and monitoring personal safety objectives throughout the company as appropriate.
- Fulfilling the company's duty of care for contractors and visitors.
- The provision of adequate instruction, training and supervision to enable work to be carried out safely
- The provision of safe premises and work places including access to, and exit from them.



- The provision of well maintained plant and safe system of work
- The provision of suitable arrangements for safe use, handling, storage and transport of articles and substances.
- The appointment of competent people to assist us in meeting our statutory duties including, where appropriate, specialists from the outside the company.

The General Manager will ensure that priority is given to matters of safety and adequate resources and funds available to support actions and initiatives that have been developed.

Targets for improving safety standards will be set, with our legal requirements defined as the minimum level of achievement when performance is monitored against them.

This statement, the Health & Safety Policy and all other appropriate detailed arrangements for Health & Safety will be provided for the information and guidance of all work within the company. I will ensure that all staff make themselves familiar with this document and consider its relevance to all tasks, which they undertake.

This document will be regularly reviewed and be updated as necessary. Its content must be owned by all our staff, and every employee has a duty to suggest revisions to it, through their manager to ensure continuous improvements in health, safety and welfare standards.

The company requires that all employees take responsibility for their own safety and that of others who could be affected by their acts or omissions. The company requires that all staff be aware of the Organisation's Safety Rules contained within this document.

#### **4. MANAGEMENT RESPONSIBILITIES**

The General Manager will take the lead role in Health & Safety matters responsibility for the maintenance of safety on the basis of standards set by the company and by legislation. He will also lead the overall drive for improved safety performance and in so doing set objectives and monitor performance.

The broad spectrum of activities makes it necessary for certain safety responsibilities to be delegated as follows:

Responsibilities for all Managers.

Every manager responsible for staff and/or an area of work has the following responsibilities so far as is reasonably practicable to ensure:

- The health and safety and welfare of all established and temporary staff and others concerned with working in the area for which that manager has responsibility.
- That all risk assessments are carried out and in order to comply with the appropriate legislation



- A duty of care for all visitors and contractors whilst within the area which they have responsibility
- To ensure that effective emergency arrangements are in place to deal with incidents/accidents and emergencies/evacuations
- That all responsibility and practical steps are taken to improve the health, safety and welfare of staff for whom they are responsible and of contractors and the general public as appropriate. Establish action plans to **reduce** levels of accidents, comply with the Health & Safety Policy and associated procedures, functional and legislative requirements
- Fire precaution management for all those whom are responsible
- The training of staff whom they are responsible, in their safety responsibilities
- The efficient distribution and understanding of safety instructions and publication
- The setting of safety objectives and monitoring of performances for all direct reports
- The security, both responsibility as well as staff, contractors, customers and members of the public as appropriate
- That contracts with third parties for which the function is responsible for monitoring have safe systems of work and abide by the company's Health & Safety Policies
- That all necessary equipment and systems are provided, maintained and are safe without know risks to health
- That all materials, new machinery and equipment purchased by the company complies with the legislative requirements and/or manufacturer's recommendations and that information is available to employees to enable their use with safety
- Special attention is paid to the training of young or inexperienced employees or those that have special needs
- Any issue raised by an employee or employee representative, which could reasonably be foreseen as causing a threat or potential hazard is dealt with and/or reported to those responsible for action and monitoring of Health & Safety
- That all injuries, dangerous occurrences and "near miss" situations which arise in the area of responsibility are investigated at the earliest opportunity
- That the necessary information, instruction and training is provided to visitors and contractors



- That the place of work is maintained in the condition which is safe and without know risks to health
- That all practical steps are taken to reduce noise and sound levels to an acceptable degree (as defined by the relevant Local Authority requirements)
- That all practical steps are taken to ensure that work places are adequately ventilated, and that the temperature is maintained at a reasonable level
- That immediate and appropriate steps are taken to investigate and rectify and risks to Health & Safety arising from the work activity and in accordance with the Accident Reporting Policy
- That employees are duly consulted on and provided with information about Health and Safety matters that could affect them.

## **5 EMPLOYEES' RESPONSIBILITIES**

All employees must:

- Take reasonable care for the health and safety for themselves, their fellow employees and all other persons attending the workplace
- Co-operate with management in the performance of their duties and work in accordance with Health & Safety policies, all associated training and information provided
- Avoid intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare
- Call attention to any potential hazard and/or raise any point relating to Health & Safety standards. If the employees remains dissatisfied that the appropriate action has not been taken he/she must seek to notify senior management
- Only undertake duties which are authorised and for which training has been given whenever appropriate;
- Follow all general company safety rules and follow all additional rules, which are notified and apply to their particular area of work.

## **6 CONTRACTORS' AND VISITORS REponsibilities**

Contractors, whether self-employed by another Organisation, are required to follow all the company's Safety Rules. All visitors must also follow these rules. They are also required to:



- Take responsible care for Health & Safety of themselves and of employees and contractors
- Co-operate with management in the performance of their duties
- Avoid intentionally or recklessly interfering with or misusing anything provided in the interest of their health, safety and welfare.

Before beginning work, contractors may be required to provide a Safe System of Work. In this event no work must be carried out until this document has been completed and approved.

## **7. HEALTH SURVEILLANCE**

Where, through the risk assessment procedure, pre-employment medical reports and/or other medical information, pregnancy, or other condition, health surveillance is required under statutory provisions or where it may assist with the maintenance of Health, Safety and Welfare, the company will make all of the necessary provisions.

## **8. INFORMATION AND COMMUNICATION**

The organisation will ensure that all appropriate information regarding health, safety and welfare is provided to all appropriate staff, elected representatives and other persons concerned. Statutory notices will be displayed as appropriate.