



## **POLICY STATEMENT**

### **INTRODUCTION**

This statement has been prepared to conform to the Safety, Health and Welfare at Work Act 2005.

It sets out the organisation and arrangements for implementing VIS Security Solutions Ltd. Health and Safety Policy Statement. "The Company" means VIS SECURITY SOLUTIONS LTD.

### **GENERAL POLICY**

It is the policy of the Company that its operations are carried out at all times in such a way as to ensure, so far as it is reasonably practicable, the health, safety and welfare of all its employees and all other persons likely to be affected by its operations including other contractors and members of the public.

This policy is the overall responsibility of the Managing Director who is charged with its overall implementation.

### **ORGANISATION AND ARRANGEMENTS**

Directors and Senior Management have responsibility for ensuring that line management in charge of works will:

Demonstrate their commitment to safety.

Nominate in writing for each site a senior member of staff as the safety advisor / supervisor and provide him with the appropriate instructions and training.

Observe the requirements and obligations of the Safety, Health and Welfare at Work Act 2005 and other legislation relating to health and safety including the separate Regulations made under those Acts, the relevant Codes of Practice, HSE Guidance Notes and Technical Safety literature.

Observe the recommendations of relevant Codes of Practice.

Ensure that line management at all levels receive adequate and appropriate safety training

Ensure that sub – contractors are aware of, co-operate and conform with, the requirements of the Policy and agree to provide evidence of their own safety performance and intention to train and instruct their supervisors and operatives particularly in the use of any plant, equipment and materials used in pursuance of their work.



Ensure that tenders take account of safe methods of work and the need to provide proper welfare facilities.

Determine at the appropriate stage of contracts the most suitable plant and equipment, methods of working, lighting, known hazards, fire precautions, allocation of responsibilities, welfare, protective clothing and any other necessary facilities. Where appropriate a Safety Plan and / or Method Statement incorporating Risk Assessment when required will be prepared and agreed covering all the foregoing requirements for a particular operation.

Senior Management will set an example at all times and wear the appropriate safety equipment (e.g. safety helmets and footwear) and conform to any special requirements when visiting places of work.

The appropriate director or senior management will, upon award of contract initiate a meeting with the proposed client representatives and our safety advisor / officer to outline the scope of work, potential risk and specific work methods.

### **COMPANY SAFETY MANAGER JOHN MURDOCK**

The company employs a Safety Manager who is trained, experienced and conversant with safety, health and welfare requirements. It is his duty to advise management on all safety matters and to visit work places at frequent intervals. The prime aim of these visits is to assist site management in ensuring that works are carried in a safe manner in so far as reasonably practicable without risk to employees, other contracts and the public.

The Safety Manager will report his findings to site management with a copy sent to the appropriate director. Safety Manager will also assist line management on site in the safety training of our employees and those of sub – contractors.

### **PROTECTIVE EQUIPMENT**

The safety consultant will liaise with the purchasing department in order to ensure that site managers can readily obtain appropriate safety equipment of an approved quality.

### **FIRST AID FACILITIES**

First Aiders and appointed persons will be provided at all appropriate places of work; this is in accordance with the First Aid at Work Regulations.

First aid kits are located in the following places:-

VIS SECURITY SOLUTIONS LTD Main Office  
VIS SECURITY SOLUTIONS LTD Service Department  
In all VIS SECURITY SOLUTIONS LTD Vehicles

The Name of the Company First Aiders is located in the VIS Security Solutions Service Department.



## **REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES**

The Safety Manager will be responsible for ensuring that site operatives are aware of their responsibilities for advising the appropriate person in the company and the relevant external authority in the event of a reportable accident or dangerous occurrence.

## **MANAGEMENT RESPONSIBILITIES**

Management will accept responsibility under the Company Safety Policy Statement for the following matters:

Ensuring that work is carried out to the appropriate standard without risk to employees and to others.

Observing the requirements and obligations of the Safety, Health and Welfare at Work Act 2005 and the other requirements insofar as they concern the work place.

Observing the recommendations of appropriate Codes of Practice.

Ensuring that all Foreman are given instructions as to the correct methods of work and do not permit other employees to take risks.

Ensuring that site offices and welfare facilities are kept in a clean and hygienic condition with a strong emphasis on reducing the risk of fire.

Fire appliance to be kept easily visible and regularly checked.

Compounds for the storage of materials, fuel etc, to be kept clean and tidy with access routes kept clean and tidy and kept clear for site traffic. Gas cylinders and "Highly Flammable" liquids are to be kept in a non-combustible store.

Ensuring that all drivers and operators of mechanical plant, or equipment and their attendants or banksmen receive proper and adequate instructions as to their work and what is required from them so as to avoid putting themselves or others at risk.

Ensuring that other contractors and their employees observe and implement the appropriate safety procedures.

Maintaining all plant, machinery, electric wiring and equipment, small power and hand tools in a safe and well maintained condition and preserving a tidy hazard free workplace.

Ensuring that adequate stocks of protective clothing and other safety equipment are readily available and setting a good example by wearing the appropriate items.

Ensuring that adequate first aid facilities are available.

Maintaining all registers and records and reporting all accidents at the proper times in accordance with existing requirements and procedures.

Consider, where appropriate, the establishment of a safety committee at the place of work which would provide a facility for discussion between management and employees on ways



of preventing accidents and improvements in safe working arrangements. Suggestions to this end from employees must be encouraged.

## **CO-OPERATION WITH FACTORY INSPECTORS AND ENVIRONMENT HEALTH OFFICERS**

The safety consultant and site management will make available their time to accompany, Factory inspectors / environment health officers on any occasion when they visit a place of work and to act promptly on their recommendations. Senior management and the safety advisor / safety officer will be advised by line management of such visits and any observations made at the time of the visit or subsequently.

## **SUPERVISOR'S RESPONSIBILITIES**

Supervisor will at all times ensure the following:

Be familiar with their obligations under the Safety, Health and Welfare at Work Act 2005 and the appropriate safety regulations applicable to their place of work. They must insist on the regulations being strictly observed.

Incorporate safety instructions in routine orders and require observance of arrangements made for employees' safety.

Avoid taking unnecessary risks with personnel, plant, equipment or materials.

Ensure that all employees know and follow safe methods of carrying out their work.

Inform and instruct all employees, particularly new employees, apprentices and trainees in the use of sensible safety precautions at work and the reasons for these precautions.

Discipline those who fail to consider their own well being and that of others.

Report defects in plant and equipment to senior management and ensure that proper action is taken to rectify any faults.

Set a personal example and encourage the establishment and maintenance of a high standard of safety and tidiness at the work place.

Put forward to senior management any suggestions or ideas which they or other employees might have, which could improve safety and prevent accidents.

Ensure that the correct safety equipment is issued and used.

## **ALL EMPLOYEES**

Will at all times be aware of the following responsibilities they have:

Realise that they have a legal duty whilst at work to take reasonable care for the health and safety of themselves and of other persons with whom they are working or who may be affected by their actions.



Co-operate fully with management and supervisors in all matters relating to safety, health and welfare and develop a personal concern for accident prevention.

Use all plant, equipment and tools provided in a safe manner. For example ensure that correct slings are used when lifting loads, ensure that ladders are tied or footed etc.

Avoid the use of improvised equipment and tools. Report all defects to the safety officer.

Use the correct safety equipment provided when required to do so. E.g. goggles, gloves, safety helmets, safety harnesses, etc. or when it seems advisable.

Not to take risks or leave situations which may be dangerous to others.

Confirm to the Company's "hard hat" policy and legal requirements by wearing safety helmets, harnesses etc. at all times on site. Failure to comply with this policy will result in that person being interviewed by senior management.