

# CARDIFF LIFT COMPANY

## HEALTH SAFETY & WELFARE GENERAL POLICY

### General Statement of Intent

We at Cardiff Lift Company and Cardiff Lift Company Ltd recognise our duties under the Health & Safety at Work Act 1974 and the accompanying protective legislation. We shall meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertakings.

CLC recognises so far as is reasonably practicable the duty to ensure the following:

To provide and maintain a safe place of work, Safe Systems of Work, safe equipment and a healthy and safe working environment.

To ensure that hazards are identified and regular assessments of risks are undertaken.

To provide information, instruction, training and supervision as is necessary to ensure employees and others are assured of a safe and healthy working environment.

To Manage the awareness and encourage health and safety best practice throughout our organisation as an integral part of our Management structure.

To ensure we are taking the appropriate protective and preventative measures to reduce accidents and ill health through Management Worker collaboration and investigate accidents and incidents.

To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

To ensure our employees recognise their responsibilities and co-operate with the company to achieve its health and safety goals. We must ensure that we inform them of their duty to achieve adequate control over risks. Instruction is provided within Method Statements, Health and Safety Arrangements and the Employee Safety Handbook. Neglect of safety or infringement of the law will be treated as a disciplinary matter.

In order that we can achieve our objectives, the Health and Safety Management is subject to continuous improvement. This Policy will be reviewed frequently to ensure that it remains valid and appropriate to the company copies are available at our website [www.cardiff-lift.co.uk](http://www.cardiff-lift.co.uk)

Signature:



**Mr Adrian Brown**

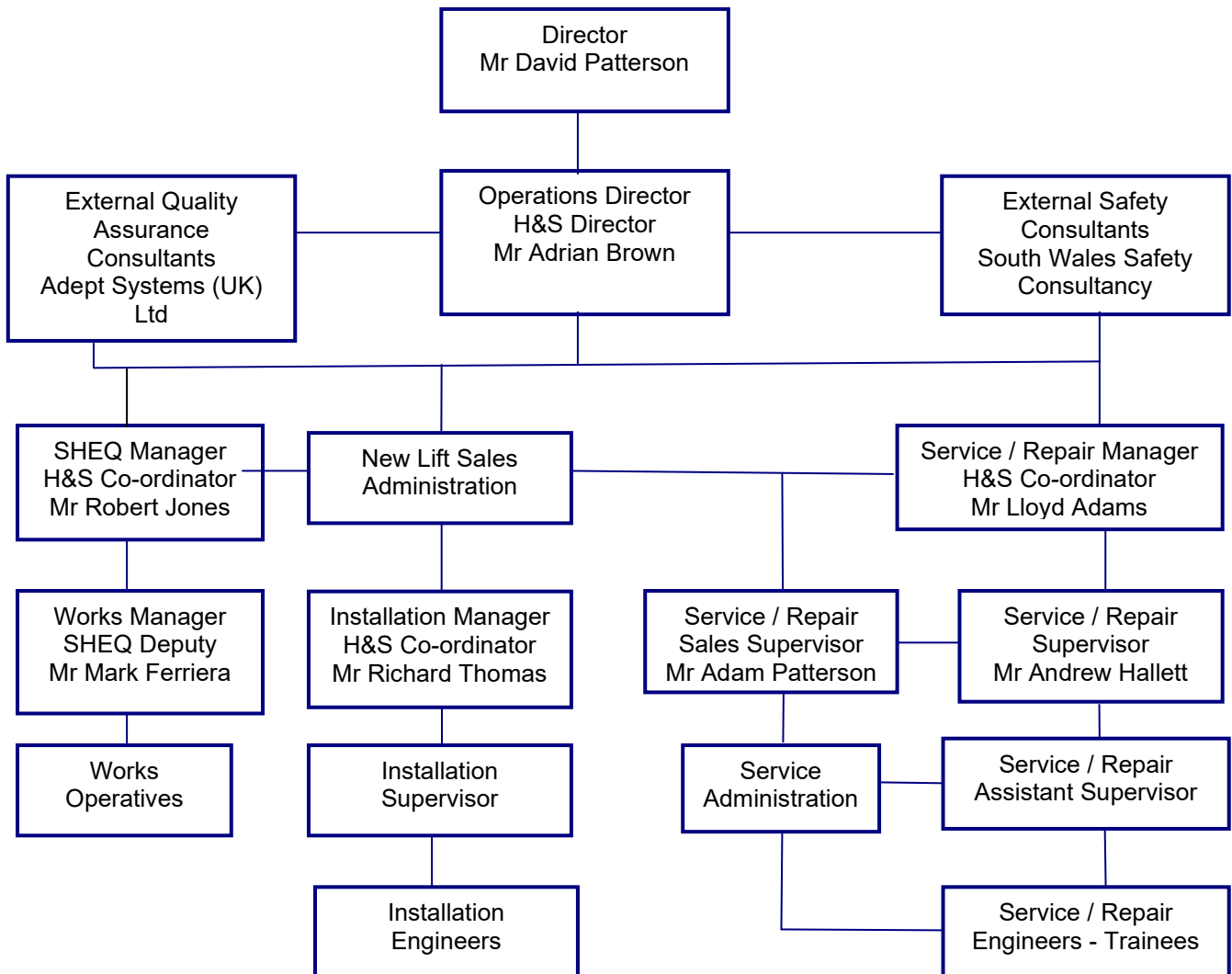
**Position: Health & Safety Manager**

**Date: 8th January 2021**

# CARDIFF LIFT COMPANY

## ORGANISATIONAL CHART FOR THE IMPLEMENTATION OF THE HEALTH, SAFETY & WELFARE POLICY

The Organisation diagram outlines the chain of command in respect of Health & Safety management within Cardiff Lift Company and Cardiff Lift Company Ltd which shows who has the responsibility for the implementation of the Health & Safety and are accountable for their areas of responsibility.



## Health, Safety and Welfare Arrangements

### HEALTH AND SAFETY ACTION PLAN

#### How we're going to do it.

We will always:

- identify hazards, assess risks to see whether our control measures are adequate or need to be improved and reviewed (see below example Part B)
- consult staff to get their views about possible health and safety problems and solutions;
- provide necessary training for everyone so they can meet their health and safety responsibilities;
- meet workplace requirements, have appropriate first aid and fire precautions and employer's liability insurance;
- report and record all accidents and incidents, where required RIDDOR 2013 reporting to take place and investigate them to improve systems to prevent future occurrences;
- make sure all Work Equipment is certified checked and fit for purpose through maintenance, recording, testing and inspection);
- PPE is assessed and provided for employees free of charge, training given on use and storage, written records of signature receipt kept on file;
- carry out assessments for all COSHH related substance and include in method statements for employee's information;
- manage Asbestos with surveys and register, staff to receive regular Asbestos training.
- manual handling will be risk assessed and training provided for staff, activities will be organised to reduce frequency of manual handling;
- welfare facilities will be provided at all sites to include washing facilities and rest areas;
- Cooperation with others, employees will attend inductions and confer with others on all matters of Health and safety, supervisors will attend meetings and inform others of all company activities and risks in their areas of work.
- Monitor, audit and review our systems and policy, record our findings and where necessary, set new targets for improvement. Achieved through our QHSE Procedures Index and H&S Legal Register.

# CARDIFF LIFT COMPANY

## Worker Welfare Policy

Cardiff Lift Company and Cardiff Lift Company Ltd firmly believes that dignified living and working conditions and social and economic well-being of the employees are essential to unlocking human potential. These factors are essential to CLC's mission of raising the quality of life for their workers.

Our Policy ensures that employment harmony is maintained across the operations of CLC. This also applies when engaging Sub Contractor personnel.

It is the responsibility of CLC to ensure that all applicable local Laws and regulations are adhered to and we are committed to: -

- Prohibition against all forms of illegal discrimination, and provide equal and fair treatment to all employees on the basis of merit.
- Promoting a just, fair and harassment free work place to all
- Eliminate all elements of victimization
- Maintain open communication channels
- Continue to be an employer of choice
- Create safe and healthy working environment for all.

This Policy applies to all those who are directly controlled by Cardiff Lift Company and Cardiff Lift Company Ltd and its activities.

### Who is responsible for what?

- Adrian Brown, as overall managing director, has overall responsibility for health, safety & welfare in the company;
- Richard Thomas, Lloyd Adams, Mark Ferriera and Robert Jones as Managers must make sure safe systems of work are always followed and carry out regular monitoring;
- Every member of staff must co-operate in following safe procedures, report problems and make suggestions for improvements;
- Our contractors and suppliers must provide us with all necessary safe information and co-operate with our health, safety & welfare requirements.