

# HEALTH AND SAFETY MANUAL

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## 1 Introduction

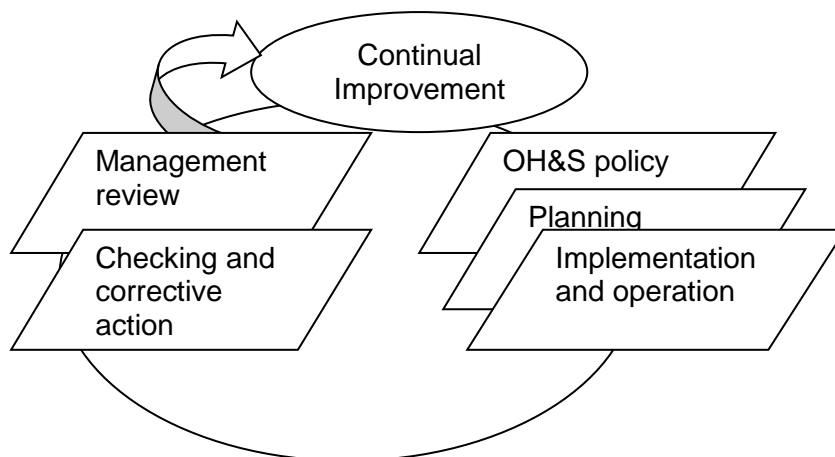
This document explains the requirements and principles of OHSAS 18001:2007 and refers to the supporting documents that Mervyn Lambert Plant Ltd have in place to ensure conformance to this standard.

This H&S Management system is designed to identify Health & Safety objectives and legal requirements and the methodology we have adopted for identifying and assessing risk, the controls required to minimise risk, performance measurement and continual improvement.

This document is the property of Mervyn Lambert Plant Ltd and will be updated as necessary to reflect amendments. We have a H&S representative, who is responsible for making recommendations based on the ongoing management of the H&S management system.

Our overarching H&S policy is consistent with the scope of our H&S management system and approved by our Directors. The H&S policy is held as a separate independent document. Within the defined scope of our H&S management system, the contents of this policy document is appropriate to the nature, scale and H&S risks in our activities, products and/or services.

H&S Management system model for this OHSAS Standard



## 2 Issue Status

This document is a controlled document and is approved for adequacy prior to issue by our Health & Safety representative.

This document is reviewed and updated as necessary and re-approved prior to re-issue. It is made available in both hardcopy and electronically to ensure that it is available at all points of use. It is made available to all staff and contractors, as applicable.

Should there be any alterations to this document, a copy of the obsolete document shall be archived for a period of at least one year and all other obsolete documents will be destroyed in order to prevent their unintended use.

Revision Date	Amendment (page No. & detail)	Authorised by:	Version No.
1 <sup>st</sup> Nov 12	Initial Issue	H&S Advisor	1
18 <sup>th</sup> Jan 13	Nace code	H&S Advisor	2
11 <sup>th</sup> Oct 13	Annual review	H&S Advisor	3
8 <sup>th</sup> Oct 14	Annual Review	HSEQ Manager	4
24 <sup>th</sup> August 2015	Annual Review – Formatting changes only.	HSEQ Manager	5
19/7/16	Review	HSEQ Manager	6
20/7/16	Review	HSEQ Manager	7
3/1/17	Review	HSEQ Manager	8
20/12/19	Review / Formatting	HSEQ Manager	9

## 3 Scope of Activities

Mervyn Lambert Plant Ltd has chosen to implement the OH&S management system with respect to the entire organisation.

The scope of the H&S management systems is all activities at Millpond Farm, Garboldisham, Diss, Norfolk IP22 2SP and specifically – Plant Hire and Temporary Traffic Management

EA Code	Nace rev 2 (NEW)	Description (Extent of Scope)
43	43.99	Other specialised construction activities n.e.c
77	77.32	Renting and leasing of construction and civil engineering machinery and equipment
77	77.39	Renting and leasing of other machinery, equipment and tangible

		goods n.e.c.
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## 4 H&S Policy

Mervyn Lambert Plant Ltd holds a comprehensive Health & Safety policy which is authorised by the Directors. The policy sets out the organisation and arrangements for H&S as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and primary environmental legislation including the Environmental Protection Act 1990. The H&S policy is available to all interested parties and is reviewed periodically to ensure that it remains current, relevant and appropriate to the company.

We believe that the health and safety of our employees, customers and members of the public is essential, not only to the efficient operation of the business but also to the discharge of our social responsibilities. Each employee has a personal responsibility for the safety of themselves and of others but the primary responsibility for safe operation and a safe place of work rest clearly upon all levels of management.

## 5 H&S Management System Overview

The H&S management system takes account of statutory obligations, the lessons of experience and the need for continuous improvement of both the system itself and in overall H&S performance. The overall aim is to ensure the control of risks to health, safety and the environment and the prevention of injury and ill health arising from work undertaken by the organisation.

The Directors and senior management fully accept our collective and individual roles in providing H&S leadership for the organisation.

H&S is a shared responsibility. Everyone has a duty to take reasonable care of themselves and those around them. We must therefore all work together to understand our H&S obligations, responsibilities and accountabilities to prevent accidents, ill health and environmental damage.

## 6 Resources, roles, responsibility, accountability and authority

The successful implementation and maintenance of our H&S management system calls for a commitment from all persons working under the control of our organisation this commitment begins at the highest levels of management.

Directors and Senior Management have:

- Determined and make available the resources needed to prevent injuries and ill health in the workplace;
- Identified who needs to do what with respect to the management of H&S and make sure they are aware of their responsibilities and what they are accountable for;
- Ensured that those members of the organisation's management with H&S responsibilities have the necessary authority to fulfil their roles;

- Ensured that there is clarity of responsibilities between different functions, departments, employees, contractors etc.
- Appointed a Health and Safety Manager responsible for the H&S system and reporting on its performance;

When determining the resources needed to maintain and improve the H&S system, we consider:

- The financial, human and other resources specific to our operations;
- The technologies specific to our operations;
- Infrastructure and equipment;
- Information systems, and
- The need for expertise and training;

Resources and their allocation are reviewed periodically, via management review, to ensure that they are sufficient to carry out H&S programmes and activities, including performance measurement and monitoring.

Responsibilities and authority of all persons who perform duties that are part of the H&S management system are documented.

Our appointed H&S Manager is competent to carry out this role and is supported by other personnel who have delegated responsibilities for monitoring the overall operation of the H&S function and receives regular updates on the performance of the system and retains active involvement in periodic reviews and the setting of H&S objectives. The H&S Manager ensures that any other duties or functions assigned, do not conflict with the fulfilment of the H&S responsibilities.

The HR Manager is responsible for all matters of occupational health referrals to an outside medical team. This could include routine OH referrals, with cause and to arrange appointments for those members of staff who routinely have OH assessments as part of their job and where risk assessed as being a requirement.

## **7 Competence, training and awareness**

### **Competence**

We shall ensure that persons working for or on behalf of our organisation work and act safely by ensuring that they:

- are aware of the H&S risks;
- are aware of their roles and responsibilities;
- have the necessary competence to perform tasks that can impact on H&S;
- are, where necessary, trained to achieve the required awareness/competence;

### **Training**

We continue to determine the training or other actions needed for those persons working under our control when considering roles, responsibilities and authorities, in relation to our H&S risks and the H&S management system.

### **Awareness**

Persons working under our control shall be made aware of:

- emergency procedures;
- the consequences of their actions and behaviour in relation to H&S risks;
- the benefits of improved H&S performance;
- the potential consequences of departing from procedures;
- the need to conform to H&S policies and procedures;
- any other aspect that might impact on H&S;

## **8 Communication, Participation and Consultation**

Through the processes of communication and consultation we encourage participation in good H&S practices.

Our communication processes provide for the flow of information upwards, downwards and across the organisation. It provides for both the gathering and the dissemination of information to ensure that H&S information is provided, received and understood by all relevant persons.

Consultation is the process by which management and other persons, or their representatives, jointly consider and discuss issues of mutual concern. It involves seeking acceptable solutions to problems through the general exchange of views and information.

Those who could be interested in or affected by our H&S management system include employees at all levels of the organisation, employee representatives, temporary workers, contractors, visitors, neighbours, volunteers, emergency services, insurers and government or regulatory inspectors.

It is important that we consider;

- internal communication
- communication with contractors and other visitors
- communications with external parties
- ongoing worker participation
- consultation with external interested parties

## **9 Legal and other requirements**

Mervyn Lambert Plant Ltd has made a policy commitment to compliance with applicable legal and other H&S requirements that relates to its H&S hazards. We carry out periodic evaluation of our compliance.

## **10 Hazard identification, risk assessment and determining controls**

We understand that hazards have the potential to cause human injury or ill health. Hazards therefore need to be identified, assessed and controlled. If no controls exist or existing controls are inadequate, effective controls will be implemented according to the hierarchy of controls:

- a) elimination;
- b) substitution;

- c) production / service controls;
- d) signage/warning and/or administrative controls;
- e) personal protective equipment;

We apply the processes of hazard identification and risk assessment to determine the controls that are necessary to reduce the risks of incidents. The overall purpose of the risk assessment process is to recognise and understand the hazards that might arise in the course of our activities and ensure that the risks to people arising from these hazards are assessed, prioritized and controlled to a level that is acceptable.

The results of risk assessments enable us to compare risk reduction options and prioritise resources for effective risk management.

## **11 Operational control**

We have implemented operational controls, procedures & instructions that are necessary in order to manage the associated hazards and comply with applicable H&S legal and other requirements, to which we have identified.

The overall objective of H&S operational controls is to manage the H&S risks to fulfil the H&S policy.

When developing operational controls, priority is given to control options with higher reliability in preventing injury or ill health.

Each hazard will be risk assessed and appropriate controls will be implemented to manage the risk.

## **12. Objectives and programme(s)**

The process of setting and reviewing objectives, and implementing programmes to achieve them, provides a mechanism for our organisation to continually improve its H&S management system and to improve its H&S performance.

Each objective is measurable, where practicable, and consistent with the H&S policy and takes into account the legal and other requirements and its H&S risks that it has identified.

We determine whether we need to set specific objectives in relation to a prioritized list of H&S risks. However, we are not required to establish H&S objectives for each legal and other requirement or H&S risk identified. We determine what other issues and factors we need to consider, such as:

- Technological options, financial, operational and business requirements;
- Policy and objectives relevant to the organisation's business as a whole;
- Results of hazard identification, risk assessment and existing controls;
- Evaluations of the effectiveness of the H&S management system (e.g. from internal audits);
- Views of employees;
- Information from employee H&S consultations, reviews and improvement activities in the workplace;
- Analysis of performance against previously established H&S objectives;
- Past records of H&S nonconformities and incidents;
- The results of the management review;
- The need for an availability of resources.



Where we have set specific objectives and programmes we shall review their performance on a regular basis to ensure that they are being adhered to. The objective programme shall be subject to our internal auditing process.

### **13. Emergency preparedness and response**

We assess the potential for emergency situations that impact on H&S and develop procedures for an effective response(s).

We periodically test our emergency preparedness and seek to improve the effectiveness of its response activities and procedure. Consideration is given to emergencies associated with specific activities, equipment or workplaces. Examples of possible emergencies include:

- Incidents leading to serious injuries or ill health;
- Fires and explosions;
- Release of hazardous materials/glass;
- Failure of critical equipment;
- Traffic accidents;

Consideration is given to emergencies that can occur during both normal operations and abnormal conditions.

Emergency planning is reviewed as part of the ongoing management of change.

Personnel are trained in how to initiate the emergency response and evacuation procedures. Should modification be made, the need for retraining or other communications will be determined.

### **14. Evaluation of compliance**

We have established, implemented and maintain a procedure for periodically evaluating its compliance with the legal or other requirements that are applicable to its H&S risks, as part of its commitment to compliance.

When assessing compliance, a variety of inputs may be used, including:

- Audits;
- Regulatory inspections and the analysis of legal and other requirements;
- Reviews of documents and/or records of incidents and risk assessments
- Facility, equipment and are inspections;
- Project or work reviews;
- Analysis of test results from monitoring and testing;
- Facility tours and/or direct observations;

### **15. Incident investigation, nonconformity, corrective action and preventive action**

### **15.1 Incident investigation**

Incident investigation is an important tool for preventing reoccurrence of incidents and identifying opportunities for improvements. It can also be used for raising the overall H&S awareness in the workplace.

We have established, implemented and maintain a procedure to record, investigate and analyse incidents in order to:

- Determine underlying H&S deficiencies and other factors that might be causing or contributing to the occurrence of incidents;
- Identify the need for corrective action;
- Identify opportunities for preventive action;
- Identify opportunities for continual improvement;
- Communicate the results of such investigations;

The results of incident investigations are documented and maintained.

### **15.2 Nonconformity, corrective action and preventive action**

In order for our H&S management system to be effective on an ongoing basis, we have a procedure for identifying actual and potential nonconformity, making corrections and taking corrective and preventive action, preferably preventing problems before they occur.

## **16. Performance measurement and monitoring**

We take a systematic approach for measuring and monitoring our H&S performance on a regular basis, as an integral part of our overall management system. Monitoring involves collecting information, such as measurements or observations, over time and using techniques that have been confirmed as being fit-for-purpose. Measurements can be either quantitative or qualitative. Monitoring and measurements serve many purposes within the organisations H&S management system.

## **17. Documentation**

We maintain up-to-date documentation that is sufficient to ensure that our H&S management system can be adequately understood and effectively and efficiently operated.

### **Control of Documents**

All documents and data containing information required for the operation of the H&S management system and the performance of the organisation's H&S activities are identified and controlled.

### **Control of Records**

Records are maintained to demonstrate that the organisation is operating its H&S management system effectively and is managing its H&S risks.

## **18. Internal Audit**

An internal H&S management system audit programme is established to review the conformity of the organisation's H&S management system to OHSAS 18001:2007.

Planned H&S management system audits are carried out by personnel from within the organisation and/or by external personnel selected by the organisation, to establish whether the H&S management system has been properly implemented and maintained.

Individuals selected to conduct the H&S management system audits are competent and are selected in a manner to ensure objectivity and impartiality in the audit process.

## **19. Management Review**

Management reviews focus on the overall performance of the H&S management system with regard to:

- suitability (is the system appropriate to our organisation)
- adequacy (is the system fully addressing the organisation's H&S policy and objectives), and
- effectiveness (is it accomplishing the desired results);

Management reviews are carried out by top management, on a regular basis. Partial management reviews of the performance of the H&S management system may be held more frequently, if appropriate.

The H&S representative has the responsibility for ensuring that reports on the overall performance of the H&S management system are presented to top management, for review.

In relation to the H&S performance of our organisation, and to show evidence of progress on the policy commitments to prevent injury and ill health, the following inputs may be considered:

- reports of emergencies (actual or exercises);
- worker satisfaction surveys;
- incident statistics;
- results of regulatory inspections;
- results and/or recommendations from monitoring and measurement;
- H&S performance of contractors;
- H&S performance of supplied products and services;
- Information on changes in legal and other requirements;

Input to management reviews shall also include:

- Results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organisation subscribes;
- The results of participation and consultation;
- Relevant communication(s) from external interested parties, including complaints;
- The H&S performance of the organisation;
- The extent to which objectives have been met;
- Status of incident investigations, corrective actions and preventive actions;
- Follow-up actions from previous management reviews;
- Changing circumstances, including developments in legal and other requirements related to H&S; and
- Recommendations for improvement;

In addition to the specific inputs for management review required by OHSAS 18001:2007, the following inputs:

- Reports from individual managers on the effectiveness of the system locally;
- Reports of ongoing hazard identification, risk assessment and risk control processes;
- Progress in the achievement of H&S training plans;

The outputs from management reviews shall be consistent with the organisations commitment to continual improvement and shall include any decisions and actions related to possible change to:

- H&S performance;
- H&S policy and objectives;
- Resources; and
- Other elements of the H&S management system;

In the addition to the outputs required by OHSAS 18001:2007, details of the following issues can also be considered:

- The suitability, adequacy and effectiveness of current hazard identification, risk assessment and risk control processes,
- Current levels of risk and the effectiveness of existing control measures;
- Adequacy of resources (financial, personnel, material);
- The state of preparedness for emergency;
- An assessment of the effects of foreseeable changes to legislation or technology;

Depending on the decisions and actions agreed at a review, the nature and types of communication of the results of the review, and to whom they will be communicated, will also be considered.