



TECHNICAL SUPPORT ASSOCIATES

HEALTH AND SAFETY

POLICY STATEMENT

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Issue Date April 2017
Issue 15

Review Date April 2017



ISSUE STATUS

Issue No.	Date of Issue	Details	Produced by	Checked By
1	1/7/04	Document Re-Issued in new TSA Format	DKS	JON
2	1/7/05	Document reviewed and signed	DKS	JON
3	1/7/06	Document reviewed and signed	DKS	JON
4	22/1/07	Document reviewed updated and signed	DKS	JON
5	1/7/07	Document reviewed updated and signed	DKS	JON
6	1/7/08	Document reviewed updated and signed	DKS	JON
7	1/7/09	Document reviewed updated and signed	DKS	JON
8	26/11/09	Document reviewed updated and signed	DKS	JON
9	1/7/10	Document reviewed updated and signed	DKS	JON
10	1/7/11	Document reviewed updated and signed	DKS	JON
11	3/1/12	New TSA Template	DKS	JON
12	3/1/13	Document reviewed updated and signed	DKS	JON
13	April 15	Document reviewed updated and signed	JB	DKS
14	April 16	Document reviewed updated and signed	JB	DKS
15	April 17	Document reviewed updated and signed	NS	DKS

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1. TSA HEALTH & SAFETY POLICY

Technical Support Associates Limited "The Company" acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

It is the intent of the company to provide safe and healthy working conditions for all our employees by:-

- providing and maintaining safe plant and equipment
- providing safe systems of work
- providing a safe place of work and safe access and egress
- providing for the safe use, handling, storage and transport of all particles and substances
- providing a safe working environment
- providing adequate and sufficient information, instruction, training and supervision

It is also the intent of the Company to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

The Company accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

Signed



David K Smith (TSA Director)

Dated: 27th April 2017

2. RESPONSIBILITIES

2.1. COMPANY

TSA Directors have overall responsibility for health and safety within the company, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

2.2. HEALTH AND SAFETY CO-ORDINATOR

The person responsible for H&S is David Smith

Health and Safety Experience /qualifications of above person is Tech IOSH, Authorising Engineer.

The Health and Safety Co-ordinator will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995

2.3. EMPLOYEES

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work:-

- (A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Cooperate with TSA management on all health & safety matters
- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements
- Take reasonable care of their own health & safety
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing recurrence of incidents.

3. COMMUNICATION / CONSULTATION

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via staff meetings, annual staff appraisals and e-mails.

4. TRAINING

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc). TSA directors provide specific induction training for all staff. This is also displayed as part of our H&S Procedures.
- The introduction or modification of new/ existing machinery or technology
- A change in employee position/ work activity or responsibility.

Training will be specifically provided for work with hazardous substances, use of non-standard PPE and any other tasks / activities for which training is deemed necessary. Any training provided by the company will be formally recorded with an electronic copy kept on the LAN.

Employees will be kept up to date with legislation and industry best practice.

5. EMERGENCIES

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

- Do not try to tackle the fire yourself (unless trained to do so)
- Verbally warn all persons of the fire
- Leave the building by the nearest fire exit and proceed to the muster point (rear car park)
- Do not re-enter the building for any purpose until the all clear has been given

ACTION UPON HEARING A VERBAL WARNING OF A FIRE

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the muster point (rear car park) and await instructions
- Do not leave the muster point until the all clear is given
- Do not re-enter the building for any purpose until the all clear is given

6. STAFF WELFARE

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities

7. WORK EQUIPMENT

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: John O'Neill or David Smith, in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to John O'Neill or David Smith.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities. Due to the natures of TSA's work PPE will either be issued specifically to an individual or drawn for a central store as and when required.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and an electronic copy kept on the LAN.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to John O'Neill or David Smith.

9. FIRST AID AND ACCIDENT REPORTING

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

TSA Office – The first aid box is located in the kitchen.

The Qualified First Aider / Appointed Person is James Beal

All accidents MUST be reported to John O'Neill or David Smith and the details recorded in the accident book (held at TSA's office). Serious accidents where hospital treatment is required must be reported to John O'Neill or David Smith as soon as possible after the incident.

10. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3 working days
- fracture other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)

- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator with the following objectives;

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

11. HAZARDOUS SUBSTANCES (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held on the LAN.

12. MANUAL HANDLING

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower

- through the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

13. CO-OPERATION AND COORDINATION – SITE ACTIVITIES

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

14. RISK ASSESSMENTS

The Health and Safety Co-ordinator will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-ordinator if required. Risk assessments will be stored on the LAN.

Risk assessments will be reviewed annually or when the work activity changes, whichever is the sooner.

15. POLICY REVIEW

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has implemented will be reviewed every year. In addition, reviews of risk and COSHH assessments and site safety inspections etc will take place from time to time.

16. CDM COMPLIANCE

Methods to ensure compliance with CDM designer's responsibilities include:

- Continual considerations for H&S throughout the design, installation and life of the installation
- Assessment of the risks associated with TSA designs during construction, maintenance & future demolition to minimise and eliminate risks where feasible
- Compliance with safe working practices on site and site management procedures
- Review of the installers' risk assessments & method statements
- Design reviews with respect to H&S compliance

Cooperation between design team members is of paramount importance to ensure that the solutions and methodology adopted meets good H&S practice.

For all TSA Design Work TSA shall:

- Ensure adequate design provisions are made for the safe installation, maintenance & dismantling of all plant & equipment installed

- Minimise construction hazards as far as is reasonably practicable & avoid foreseeable risks
- Provide pre-construction Risk Assessments for the works
- Cooperate with other members of the design & construction teams re H&S issues

Where TSA act as CDM Co-ordinator they shall:

- Act as adviser to the Client in respect of Health Safety & Risk Management matters
- Assist with the appointment of competent designers & contractors
- Advise the Client on Management Arrangements including programme, welfare, training, access, hoardings etc
- Coordinate H&S aspects of the design
- Ensure a Health and Safety File is prepared
- Assist with the HSE notification of the project
- Assist with the collation of pre-construction information, surveys etc
- Disseminate Health Safety & Risk information to the project & construction teams
- Manage & advise on information flow