

# **Health and Safety at Work Act 1974**

## **Health and Safety Policy Responsibilities of Fork Truck Direct Ltd**

The overall and final responsibility for health and safety is that of: -

### **Mike Dixon Managing Director**

The day-to-day responsibility for ensuring this policy is put into practice is delegated to: -

### **Stan Kidney General Manager**

To ensure health and safety standards are maintained and improved the following people have responsibility in the following areas: -

Service engineers, service engineers vans and other service department vehicles, service department and unit 18 Red Hills Road, South Woodham Ferrers: -

### **Darrin Jones Service Manager**

Main Workshop, storage area, workshop vehicles, fenced in yard at unit 23 Red Hills Road, South Woodham Ferrers but excluding the stores and the front offices: -

### **David Savill Workshop Manager**

Paint shop, and unit 16 Red Hills Road, South Woodham Ferrers, Front offices at 23 Red Hills Road, South Woodham Ferrers and HGV transport: -

### **John Southern Operations Manager**

Parts Department, stores and offices, parts department vehicles, LPG storage areas: -

### **Roger Dowsing Parts Manager**

All employees have to: -

Co-operate with supervisors and manager on health and safety matters;

Not interfere with anything provided to safeguard their health and safety;

Take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed in this statement).

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## **Health and Safety Policy Arrangements of Fork Truck Direct Ltd**

### **Risk assessments**

Risk assessments will be undertaken by engineers and operatives carrying out the work

The findings of the risk assessments will be reported to departmental line manager

Action required to remove or control risks will be approved by departmental line manager they will be responsible for ensuring the action required is implemented. And that the implemented action has reduced or removed the risk.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### **Consultation with employees**

Employees are: -

Workshop

Service

Parts

Operations

Sales

Consultation with employees will be by planned safety meetings

### **Safe plant and equipment**

Departmental Line managers will be responsible for identifying all equipment and plant needing maintenance, ensuring effective maintenance procedures are drawn up and implemented.

Problems found with plant or equipment should be reported to the relevant departmental line manager

The general manager will check that new plant and equipment meets health and safety standards before it is purchased

## **Safe handling and use of substances**

The parts manager will be responsible for identifying all substances which require a COSHH assessment.

The general manager will be responsible for undertaking COSHH assessments.

Individual line manager will be responsible for ensuring that all actions identified in the assessments are implemented

Individual line manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments

The general manager will check that new substances can be used safely before they are purchased

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

## **Information, instruction and supervision**

The Health and Safety Law poster is displayed in the canteen in unit 23 and outside the canteen in unit 18 Red Hills Road South Woodham Ferrers

Health and safety advice is available from

Supervision of young workers and trainees will be arranged, undertaken and monitored by individual line managers under the supervision of the general manager

Individual line managers are responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information

## **Competency for tasks and training**

Induction training will be provided for all employees by the general manager or the departmental manager

Job specific training will be provided by the departmental manager

Specific job requiring special training are: -

Service engineers

Workshop engineers

Paint shop operatives

Building maintenance staff

Lorry drivers

Training records are kept within the personal record files

Training will be identified, arranged and monitored by departmental managers

### **Accidents, first aid and work-related ill health**

There are no identified job roles where a health surveillance requirement has been identified, this situation will be kept under constant review

First aid boxes are kept in unit 18 and unit 23

The appointed persons for first aid are: -

Stan Kidney General Manager

David Savill Workshop Manager

Brian Dunn Assistant Service Controller

Tony Hennis Parts Controller

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Sally Austin Service controller

The general manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority