



**2 CUNNINGHAM ROAD
STIRLING
FK7 7SW**

**HEALTH AND SAFETY
POLICY**

AUGUST 2024

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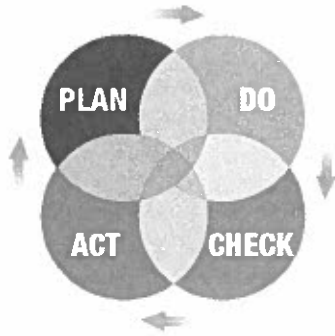
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MANAGEMENT COMMITMENT

In today's extremely competitive business environment only companies that make a conscious effort to provide consistent quality will achieve ongoing success. We are committed to adopting best practice by encouraging a culture of continuous improvement and aim to fulfil our moral, legal and economic responsibilities as a company. We recognise the importance, commitment and wellbeing of our workforce is an integral part of our success and aim to promote a safety culture throughout the company. We continually strive for continuous improvement and recognise the significant contribution that health and safety within the working environment plays in our ability to consistently give quality service to all our customers. We believe in implementing a culture of care and a strong commitment to the health, safety and welfare of every member of staff as well as other parties that may be affected by our works.

The following factors are considered when integrating them into our management system:



Plan – Investigate the current policies, procedures and legal requirements to get a full understanding of the nature of the problem and highlight areas of improvement. Communicate the job roles and changes via staff briefings etc.

Do – Ensure commitment from senior management and implement short term and long-term solutions to the problems identified. Identify and assess risks/controls.

Check – Evaluate, via audits, the effect of the processes that have been implemented and decide if results have been delivered. Review the whole process to ensure it is working effectively.

Act – Act upon your findings and put plans in place to standardise the process and set dates for review.

These goals can only be attained with the full cooperation of our workforce. One of the key aspects in achieving this is gaining staff commitment to the company's goals and ensuring that effective communication exists at all levels throughout the company. For this reason, we include all staff in all aspects of health and safety to ensure we have their full commitment and cooperation.

Good practice and strict compliance with our procedures is essential to maintain effective safety systems. We expect full compliance from all staff, subcontractors, visitors with this policy and any breach of procedure will be taken seriously in accordance with our disciplinary procedure as non-compliance may lead to avoidable loss, damage and injury.

This document contains the policy statement, responsibilities and arrangements of the company with respect to health and safety. It is intended that it will satisfy Section 2(3) of the *Health and Safety at Work etc. Act 1974*, which requires every employer with 5 or more staff to have a written statement of safety policy.

The instructions contained within this document are mandatory. It is the responsibility of all staff to know and understand the arrangements in this document so that they may implement company policy. The document also contains procedures relevant to contractors working at our premises and visitors to the premises.

STANDARD AND OBJECTIVES

Our aim is to have an effective strategy for the implementation and maintenance of an effective policy and measures in place to ensure that full compliance with current health, safety and environmental legislation. We will also encourage and promote best practice wherever possible. Our strategy will effectively control all foreseeable health, safety and environmental risks to ensure that conditions and practices, which have the potential to cause injury damage or loss, are effectively managed within the workplace. The implementation of this policy will achieve those objectives and we recognise that by close consultation with our workforce we will secure their commitment in achieving our goals.

We work in partnership and in collaboration with our clients and their approved representatives to ensure that all requirements are met, including all health, safety, environmental and quality aspects for example: production of all necessary equipment and product certification, emergency procedures (fire procedures and evacuations, etc.), risk assessments and method statements, ensuring all staff are fully trained in health and safety to undertake the works. All our working processes and procedures are in line with the requirement of our client's processes and procedures.

Our minimum standards are to ensure full legal compliance with the statutory provisions of the *Health and Safety at Work Act 1974* and comply with the standards required.

We will maintain a robust management system to ensure that these minimum standards are met always.


PART 1 - GENERAL STATEMENT AND POLICY OBJECTIVES

The Managing Director, Niall Miller, is committed to discharging his obligations under the *Health and Safety at Work Act 1974*, *The Management of Health and Safety Work Regulations 1999* and all relevant statutory provisions. He will seek to provide a healthy and safe working environment for all staff and will endeavour to ensure the safety and health of all others that could foreseeably be affected by activities under his control. The health, safety and welfare of staff are of prime importance to the company and it is essential to the efficient operation of its undertaking. All staff have a duty to take reasonable care for both their own health and safety and that of others. The company will ensure that this policy is pursued throughout the organisation. We will take all reasonably practicable precautions to ensure the health, safety and welfare at work of our staff and that of any other person not employed by us but who may be affected by the operations of the company.

Our general policy statement is as follows:

- To provide adequate control of the health, safety and environmental risks arising from our work activities via risk assessment, safe systems of work and COSHH assessment.
- To consult with our staff on matters affecting their health, safety and wellbeing to promote a positive health and safety culture.
- To provide safe systems of work, working conditions and safe plant, machinery and equipment for use at work and ensure that it is maintained in a safe condition at regular intervals.
- To ensure safe handling, use, storage and transportation of substances and articles and ensure that they have been suitably assessed.
- To provide staff with adequate information, instruction, training and supervision as is necessary for their health and safety at work and the health and safety of others that may be affected by their actions.
- To provide and maintain safe access/egress to and from the workplace and always maintain a safe working environment.
- To ensure all staff are competent to do their tasks and provide relevant training and refresher training where required.
- To prevent accidents and work-related ill health and investigate any incidents to avoid recurrence and notify the Health and Safety Executive (HSE) where applicable.
- To provide adequate welfare facilities and first aid arrangements both at our premises and on site where practicable.
- Allocate adequate resources to enable the policy to function effectively.
- To constantly review our policies at regular intervals in our commitment to continuous improvement of health, safety and environmental management.
- To actively minimise any adverse effects on the air, ground and water which may be caused by our undertakings via reduced energy consumption, waste separation and recycling.

To achieve a high health and safety standards the active cooperation of all staff is essential. Staff are reminded of their own duties under the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, to take care of their own safety and that of any other persons, and to cooperate with their employer to enable them to carry out their responsibilities successfully. The organisation, responsibilities and arrangements to enable this policy on health and safety to be effective are contained in this document. This policy and the associated documents will be revised annually (as minimum) or as and when required and will be publicised within the company.

Name: NIAL J M. MILLER	Signed: 
Date: 18.7.24	Job Title: MANAGING DIRECTOR

PART 2 - ORGANISATIONAL RESPONSIBILITIES

Managing Director – Niall Miller

Carries overall responsibility for commercial, production and administration disciplines and for ensuring that the policy is implemented, results are monitored and reviewed. He is responsible for ensuring that the strategy and organisation of the company is defined and implemented to ensure effective implementation of the occupational health & safety system. The managing director ensures that all management reviews, internal audits, and subsequent data is reviewed as part of the management review meeting, and that all parts of the occupational health & safety process are carried out. he is familiar with the company health and safety policy, arrangements for health and safety and is responsible for ensuring:

1. That the health and safety policy is updated, reviewed and implemented as and when required and it is made known to the staff of the company, ensuring that the policy arrangements are relevant to the current working practices and processes.
2. That the company keeps up-to-date with legislative changes, good working practices and communicates any new developments quickly and effectively to staff.
3. Adequate financial provision is made for the foreseeable items of expenditure associated with health and safety, welfare, training and adequate resources are allocated to ensure that best practice is adopted and achieved.
4. Waste is properly controlled and any adverse effects on the environment, through company activities, are minimised as far as is reasonably practicable.
5. Health and safety is promoted throughout the company and features prominently at all meetings and the objectives outlined within the policy are fully understood by all concerned.
6. Responsibilities for health and safety are clearly defined within the company and delegated to line management appropriately.
7. Matters requiring professional advice and assistance are referred to suitably qualified person i.e. health and safety advisers.
8. Matters relating to health and safety brought to his attention are dealt with. Matters raised by staff or third party are thoroughly investigated and any necessary corrective action is taken.
9. Adequate channels of communication exist for the exchange of health and safety related information, including manual handling assessments, risk assessments, between management and staff.
10. All accidents, incidents and near misses are reported, investigated and action taken to prevent recurrence. Following an accident or incident he will ensure that he notifies the company safety advisors and the Health and Safety Executive (HSE). He will also ensure that near miss reports are investigated to spot trends and preventative measures are taken.
11. That a fire risk assessment has been carried out for the premises and the fire and evacuation drill is carried out every six months and the results are recorded and monitored.
12. A personal example is set by wearing appropriate protective clothing and/or safety equipment.
13. Regular reports are received from management and disciplinary procedures and instigated where appropriate.
14. Regular updates are received on staff training requirements and ensure that resources are allocated for training.
15. A positive health and safety culture is promoted through the company at all levels and features prominently at any meetings.

Business Manager – Alison Warrender

The business manager is responsible for carrying out internal process audits, audits, training and development in the occupational health & safety system, and the competent delivery of the required system outputs. The business manager is responsible for the performance of the contracts manager, foreman and the staff to undertake the delivery of the occupational health and safety system. The business manager will manage the control of documents and the data collection from management review meetings. The business manager shall ensure:

1. She is familiar with the company health and safety policy, the organisational roles of key staff and the company arrangements for health and safety.
2. The company arrangements for health and safety is implemented, observed and rules are fully understood by all including the activities they undertake and the materials they produce or handle.
3. All projects are staffed adequately with competent, trained staff to facilitate programme adherence and ensure task specific risk assessments and method statements have been prepared, in consultation with the workforce, to ensure that all hazards applicable have been adequately assessed.
4. Work undertaken by those under her supervision is fully carried out by competent persons in accordance with the established systems of work, the company rules and any other guidance or control measures issued. This will include ensuring every staff member receives an induction and is briefed in the risk assessments and method statement at the start of every project.
5. Matters relating to health and safety brought to her attention are dealt with, and where she does not have the authority, the matter is referred to the managing director. This will include any deviancies from the health and safety policy and working practice and will advise on any refresher training required.
6. All persons having duties and responsibilities for health and safety are adequately trained to perform those duties and responsibilities. She will ensure she is satisfied with the standard of training and where necessary, identify further training where required. She will ensure safe systems of work are in place for all work activities and maintain a safe work environment always.
7. Effective monitoring of the policy and procedures for health and safety is maintained to ensure full compliance always including that of subcontractors. This means ensuring that monitoring responsibilities are carried out at the required frequencies and adequate records are maintained. This will also include stopping any work which may be deemed unsafe immediately and relaying any defects to the appropriate person.
8. Following an accident or incident, action is taken as necessary to make safe and immediately notification is made to the managing director.
9. Personal Protective Equipment (PPE) provided for use at work is being worn as necessary and maintained in good order.
10. Plant, machinery and other equipment purchased is compliant with European, UK and all other statutory legislation.
11. That every project has adequate emergency evacuation procedures, fire-fighting equipment and first aid provision including a trained first aider where required.
12. Fire extinguishers are properly maintained and fire escape routes are not obstructed at any time within the office.
13. Accident and near miss reporting procedures are complied with.
14. Adequate resources have been provided for health and safety.
15. All work is carried out safely and the company quality standards are met.
16. A positive health and safety culture is promoted through the company at all levels and features prominently at any meetings.
17. She will stop any unsafe working practices and reprimand any person or contractor that is working unsafely and report any cases where disciplinary procedures may be required to the managing director.

Contract Managers

They are responsible for implementing this policy and ensuring that the aims and objectives are given the same priority as other company commitments. They have the responsible for procuring the workforce to facilitate programme adherence and have frontline responsibility for health and safety as well as the quality of work. They are responsible for programming works, subcontract management, meetings and progress of in-house and subcontractors to schedule. They will ensure:

1. They provide competent management and ensure that the policy, arrangements and rules as written are implemented. They will receive regular reports on the company performance from the foremen and the workforce. They will ensure that rules, risk assessments, method statements and any other guidance or control measures are issued to foremen.
2. Compliance with company policy and procedures and the relevant statutory provisions on health and safety for work for which they are responsible. Ensure they have adequate competent, trained staff to facilitate programme adherence and ensure task specific risk assessments and method statements have been completed and issued to foremen and explained to all staff.
3. All staff are given information, instruction, supervision and training as necessary and are adequately managed to enable them to carry out their work without risk to their health and safety.
4. Safe access and egress to any place of work is maintained in a condition without risk to health and safety.
5. Work undertaken by those under their management is fully carried out by competent persons in accordance with the established systems of work, the company rules and any other guidance or control measures issued to them. This will include ensuring every staff member receives an induction and is briefed in the risk assessments and method statement at the start of every project.
6. That activities are monitored within their responsibility to ensure that agreed safe systems of work are adhered to always and the public or other staff are not put at any additional risk from the company activities.
7. Appropriate lighting, barriers, signs and warning notices are displayed at locations where hazards are created or works are taking place.
8. Adequate storage areas are provided and any work areas have suitable barriers and signage displayed to prevent unauthorised access.
9. First aid and fire procedures are implemented.
10. Waste management procedures are implemented and environmental concerns are addressed promptly.
11. Plant, equipment and machinery is being used properly and all guards and safety devices are fitted and fully functional.
12. Suitable task specific risk assessments and method statements are prepared for all work.
13. Goods, materials and other substances purchased for use at work comply with relevant standards and are safe and without risk when used correctly by staff. All hazardous materials will be properly marked, used and stored as outlined in specific COSHH assessments.
14. Personal Protective Equipment (PPE) is provided as appropriate to comply with perceived hazards as identified by risk assessments and is being worn by staff as necessary and is maintained in good order.
15. Monitor and review by means of inspections, that work is being undertaken and conducted in a safe manner.
16. Identifying, checking or providing suitable welfare facilities prior to starting work.
17. A safe work environment is always provided and safe systems of work are developed and maintained throughout. Where work of a hazardous nature is identified, suitable method statements and other control measures are adopted to reduce any risk.
18. Adequate arrangements are in place to ensure a suitable level of monitoring of the work that is being undertaken. This will include cooperating and coordinating with any other trades to avoid confusion about areas of responsibility or any tasks which may affect them.
19. All accidents are reported, investigated and action taken to prevent recurrence. Following an accident or incident they will act as necessary to make the area safe and immediately notify the managing director, company safety advisers and the Health and Safety Executive (HSE). They will also ensure that near miss reporting procedures are complied with.
20. They set a personal example on visits by wearing appropriate protective clothing and/or safety equipment.
21. A positive health and safety culture is promoted through the company at all levels and features prominently at any meetings.

22. They stop any unsafe working practices and reprimand any person or contractor that is working unsafely and report any cases where disciplinary procedures may be required to senior management.

Foremen

They are responsible for implementing this policy and ensuring that the aims and objectives are given the same priority as other company commitments. They are responsible for supervision on site. They have responsibility for following the health and safety management system, ensuring that staff fully understand it and its outputs as they relate to the specific site. The foremen deliver the method of work detailed by the contracts manager, the operational outputs from all risk assessments, schedule of works, and technical requirements to meet customer specifications and all toolbox talks. They are also responsible for daily auditing and completing the relevant documentation for the management team to review.

1. They provide competent supervision and that the policy, arrangements and rules as written are implemented and receive regular reports on the company performance from the workforce. They will ensure that rules, risk assessments, method statements and any other guidance or control measures are issued to all staff.
2. Compliance with company policy and procedures and the relevant statutory provisions on health and safety for work for which they are responsible. Ensure they have adequate competent, trained staff to facilitate programme adherence and ensure task specific risk assessments and method statements have been explained to all staff to ensure that they are fully aware of the work they are undertaking.
3. Staff are given information, instruction, supervision and training as necessary and are adequately supervised to enable them to carry out their work without risk to their health and safety.
4. Safe access and egress to any place of work is maintained in a condition without risk to health and safety. This includes the briefing of any delivery drivers prior to delivery to ensure they understand the rules and have adequate information, instruction and Personal Protective Equipment (PPE).
5. Competent supervision is provided and adequate training and instruction is given to staff to enable them to carry out their work in a safe and healthy manner.
6. Work undertaken by those under their supervision is fully carried out by competent persons in accordance with the established systems of work, the company rules and any other guidance or control measures issued to them. This will include ensuring every staff member receives an induction and is briefed in the risk assessments and method statement at the start of every project.
7. That activities are monitored within their responsibility to ensure that agreed safe systems of work are adhered to always and the public or other staff are not put at any additional risk from the company activities.
8. Appropriate lighting, barriers, signs and warning notices are displayed at locations where hazards are created or works are taking place. Tidy site and storage areas are maintained and materials that are not needed are removed or stacked in a safe location and any work areas have suitable barriers and signage displayed to prevent unauthorised access.
9. First aid and fire procedures are implemented.
10. Waste management procedures are implemented and environmental concerns are addressed promptly.
11. Plant, machinery and other equipment is compliant with European, UK and all other statutory legislation. They will ensure plant and machinery is being used properly and all guards and safety devices are fitted and fully functional. Any hazardous work areas will be suitably restricted by use of physical barriers and warning signage. This will also include removing any tower scaffold that will no longer be required or restricting access to and displaying incomplete notices on any incomplete tower scaffold.
12. Suitable risk assessments and method statements in place for all work and for ensuring staff are made aware of the risks involved in their activities.
13. Goods, materials and other substances used comply with relevant standards and are safe and without risk when used correctly by staff. All hazardous materials will be properly marked, used and stored as outlined in the task specific COSHH assessments.
14. Personal Protective Equipment (PPE) is provided as appropriate to comply with perceived hazards as identified by risk assessments and is being worn by staff as necessary and is maintained in good order.
15. Monitor and review by means of inspections/audits, that work is being undertaken and conducted in a safe manner.
16. Ensuring suitable welfare and facilities are provided throughout the duration of the project.

17. A safe work environment is provided always and safe systems of work are developed and maintained throughout. This includes coordinating deliveries to ensure they do not block access/egress routes and the safe storage of materials. Where work of a hazardous nature is identified, suitable method statements and other control measures are adopted to reduce any risk.
18. Adequate arrangements are in place to ensure a suitable level of monitoring of the work that is being undertaken. This will include cooperating and coordinating with any other trades to avoid confusion about areas of responsibility or any tasks which may affect them.
19. All accidents are reported, investigated and action taken to prevent recurrence. Following an accident or incident they will act as necessary to make the area safe and immediately notify the contracts manager, company safety advisers and the Health and Safety Executive (HSE). They will also ensure that near miss reporting procedures are complied with.
20. They set a personal example on visits by wearing appropriate protective clothing and/or safety equipment.
21. A positive health and safety culture is promoted through the company at all levels and features prominently at any meetings.
22. They stop any unsafe working practices and reprimand any person or contractor that is working unsafely and report any cases where disciplinary procedures may be required to management.

Staff

All staff within the company will:

1. Comply with the company's health and safety policy and co-operate with their employer, and with each other, to ensure that any arrangements are adhered to thus ensuring full compliance with legislation.
2. Take reasonable care of their own health, safety and welfare and that of their colleagues and others in what we they do or by what they fail to do.
3. Comply with the company instructions, risk assessments and procedures issued for safe working practices and ensure any Personal Protective Equipment (PPE) and safety equipment provided is worn/used correctly and any loss or damage is reported immediately.
4. Not interfere with or misuse anything provided in the interests of safety and will report any incidents to management which have led or might have led to injury or damage.
5. Cooperate with any investigation which may be undertaken with the object of preventing accidents or their reoccurrence.
6. Visually check any plant and equipment prior to use. Use any plant, equipment or substance in accordance with any information, instruction or training provided by the company and report any defects immediately to management. Any equipment that has safety devices, guards or cut outs must never be bypassed. Only use equipment for which you have been trained and never attempt to repair or adapt any equipment unless you have been trained to do so.
7. Proactively suggest any improvements that may be able to be made to safe working practices and actively participate in preparing risk assessments and method statements when requested.
8. Understand the importance that any breaches of health and safety will be treated seriously, and individual staff may be disciplined due to the neglect of their own welfare or the welfare of others.
9. Look after any PPE they have been issued with and use/wear the protective equipment issued correctly and as instructed and report any defects or loss to management immediately.

Health and Safety Advisers – HSCS Scotland Ltd

Are required to:

1. Provide technical, legal and other advice and assistance, in relation to health and safety, to management in order that the company can comply with its statutory obligations (when requested).
2. Liaise with the enforcing authorities on health and safety matters brought to the company's attention (when requested).
3. Assist management in the development of safe systems of work, choice and suitability of safety equipment and methods of training in its use and storage (when requested).
4. Periodically monitoring the activities of works carried out by the company, by carrying out safety inspections (when requested).
5. Monitor the introduction of new health and safety legislation that is applicable to the company and offer advice accordingly (when requested).
6. Advise management on the requirements of health and safety training required within the company and assist with the implementation when necessary (when requested).
7. Attend management meetings, as and when required (when requested).
8. Provide daily health, safety and environmental updates via their webpage and issue a monthly health, safety and environmental newsletter.
9. Carry out inspections and audits of the workplace (when requested).
10. Investigate incidents, accidents and dangerous occurrences and to attend the scene and report on any findings as well as offering guidance on reporting procedures with regards to accidents at work (when requested)