



CDP PLANT LTD

Dunston Road, Sheepbridge
Chesterfield, Derbyshire S41 9RL

Office: 01246 269450

Fax: 01246 269451

Email: chris@cdpplant.co.uk

Web: www.cdpplant.co.uk



CDP Plant Ltd. Health & Safety at work Policy Statement

The Directors of CDP Plant Ltd. believe that the safety of employees is of the greatest importance to the company. Whilst maintenance of safe operating procedures can result in significant cost savings, the Directors of the company believe that the human values involved are of much greater importance to the company, the employees and the community. The acceptance and practice of fundamental health and safety principles by management and employees with the reduction of injuries and ill health to a minimum will do much to improve the quality of life, industrial relations and production - therefore It is company policy that healthy and safe working conditions will be achieved and maintained by constantly monitoring working practices and procedures in order to identify and eliminate hazards and unsafe practices within its areas of operations. The company will ensure that safety is a prime factor in the design and planning of all practices and operations. The company will ensure that the responsibilities for Health & Safety are properly delegated observed accepted and fulfilled at all levels within the company's organisation and that all practical steps are taken to safeguard the health, safety and welfare of all employees and visitors. It is the intention of the company to ensure that :
The provision and maintenance of the plant and vehicles are safe and without risk to health.

Arrangements for use handling storage and transport of articles and substances for use at work are safe and without risk to health. such steps are taken as necessary to secure that there will be available in connection with the use of any articles at work adequate information about the use for which it is designed and about any conditions necessary to ensure when that put to use, it will be safe and without risk to health. The provision of such information, instruction, training and supervision necessary to ensure the health and safety at work of all employees

With regard to any place of work under the company's control , the maintenance of it in a condition that is safe and without risk to health and the provision and maintenance of means to access to and egress from it are safe and without such risks The working environment of all company employees is safe and without risk to health and that the adequate provisions are made with regard to the facilities and arrangements for their welfare at work. The company will nominate two people who will be directly responsible carrying for out the company's health and safety policies. These will consult and discuss with employees any matters affecting their health and safety at work. As and when necessary the company will undertake to revise the health and safety policy and to communicate this information to all employees. It shall be the duty of every employee whilst at work :

To take reasonable steps for the health and safety of himself / herself ,and of other persons who may be affected by his actions. As regards any duty or requirement imposed on his / her employer to any other person by or under any of the relevant statutory duties to cooperate with the company as far as is necessary to enable that duty or requirement to be performed or complied with.

The Managing Director is directly responsible for health & safety and Will be directly responsible for the implementation and maintenance of the company's safety policy.

Safety equipment :

Will ensure that all employees are aware of what safety equipment is provided by the company, where it is kept and familiar with it's use, including first aid & fire equipment and what to do in case of a fire.



Communication :

Will ensure that any information concerning health & safety is communicated to all employees within the company and any health & safety matter brought to his attention by an employee is investigated and any necessary action taken.

Methods of work :

Will stipulate safe systems of work so that all work within or carried out by the company will be done so in accordance with statutory and company approved regulations and codes of practice. Will ensure that all supervisors etc. are instructed concerning safe methods of work.

Training :

Will ensure that all training requirement on health and safety matters are identified and implemented and that all staff and employees understand accept and carry out their responsibilities for health & safety matters within the company , and that they are adequately trained and instructed to undertake those responsibilities

Accidents :

Will ensure that all accidents and or dangerous occurrences are reported in the accident book and are thoroughly investigated to avoid recurrence Plus all accidents and or dangerous occurrences requiring notification to the Health& Safety Executive are reported correctly and in accordance with the law

Safety checks :

Will conduct direct and organise all safety checks made on company premises, examine the results and ensure that the action is taken in and areas shown to be a safety hazard or not complying with the statutory legislation. Will ensure that regular inspections of plant and equipment as required by statute are carried out and the necessary records kept.

Safety Meetings :

Will attend all and any meeting regarding safety matters.

Maintenance :

Will organise and ensure that a regular maintenance schedule of all plant and equipment with emphasis on safety is implemented and that all necessary records are completed Will ensure that all work repairs and maintenance to secure the safe working of any machinery , plant or equipment is given priority and carried out promptly. Where this is not possible the machinery plant or equipment should be taken out of service until repairs can be implemented. Will organise and ensure that all environmental aspects of heating , lighting and ventilation and general cleanliness of all welfare facilities together with fire and first aid equipment are adequately monitored and maintained. Will control and monitor outside or sub-contractors work to ensure compliance with both company and statutory requirements concerning health and safety.

Facilities :

Will ensure that access to and egress from all places of work within the company provided and maintained in a safe conditions at all times.

Storage :

Will ensure that all hazardous and dangerous substances are stored and handled correctly

All Employees :-

Must fully observe the company's safety rules. Must report any safety hazards within their area of work or malfunction of any machine or item of plant, to their immediate supervisor. Must conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others. Must be sensibly and safely dressed for their particular working environment. Must conduct themselves in an orderly manner in the work place and refrain from any kind of horseplay etc.. Must use all safety equipment and or protective clothing as may be provided or instructed Note - Mandatory P.P.E. (Personal Protective Equipment) which must be worn at all times on all sites Without Exception is as follows -- Hard Hat , Safety boots , Eye protection , Ear protection , Gloves , Hi Vis Vest or Jacket It is the responsibility of each and every individual.to.look after his own safety wear and keep it clean and wear and in good condition. If lost, damaged out of date or unfit to wear way items will be replaced immediately by the employer but it is the responsibility employees to request replacements. Must avoid improvisation that could create unnecessary risk to the safety of themselves or others. Must maintain all tools and equipment in good condition and report any defects to their supervisor as and when they occur. Must report all accidents to their immediate supervisor not whether injury is sustained or Must attend as requested any training courses designed to further the needs of health safety. Must acquaint themselves with all procedures, materials and substances used by them. Must be aware of the fire evacuation procedure and the position of all fire fighting equipment

The Health & Safety at work act 1994 also places legal duties and statutory responsibilities on all employees, which are :-

To take reasonable care for the Health & Safety of himself / herself and of other persons who may be affected by his / her acts or omissions at work. To co-operate with the company to enable the company to carry out it's legal duties or any requirements as may be imposed. No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of Health. Safety and Welfare. COSHH (Control of Substances Hazardous to Health) - to ensure that all hazardous substances are handled and used in accordance with the COSHH assessment records. SAFETY WEAR - all employees must comply with safety wear or P.P.E. directives / requirements at all times. NOISE AT WORK - all equipment and use of equipment to be used within the limits of the assessment records. An accident book is kept in the office for accidents occurring in the office, yard or out on site First aid kits are kept in the following areas : Fitters mess cabin. Office kitchen area. Fire Safety Maintenance Vehicles A fire extinguisher is supplied on board each vehicle It is the responsibility of the person in control / charge of the vehicle to report any issues If an extinguisher is faulty or out of date it is the responsibility of the person in control / in charge of the are or place of work to report it and request a replacement.

It is the policy of CDP Plant Ltd. that its operations are executed at all times in such a way as to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and all persons likely to be affected by its operation including sub contractors, licensees and the public where appropriate. This policy and Its overall implementation is the direct responsibility of the Managing Director. It is a function of the management to provide the right circumstance under which work may be carried out safely. However , all employees must be aware that they have a legal duty, not only to work in safe manner , but also to co-operate in efforts made to creates safe working conditions. The policy statement summarises the chain of safety responsibility from Board to site and workshop. Detailed lists of responsibilities for all level of employees are available to the person concerned. Action to be taken to control specific hazards and instructions on compliance with applicable regulations and codes of practice will be issued from time to time. Training will be given to employees on how to recognise and guard against foreseeable hazards and how to meet the responsibilities placed on them. This training will be recorded on individuals training records. CDP Plant Ltd. has an excellent health and safety record. The co-operation of every employee to fulfil their legal obligations is necessary in order to maintain and improve that standard wherever possible.

CHAIN OF SAFETY RESPONSIBILITY.

The Managing Director is responsible for the safety function and will receive reports from nominated safety representatives on a regular basis upon his request. The Managing Director is generally responsible for Health & Safety on sites under his control via his site foreman or nominated task leader ,where applicable. The Managing Director responsible for the yard and workshops via his yard / workshop foreman , plus sites not under the control of the Plant manager , via his site foreman or nominated task leader. The Foreman Fitter or a Nominated Task Leader will be responsible for Health & Safety whilst carrying out repairs, servicing & maintenance on individual sites where CDP Plant machinery is on hire / contract , or to customers plant & machinery. The Health & Safety procedures set down for these individuals must be adhered to . A risk assessment and method statement will be prepared prior to commencing servicing, repairs or maintenance by the Assessor (normally the Managing Director, Foreman or nominated task Leader. Previously prepared or generic risk assessments and or method statements must be observed when carrying out repetitive servicing repairs or maintenance. All maintenance staff / employees were given a document entitled "Safety Procedures & Guidance Notes for Fitting and Maintenance Personnel. It is the responsibility of the individual to read, observe and continually strive to use these notes to raise safety standards and prevent accidents, making a safer working environment for him / herself and his / her colleagues.

All of the above is subject to continuous review and improvement and any neglect of safety or infringement of the law will be treated as a disciplinary matter.

Organisational Chart 15th December 2015

Managing Director	Chris Brailsford	
Plant Manager	Stuart weeden	
Foreman fitter	Terry Parker	
Fitter	Tony Short	
Fitter	Mark Malia	
Salesman	Richard Dixon	
Salesman	Alan Genders	
Salesman	Stuart Jaames M/C Operator	Ian Townsend

Responsibility for the above Health and Safety Policy Includes

1. 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.
2. Investigating accidents and implementing corrective action.
3. Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking.
4. Liaising with managers, employees, sub-contractors and specialists as and when appropriate

The Company Is intent on meeting duties under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

General overview / Implementation :

Our field service engineers are very experienced and have been with us for many years, They are fully inducted (on all the sites we work at across the country and they have Passport to safety certificates government accredited and plant operator licenses Every Job is talked through and assessed before commencement, and RAMS, COSHH, permits and all other relevant paperwork are all completed beforehand.

These are all job specific and are in addition to Monday morning tool box talks, toolbox talks are conducted in the office on Monday mornings and cover the programmed works for the week, and when and how we propose to do it, with suggestions, questions and discussions on any problems or hazards that may arise.

All tools and equipment in the service vehicles are inspected and if they become unserviceable or damaged including PPE they are replaced. Alcohol and drugs testing is also regularly carried out.

We familiarize our men on all new products that are introduced into in our fleet (by the factory) to avoid any complacency or mistakes. All safety / service/ parts books for every machine are kept in our office and we have access to the factory's engineers and designers for any additional help should we require it. Other personnel (customer's operatives) who need to be shown operation and basic maintenance are instructed by us, but all commissioning, decommissioning, repairs, servicing and maintenance and warranty is strictly carried out by the engineers to eliminate damage or injuries to or by others, not just for safety but also for the smoother running of the equipment. Service and maintenance work on the machines is logged with the hours worked into the fleet history log

Plant inspections are carried out during machine services at 250 hr intervals, unless requested in between, or during breakdowns.

That the company will communicate and consult with all employees on the following issues:

- The content of the 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.

Will ensure that All employees are given training appropriate to their responsibilities.

That training will be provided for the following situations:

Induction training for new employees (health and safety awareness, company procedures etc.)

The introduction or modification of new / existing machinery or technology A change in employee position / work activity or responsibility.

That specific training will be provided for work with hazardous substances, use of personal protective equipment (PPE), manual handling, work at height etc.

A programme of continual professional development and refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Fire and emergencies

The Company take account of fire hazards in the workplace and undertake a fire risk assessment.

All employees have a duty to conduct their operations in such a way as to minimize the risk of fire, including complying with the Company's no smoking policy.

Site Supervisors are responsible for keeping their operating areas safe from Fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Combustible materials are to be kept separate from sources of ignition and not allowed to build up.

First aid

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

Where suitable first aid boxes can be obtained, either from the Company or in agreement with the Client / Principal Contractor.

Accident reporting and investigation

All accidents are to be reported the Site Supervisor and the details recorded in the accident book. Serious accidents where hospital treatment is required must be reported to the Health and Safety Co-ordinator / Representative as soon as possible after the incident. The Company intends to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Prevention

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 (PUWER) 1998.

All electrical equipment will be inspected and maintained according to the risk of the item becoming faulty. This will take into consideration how the equipment is constructed and the environment in which it is used. Where appropriate portable appliance testing will be carried out at an appropriate schedule.

An assessment will be undertaken before new equipment is introduced into the working environment 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
If any faults or damage are found on any equipment, our policy is to stop using the work equipment and report the fault to the Supervisor.

Personal protective equipment (PPE)

Appropriate PPE will be issued free of charge to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue.

A written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk

Control of substances hazardous to health

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) 2002.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, how the substance is used, the quantity used, the routes and level of 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 at head office.

Health surveillance will be provided when determined as appropriate in the COSHH assessment.

Manual handling

Manual handling operations will be assessed to determine risk to those engaged in the activity.

Suitable control measures for the management of manual handling risk.

Sufficient training will be given to staff.

The Company will endeavour to eliminate manual handling operations where practicable by using mechanical means.

Any remaining risks for activities that must be manually handled will be 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
- That the selection of appropriate persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

Cooperation / Coordination

All our Employees are instructed to familiarise themselves with Client / Principal Contractor procedures when first attending site; in particular general site access, emergency procedures, permit to work systems, high risk activities and adhere to them 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.

H And S Poli

Signed



Chris Brailsford

Position

Managing Director

Date

01 Feb 17

☎ Phone 01246 269450

☎ Mobile 07801 695171

☎ Fax 01246 269451

✉ e-mail chris@cdpplant.co.uk

Please visit : www.cdpplant.co.uk

Who we are :

CDP Plant Ltd. is now in its 25th trading year

We own and operate a hire fleet of 30 + plus mobile screens.

We are Official Dealers for **Anaconda International Ltd**

DOWNLOAD

