

Health & Safety Policy

1 Introduction

Cooper Energy Engineering believes that everyone has a right to be protected from the risks of occupational injury and ill health. We shall take all reasonable steps to ensure a safe and healthy working environment for all our staff, and will take appropriate measures to protect others who might be affected by our operations.

We also recognise that as engineers, the way we design our systems may have an impact on the safety of others when these designs are implemented. All of our activities shall aim to exceed industry best practice, and our staff shall comply with the Construction (Design and Management) Regulations (2007) as they apply to our projects.

Our statement of general policy is to:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary and at regular intervals

2 Responsibilities

Overall and Final Responsibility for Health & Safety is that of:

- James Cooper

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

- N/A

All employees have to:

- Co-operate with supervisors and managers 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
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

3 Key Actions

3.1 Accidents & Ill Health

To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities, relevant risk assessments will be completed and actions arising out of those assessments will be implemented. Assessments will be reviewed every year, or sooner if working habits or conditions change.

Responsible person: James Cooper

3.2 Competency

Adequate training will be provided to ensure employees are competent to do their work. Staff and subcontractors will be given necessary health and safety induction and provided with appropriate training (such as including working at height, asbestos awareness or electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.

Responsible person: James Cooper

3.3 Consultation & Supervision

Employees shall be engaged and consulted with on day-to-day health and safety conditions and provided with advice and supervision on occupational health. Staff shall be routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

Responsible person: James Cooper

3.4 Emergency Procedures

Emergency procedures, including evacuation in case of fire or other significant incident, shall be implemented. Escape routes will be well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.

Responsible person: James Cooper

3.5 Working Conditions

Safe and healthy working conditions will be maintained at all times. We shall provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of hazardous substances where its use cannot reasonably be avoided.

Responsible person: James Cooper

3.6 Notification and Accidents

The HSE Health & Safety poster shall be displayed in the office. A first-aid kit and accident book shall be maintained in the office.

All accidents, near-misses, minor- and major injuries and ill health at work shall be reported to a supervisor and recorded. Serious accidents and ill health at work shall be reported to the HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Responsible person: James Cooper
All staff

4 Commitment

This policy will be available to staff all times and is openly available to all members of the public via our website.

The introduction and implementation of this policy is a commitment of Cooper Energy Engineering management and a shared responsibility with our employees.

This policy will be reviewed annually (as a minimum), or sooner if necessary.

SIGNED:

James Cooper
CEng BSc MSc MIET GradEI

POSITION: Director

DATE: 8th January 2014