

ECG Building Maintenance Ltd (Trading as ECG Facilities Services)

Health & Safety Policy



ECG Building Maintenance Ltd

**Block 2, Unit 11, First road
Blantyre Industrial Estate
Blantyre G72 OUE**

Tel 01698 828778

Fax 01698 332301

Email sales@ecg-facilities.com

Web ecg-facilities.com

ECG Building Maintenance Ltd
(Trading as ECG Facilities Services)

STATEMENT OF HEALTH AND SAFETY AT WORK POLICY

This notice is issued in pursuance of Section 2 (3) of the Health and Safety at Work Act 1974 and the subsequent 1992 Regulations and is to be regarded as a statement by ECG Building Maintenance Limited of its general policy with respect of the Health and Safety at work of our employees and/or sub contractor and the organisation and arrangements currently in force in the company for carrying out that policy.

1. The Directors of ECG Facilities Services have overall responsibility for health and safety policy within the company and give a commitment to provide adequate training, information and instruction of all employees in all aspects of safety.
2. The company will endeavour to eliminate risk to ensure the health, safety and welfare at work of all its employees and/or sub contractors and will comply with the requirements of the Act and regulations issued hereunder and other statutes and regulations which currently apply. To this effect, all works shall be assessed for risk, & the appropriate Risk Assessments shall be produced beforehand, with a Method Statement, where required, providing the necessary works procedures to be followed for the relevant task.
3. The company draws the attention of every employee to his duty under the act 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 to co-operate with the management of the company as regards any duty or requirements imposed on the company by statute.
4. Every employee and/or sub contractor must at all times act in accordance with instructions given to him with respect to the health and safety at work of himself and of other persons who may be affected by his act or omissions.
5. It is the duty of management to ensure that all office, mobile, and site engineering staff are aware of their responsibilities in regard to the health and safety of themselves and employees, and/or sub contractors under their control, and particularly any newly appointed staff will have such responsibilities outlined to them by their respective manager or the person who undertakes the respective parties' induction to the Company.
6. All ECG Facilities Services staff shall at all times pay regard to the health and safety requirements in respect of themselves and employees and/or sub contractors under their control, and take all necessary steps at all times to ensure that such employees, and/or sub contractors, are carrying out instructions and adhering to good health and safety practice.
7. The Company further commit themselves to promoting an active, safety-conscious attitude in all our employees, by providing regular Health & Safety information, which is deemed relevant to their position & job functions within the company.

7. The particular Statutory Regulations governing Construction Work are:

The Health & Safety at Work Act	Regulations 1974
M.H.S.W.	Regulations 1999
The Workplace (Health, Safety and Welfare)	Regulations 1992
C.D.M.	Regulations 2007
The Health & Safety Act (First Aid)	Regulations 1981
The Electricity at Work	Regulations 1989
The Work at Height	Regulations 2007
The Control of Asbestos	Regulations 2006
The Control of Noise at Work	Regulations 2005
The Lifting Operations and Lifting Equipment	Regulations 1998
Provision & Use of Work Equipment	Regulations 1998
Manual handling operations (M.H.O.R.)	Regulations 1992
Dangerous Substances and Explosive Atmospheres	Regulations 2002
The Control of Lead at Work	Regulations 2002
The Hazardous Waste (England & Wales Amendment)	Regulations 2009
The Special Waste Amendment (Scotland)	Regulations 2004.
The Control of Substances Hazardous to Health	Regulations 2002
The Reporting of Injuries, Diseases and Dangerous Occurrences	Regulations 1995
The Working Time (amendment)	Regulations 2003
The Health & Safety (Display Screen Equipment) (as amended 2002)	Regulations 1992
The Pressure Systems Safety	Regulations 2000
Waste Electrical and Electronic Equipment amendment	Regulations 2009

8. It is the policy of the Company, to provide and keep in sound and safe repair*, all necessary plant*, equipment*, tools*, protective clothing and safety equipment. Responsibility for regular checking, keeping in good repair and replacing such plant, equipment tools, protective clothing and safety equipment being that of the mobile or site engineer, in whose keeping such equipment or plant is entrusted. Particular attention in this respect is paid to all ladders or portable electrical tools with special reference to electrical insulation and other relevant safety or protective devices.

9. On all premises, and where deemed necessary plant or equipment rooms, safety helmets or bump caps should be worn, and at all times employees and/or sub contractors must take reasonable care of and use any necessary plant, equipment*, tools, protective clothing and safety equipment provided, either as so identified by specific work activity risk assessment or as issued in the case of PPE, as 'standard' company safety equipment issue. They should do so for the benefit of their own individual health and safety and that of their fellow employees and/or sub contractors. They should report to their supervisor/manager any faulty plant, equipment, tools, protective clothing or safety equipment. (Rendering or identifying such plant/equipment as inoperable) It is the responsibility of the supervisor/manager to implement inspections/renewal/servicing measures as applicable. (utilise ECG form reference equip-insp) * *The Provision and Use of Work Equipment Regulations (PUWER) require that where the company provide equipment for use at work, that the equipment is*
- *Suitable for the intended use*
 - *Safe for use, maintained in a safe condition and where appropriate inspected to ensure this remains the case*
 - *Used only by people who have received adequate information, instruction & training*
 - *Is accompanied by suitable safety measures, eg, warning notices, protection devices, labels or markings.*
10. Services installation & maintenance activities will at times involve roof area work and working at heights within premises and the attention of all employees and/or sub contractors is drawn to the necessity when so engaged of complying with the above Regulations and of taking the required precautions and of using the safety equipment provided where the circumstances require. Where possible, the need to work at height will be decided after the formulation of a risk assessment. If the risk assessment finds that working at heights cannot be avoided, then the company, where required, will supply all necessary equipment to carry out work safely at heights and it is the responsibility of the supervisor/manager, and especially the equipment user, to constantly inspect and maintain the equipment supplied. This is especially relevant where safety harnesses or fall arrestors are deemed necessary for use. The user shall hold competence in the use of the equipment or PPE identified within the risk assessment and must thoroughly inspect the equipment prior to use. A current safety date validation tag/label should be evident, if not, the intended user must ensure that the equipment is 'fit for purpose', and has no flaws or visible damage liable to affect the safety of the user.
11. Employees and/or subcontractors will often use scaffolding and personnel lifting equipment* either hired-in for the works or provided by a main contractor. Mobile scaffold towers must be assembled by, or erected with guidance given by a holder of a current PASMA training certificate. The appropriate IPAF certification will be held by the operator of the personnel lifting device. Where such scaffolding or personnel lifting gear does not comply with the regulations or is not deemed adequate or suitable for the particular job, this should be reported to the supervisor/manager, and it is the responsibility of the supervisor/manager to advise the hiring company or main contractor accordingly and to prevent further use of the scaffold or personnel lifting gear until replaced or made safe. No person shall operate powered access equipment unless the intended operator has the appropriate, valid certification for that item of plant. (Copies of individuals PASMA or IPAF competency certification available on request)

12. Employees and/or sub contractor should take particular care when using Oxy-Acetylene or other portable welding devices. A suitable means of extinguishing any potential fire situations must be considered prior to utilising such devices. Prevention and planning must be considered at all times when assessing such risks, taking into consideration any fire detection systems which may be activated by utilising flame or heat-producing apparatus.
13. First Aid Boxes etc. are provided as required in the company's offices and also on each site where more than five employees and/or sub contractors of the company are working. Employees and/or sub contractors at sites will be advised of the exact location on site of First Aid equipment and where appropriate a notice giving such information will be posted in the company's site office, or branch office as applicable to your place of work. The name(s) of persons suitably trained in first aid at the location shall be affixed to the notice.
14. The company will ensure, as far as is reasonably practicable, that all employees are provided with adequate and appropriate welfare facilities for them while they are at work. 'Welfare facilities' are those that are necessary for the well-being of our employees, such as washing, toilet, rest and changing facilities and somewhere clean to eat and drink during breaks.
15. It is the policy of the Company to seek to provide as healthy and safe working conditions as it is reasonable to, and as the Company is required to, by statutes and regulations. The Company can only do this with the co-operation of its employees and/or sub contractors, and will seek to consult them wherever possible and desirable in achieving this aim.
16. It is the policy of the company to implement the following:
 - i To display this policy on all projects wherever practical.
 - ii To make this policy available to all employees and sub-contractors
 - iii To revise this policy every year.

Regardless, this Health and Safety Policy shall be a live document revised and updated when necessary and distributed as appropriate.

Statement from the Managing Director

The statutory requirements for safety should be treated as a minimum and if accidents are to be avoided all employees must use their initiative to consider all possible hazards to their and others well-being which may not be covered by the regulations.

All Managers and Supervisors are responsible for the implementation of the Company safety policy in connection with employees and those personnel and our sub-contractors in the activities they undertake & control. Assistance shall be made available from the Directors and Safety advisor in this regard.

The Company policy therefore relies on teamwork and the full co-operation of everyone concerned. The Health & safety at Work act recognises this and makes it the legal duty of every employee and sub-contractor employed by ECG Building Maintenance Ltd to take responsible care for the health and safety of themselves and others.



.....

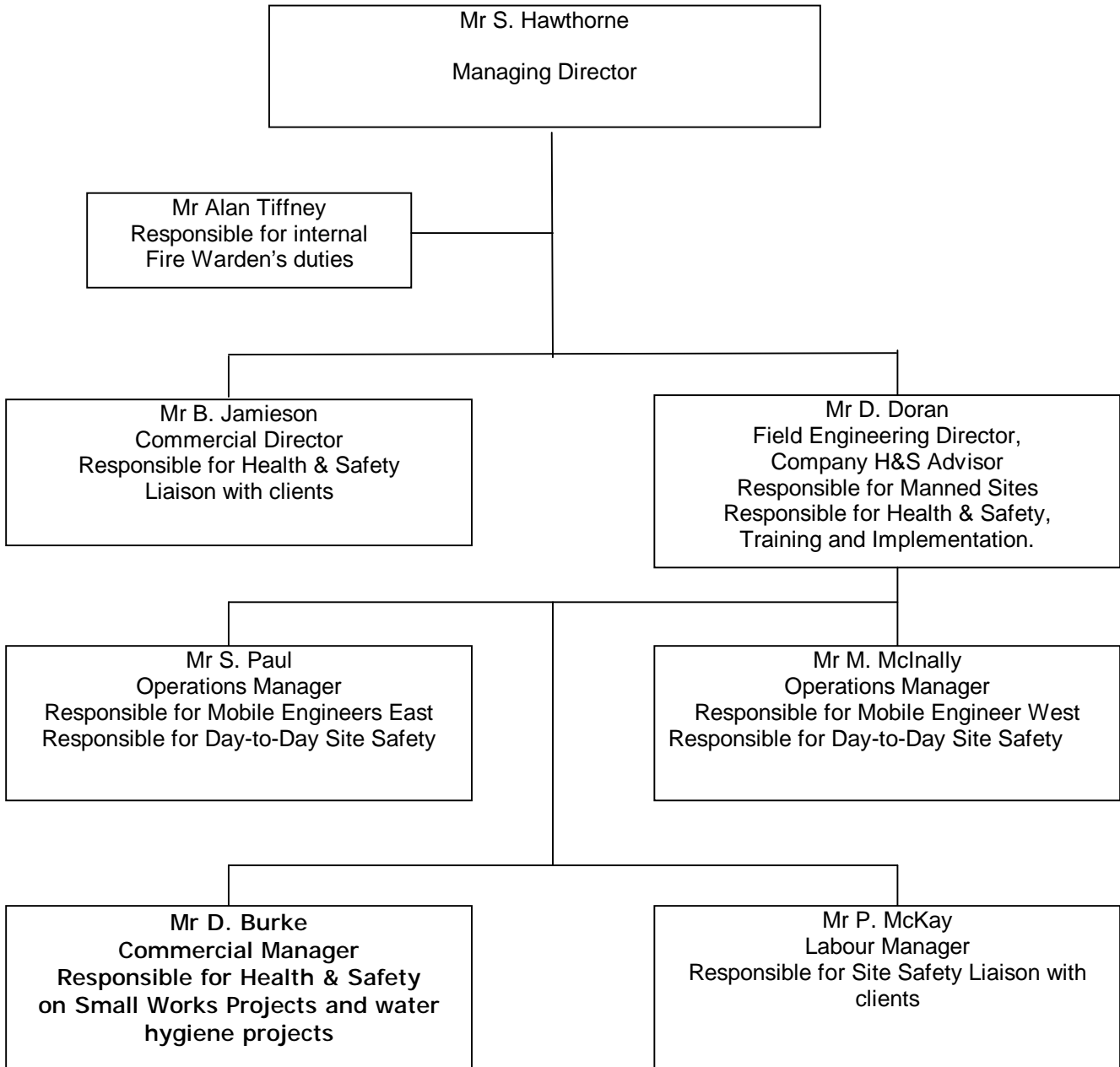
...18/05/2011.....

Managing Director

Dated

ECG BUILDING MAINTENANCE Ltd
ORGANISATION CHART

HEALTH & SAFETY RESPONSIBILITIES



E.C.G BUILDING MAINTENANCE Ltd
(Trading as ECG Facilities Services)

Arrangements for carrying out the Safety Policy

The implementation of the Safety Policy is a function of management and supervision at ALL levels. It follows the normal chains of responsibility and authority, which are updated periodically for all areas of the Company's activities.

ALL members of the Company should familiarise themselves and ensure that their colleagues comply with all relevant health and safety legislation, guidance & instructions. If they wish to delegate any part of these duties to a colleague with special responsibility for safety, they may do so, always remembering that the ULTIMATE responsibility still rests with them.

The Company's Safety advisor has the authority to order work to stop if he considers that continuation would seriously present a danger to health and safety.

Input to the Safety Policy from all employees is welcomed and encouraged. Please address all such issues to your line Manager.

Please refer to the arrangements section of the H&S system for specific guidance and procedures on the following:

- Abrasive wheels
- Accidents – Reporting
- Accidents – Investigation
- Asbestos
- Competent persons
- Confined spaces
- COSHH
- Driving
- Electricity
- Enforcement (HSE/Local Authority/Environmental authority)
- Environment
- Excavations
- Fire Prevention
- First aid
- Hot works (welding, brazing, soldering etc)
- Lasers
- Lead
- Lifting operations
- Flammable liquids
- Live sewers (works in the vicinity of)
- Manual Handling
- Noise
- Overhead power lines
- Permit to work
- PPE
- Pressure systems
- Roofs
- Safety inspections/audits
- Scaffolding and cradles
- Lightweight tower scaffolds
- Site management
- Sub-Contractors
- Temporary works
- Training
- Transport
- Underground services
- Waste disposal
- Welfare facilities
- Work equipment
- Working at height
- Work at Height rescue planning
- Work near or over water
- Young persons

All above materials are available for reference through your staff login on www.ecg-facilities.com

Responsibilities for Health & Safety

1. The Directors shall:

- a) Determine the Health and Safety Policy and arrangements of the Company
- b) Monitor the effectiveness of the policy and arrangements and further institute any necessary changes.
- c) Reserve the right to attend safety meetings

2. Area Managers and Site/Contract Managers shall:

- a) Familiarise themselves with and implement the Company's Health & Safety Policy
- b) Ensure that risk assessments for all work tasks are produced and checked prior to works taking place on any work activity falling under their control
- c) Review the Safety Advisor's report and where necessary take remedial action on any item of concern noted.
- d) Review accident investigation reports and act in accordance with recommendations made to ensure corrective actions are satisfactory and conveyed to all interested parties to prevent recurrence.
- e) On occasion make themselves available to accompany the Safety Advisor on inspection visits to satisfy themselves that the visit addresses issues of concern and that they are carried out thoroughly and thereby demonstrate a personal interest.
- f) Ensure compliance with all pertinent Statutory Regulations and recommended 'Codes of Practice' and Company H&S Arrangements.
- g) Ensure all relevant safety notices and publications are either displayed or made available for reference.
- h) Inform the Safety Advisor whenever new plant or processes are being introduced so that hazards can be considered prior to use/implementation.
- i) Ensure all visitors or sub-contractors to areas of Company works activities comply with the Company's and the Clients' safety policies and site procedures, monitoring of sub-contractors activities accordingly.
- j) Ensure that adequate supervision is available at all times, particularly for the young and/or inexperienced persons under their control.
- k) Ensure all accidents are fully recorded and reported to the Safety Advisor for further investigation if warranted.

ECG Health and Safety Advisor shall:

- a) Guide, assist, and support Area Managers, Contract Managers, Supervisors and Team Leaders in conveying and implementing the Company Safety Policy.
- b) Instruct and guide staff and employees in the introduction of safety-related legislation and ensure new statutory requirements are introduced and encompassed within working procedures and arrangements.
- c) Investigate accidents and damage to property and recommend or instruct as appropriate, corrective or remedial action.
- d) Maintain accident records and inspect first aid procedures, facilities and records
- e) Arrange and/or assist in the safety training of employees.
- f) Review any safety recommendations made by employees and encourage their interest in these.
- g) Circulate as necessary information relevant to updating health and safety within the Safety Policy or Safety Arrangements.
- h) Give regular input to the Directors on the safety performance of the Company and recommend improvements for implementation.

ECG Facilities Services employees shall:

- a) Be aware of and always conform to the Health and Safety Policy.
- b) Always work within all safety Regulations, guidelines and recommended Codes of Practice and H&S Arrangements
- c) Attend such safety-related training courses provided and show all diligence necessary in applying safety guidance given in their working methods and practices
- d) Always wear appropriate personal protective equipment, ensuring that it is in good order, correctly adorned, adjusted, and is fit for purpose.
- e) Always examine tools and equipment prior to use, ensuring that it is fit for the purpose intended and is supplied with the appropriate safety devices and instructions where appropriate. Do not allow young or inexperienced persons to use such tools or equipment without giving instruction and guidance in the correct and safe method of work applicable
- f) Report defects in plant or equipment or hazards to their immediate superior
- g) Conform to all instructions given by Line management and the Health & Safety Advisor and others with a responsibility for Health & safety
- h) Report to their immediate superior all accidents, 'near misses' and damage whether persons are injured or not.
- i) Direct reasonable and practicable suggestions to improve Health & Safety at work to their immediate superior or to the Safety Advisor.
- j) Make themselves aware of the correct emergency action in the event of accident or fire, either at ECG premises or at a Clients premises or work site.

Safe systems and methods of work

The Company is a provider of maintenance & servicing of building mechanical & electrical & ancillary facilities services, and the supply, installation testing & commissioning of commercial and domestic heating, commercial ventilation & plumbing services.

We utilise the expertise of employees in the activities mentioned in premises and locations where it is recognised that there are known hazards i.e. electricity. Therefore it is the Company's objective that all work undertaken shall, as far as is reasonably practicable be carried out with the knowledge and awareness of hazards involved and those likely to be encountered, employing correct methods to combat them. We have formulated procedures and guidelines for the most common work activities undertaken by the organisation which are attached to this policy document for reference.

To this end:

- a. We employ competent tradesmen, regularly assessed and given appropriate safety training (HVCA 'Working Safely in M&E', or ECS H&S, CSCS training or similar), and supplemented with specialist skills training and qualifications where applicable, especially where regulatory requirements are identified.
- b. We employ competent supervision (Supervisors/Team Leaders are trained in HVCA 'Working Safely in M&E' and 'Risk Assessment & Method Statements', and where appropriate, 'Managing Safety in M&E', CSCS or similar), involving management techniques, working practice and safety & allied accident prevention.
- c. Methods of working will be instructed by Managers / Supervisors / Team Leaders.
- d. Safe methods of working shall be enforced by managers / Supervisors / Team Leaders
- e. Methods of work and systems of work are to be regularly monitored and checked to ensure safety standards are attained and then maintained.
- f. All sub-contractors employed by the company will comply with the requirements of the ECG Health & Safety Policy.

Permit to Work

In the event of their being no other Permit to work system on a works location with which we are obliged to comply, the should a Permit be required for the company to control a particular area or operation the Department Head or supervising engineer should delegate a responsible person/engineer to authorise procedures. The person so described shall ensure that the person intending to do the work under the Permit fully understands the instructions given and the precautions/procedures to be taken/followed. Permit types are available from DJ Doran for reference & use.

The Health & Safety Advisor is to be notified should any work activity planned fail to be accurately covered by a permit to eliminate or minimise hazards or risks. In all such cases, work must not commence if risks are recognised that that have not been covered in the risk assessment/method statement/permit, or where works have commenced then an unforeseen hazard presents itself, work must cease until a safe system of work exists.

Health & Safety documentation /Legislation/Codes of Practice

Copies of the relevant statutory Instructions or Guidelines are to be made available for reference/inspection on request. The Health & Safety Advisor shall hold available, or shall procure such documentation as required.

Accident reporting procedures

- a. All accidents must be reported immediately to the Line Manager or immediate superior.
- b. An accident report form must be completed and forwarded to the Safety Advisor. The safety Advisor will then determine whether or not the accident falls within the scope of RIDDOR, notifying the HSE if applicable.
- c. All accidents/injuries received at work MUST be forwarded from sites or branch offices for recording in the Head Office (Blantyre) Accident Book
- d. All incidents involving a 'near miss' situation, which could have resulted in an accident must be reported immediately to your immediate superior, and to the Safety Advisor. (A 'near miss' is categorised as an incident which could have resulted in injury to persons or damage to plant, equipment or property)
- e. Any plant item, tool or apparatus that is suspected of being the cause of, or connected with an accident must not be removed or interfered with until released by the responsible person on site, with the proviso that in the event of a reportable accident involving a major injury, then the item(s) should only be released under the authority of the Safety Advisor or a person duly deputised to act on his behalf.
- f. Should an accident be categorised as falling within the scope of RIDDOR, then the Safety Advisor shall register the incident with the Health & Safety Executive within the period laid down in Legislation.

Emergency procedures

Fire

The person discovering a fire or explosion at a Company office or at a Clients workplace must:

- a. Raise the alarm by shouting "FIRE". Activate any break glass at the point nearest your location (if applicable), and follow the fire evacuation procedure applicable* to your locale. Contact the person identified as the Fire Warden or responsible person, detailing the nature of the alarm. *Personnel must ascertain the whereabouts of the Fire or Emergency procedure at each work site and familiarise themselves with the actions to be followed and escape routes applicable.
- b. Alert others in the vicinity of the danger
- c. The Fire warden or responsible person must telephone the fire brigade if no automatic means of contacting the fire service exists (i.e. by auto-dialler from fire panel or monitoring service)
- d. On no account must you re-enter the premises concerned unless it is instructed by the fire brigade or responsible personas being safe to do so.
- e. Only utilise fire extinguishing equipment where you are sure that the fire is of a type & nature that the application of extinguishing medium is safe to apply and will not put yourself or others at risk by so doing. Report the use of any extinguisher to the fire warden or responsible person, detailing the circumstances of use.

Company vehicles

If you are required to operate a vehicle on Company business, you must:

- a. Not operate or drive any class of vehicle that you do not hold a current drivers license for
- b. Advise your line manager immediately should your drivers license be suspended or withdrawn by the relevant authorities, and further do not attempt to operate any vehicle during the period of suspension until such times as clear evidence of validity of your driving license has been confirmed by a senior manager of the company
- c. Ensure the vehicle is roadworthy at all times.
- d. Check tyres for correct operating pressures, tread wear being within the legal limits.
- e. Carry out regular checks on engine oil level, washer reservoir level, brake/steering hydraulic fluid levels.
- f. Check that the lights/indicators are operating correctly
- g. Report all accidents or damage caused to the vehicle to the Blantyre office, detailing the time/place/nature/description of the incident. An accident report form shall be issued to the person concerned and must be completed and returned to the Blantyre office for action appropriate to the nature of the event.
- h. Report any injury sustained as a result of an accident involving a vehicle to the safety Advisor in the first instance.
- i. Drive the vehicle in a responsible manner; remember the Highway Code applies to you at all times either as a driver or pedestrian.
- j. Do not use a mobile phone whilst driving unless the vehicle has a suitable 'hands-free' facility complying with the Legislation in force.
- k. Do not operate a vehicle whilst under the influence of alcohol or drugs: remember that some medications can cause drowsiness, always read the instructions and ensure that you are fit to drive the vehicle.

The Company has issued a company vehicle policy that itemises rules and conditions that apply to all drivers/operators of company-supplied vehicles.

Alcohol & Drugs

Dangers of drug or alcohol abuse in the workplace

The Directors consider that guidance should be given on the above topics as we recognise that the workforce is the Company's most valuable asset and has to be protected. The responsibility for this policy lies with the Field Engineering Director Mr DJ Doran.

The Company recognises its duty under the Health & Safety at Work Act and the management of Health & Safety at Work Regulations to ensure the safety of all employees and in the case of drugs with the Misuse of Drugs Act which prohibits the possession, use or supply of any unlawful drugs on company premises vehicles or sites.

Similar legislation under the Road Traffic Act applies to any vehicle that may be driven for the company or with the company's permission.

Alcohol

The policy of the Company is that no alcoholic beverages are to be consumed immediately before, or during work activities. This includes any part of the working day where personnel may reasonably be expected to perform work tasks.

The Building Services Engineering sector is a complex and diverse industry requiring constant vigilance and attention on the part of workers carrying out works activities. Numerous hazards exist (i.e. electricity, pressurised systems) which require personnel to be completely focused and alert on the tasks likely to be faced during the works. The consumption of alcohol will impair judgement and affect the ability of the person consuming it.

It is the duty of all employees and sub-contractors to ensure that no person will work or be allowed to remain on a site where they are under, or suspected of being under the influence of alcohol or non-prescribed drugs.

The company must be informed if any individual is taking any prescribed, or proprietary drugs or treatments that may affect their health & safety or that of any other person.

It will be your duty to report immediately to the management any known incidents of drug or alcohol possession or use.

In the event of drug or alcohol misuse being discovered, the company reserves the right in the interests of safety of the individual and other employees or sub-contractors to take any action considered appropriate, given the circumstances at the time.

The Company further recognises that from time to time an employee may require help to comply with their health & safety responsibilities and duties. The designated person for this part of the policy may be approached at any reasonable time to discuss any matter pertinent to this policy and may bring with them a suitable representative.

Any such meetings will be treated in the strictest confidence by the Company and will be subject to the provisions of the law

Stress at work

ECG Building Maintenance Ltd, trading as ECG Facilities Services will carry out our risk assessments to eliminate or reduce stress or minimise the risks from stress where possible. The Directors will consider all proposals from within the Company (including input from liaison with ECG Group Ltd) and/or input from external sources relevant to the prevention or reduction of workplace stress.

The Safety Advisor shall provide training, where deemed appropriate, to managers and supervisors/team leaders where such training will reasonably be conducive to improvements in employee health or well-being regarding stress at work.

The Company shall provide confidential counselling for staff who are believed to be, or feel that they are being affected by stress – believed to be caused either by work or being influenced by external factors.

Tips to consider in reducing stress

- a. Work off stress with lifestyle changes: eat sensibly and exercise regularly, physical activity is a great outlet for stress
- b. Talk to someone you really trust
- c. Learn to accept what you cannot change
- d. Avoid 'quick fixes' from alcohol nicotine coffee or tranquillisers
- e. Get enough sleep to rest/'recharge your batteries' when you are tired. Take positive action to do something about it
- f. Avoid entrenched interpersonal conflicts, life should not be a constant battleground. Think of your health first & foremost.
- g. Manage your time better, take one thing at a time
- h. Develop & pursue outside interests, work commitments can sometime become an addiction and you need something to counterbalance it
- i. Be realistic about achieving perfection
- j. The answer lies with you. Only you can change the way you feel and the way you react to stress.

Smoking

Legislation came into force in Scotland in 2006 to apply restrictions as to where smoking can be legally permitted. England & Wales introduced similar legislation which became effective in July 2007. Signage and notices have been erected at each company operating centre forbidding smoking within enclosed areas. We would remind all staff and employees that whilst working in areas or premises, or operating vehicles that fall within the scope of the legislation, no smoking is allowed. The legislation is available for consultation at each of the operating centres and guidance can be obtained from your line manager. Use only designated smoking areas whilst at work, and at client premises only where expressly allowed.

ECG BUILDING MAINTENANCE LIMITED

HEALTH & SAFETY PROCEDURE

Comments Page

- Our Company web site (www.ecg-facilities.com) has a staff zone where all staff members can login using a unique ID and password for each individual. The staff zone has internal security structures that will allow access upon a successful login to the H&S and environmental arrangements & procedures appropriate to your designated job role within our organisation. Training materials are placed within the staff zone to reference appropriate written copies of training handouts and course contents. If you are unsure of your individual login details please contact Stuart MacDonald of the I.T. Dep't on 01698 828778
- The company has produced a series of Health & Safety arrangements and Guidance Notes to guide and assist employees in operating to a 'safe system of works'. The appropriate safety guidelines have been separately collected into a software folder entitled 'Safety working guidelines' in the 'Risk assessment' folder in the company's data server. Copies of any safe working guideline, along with the various permit-to-work formats are available on request.
- We have also added COSHH assessments and HSE safe working guidance notes for reference to the staff zone for download as required.
- It is the responsibility of all managers and persons planning, directing or supervising works activities to freely distribute such safety guidelines to operatives or workers for their information and protection, and to assist employees to access same from the company website.
- We urge all employees to request copies of the appropriate safety guidelines applicable to their works activities.

.....
.....

You are required to sign this page where indicated, to signify that you have read the document and understood your responsibilities.

Signature

Please tear off and return to ECG Building Maintenance Limited, Health & Safety advisor DJ Doran