

# Health and Safety Policy Statement

Version 01/19

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

**John Dickinson Transport Ltd**

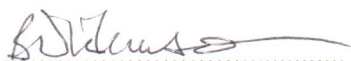
## **Our statement of general policy is:**

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

To check our working conditions, and ensure our safe working practices are being followed, we will

1. Carry out Risk Assessments
2. Carry out works inspections
3. Carry out yearly safety audits
4. Provide safe Systems of Work

Signed .....



(Director)

Dated

5th May 2019

# Responsibilities & Appointments

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; and
- . report all health and safety concerns to an appropriate person (as detailed in this policy statement).

1. Overall and final responsibility for health and safety is that of Brenda Dickinson.

2. Day-to-day responsibility for ensuring this policy is put into practice in all company areas is delegated to Christopher Dickinson. Employees as individuals are encouraged to consult with Christopher Dickinson on health and safety matters.

3. Christopher Dickinson is also responsible for safe plant and equipment. This involves:

- identifying equipment which needs maintenance
- ensuring effective maintenance procedures are drawn up
- implementing required maintenance
- checking new equipment meets health and safety standards

4. Christopher Dickinson is also responsible for safe handling and use of substances. This involves:

- identifying which substances need a COSHH assessment
- undertaking COSHH assessments
- ensuring that all actions identified in the assessments are implemented
- ensuring that all relevant employees are informed about the COSHH assessments
- checking that new substances can be used safely before they are purchased

5 Jonathan Dickinson is responsible for investigating accidents, and is responsible for investigating work-related causes of sickness absences. Brenda Dickinson is responsible for acting on investigation findings to prevent a recurrence.

6 Risk assessments will be carried out annually in May. Jonathan Dickinson is responsible for assessing risk generally, and Brenda Dickinson is responsible for implementing the results and recommendations of the risk assessment report.

7 Training of new employees, and ongoing training of all employees, will be carried out by Christopher Dickinson. Job specific training will be provided by specialist firms. The fork lift truck requires specific training. General inductions will be provided for all employees by Christopher Dickinson. Training records are kept by Jonathan Dickinson at the traffic office. Training will be monitored by Christopher Dickinson. Christopher Dickinson is also responsible for ensuring that drivers working at outside locations are given any relevant health and safety information.

8 Supervision of trainee mechanics will be undertaken by Chris Dickinson.

# Equipment Maintenance

TYPE OF EQUIPMENT	TYPE OF CHECK	PERSON RESPONSIBLE	FREQUENCY
vehicle	defects	driver	daily
vehicle	service	mechanic	11 weeks
vehicle	MOT	mechanic	annual
tyres	wear & pressure	driver	daily
tyres	wear & pressure	mechanic	weekly
tachographs	calibration	contractor	annual
lifting tackle	safety inspection	contractor	6 months

All maintenance records are kept in the traffic office.