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**HEALTH & SAFETY POLICY**  
As required by Section 2 (3) of the  
Health & Safety at Work Etc. Act 1974

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## Introduction

Section 2 (3) of the Health and Safety at Work Act 1974 states:-

“IT SHALL BE THE DUTY OF EVERY EMPLOYER TO PREPARE AND, AS OFTEN AS MAY BE APPROPRIATE, REVISE, A WRITTEN STATEMENT OF HIS GENERAL POLICY WITH RESPECT TO THE HEALTH AND SAFETY AT WORK OF HIS EMPLOYEES AND THE ORGANISATION AND ARRANGEMENTS FOR THE TIME BEING IN FORCE FOR CARRYING OUT THAT POLICY, AND TO BRING THAT STATEMENT AND ANY REVISION OF IT TO THE NOTICE OF ALL HIS EMPLOYEES”.

This policy is a statement of intent by Dyas Electrical Engineers Limited to comply with or exceed current statutory requirements and to provide a safe place of work for its employees. It will be reviewed on a regular basis, at least annually, and be revised whenever appropriate

Overall responsibility for implementing this policy lies with management at the highest level, however all employees must accept a degree of responsibility for ensuring a safe working environment.

<b>Policy Review Record</b>		
<b>Revision Number</b>	<b>Date</b>	<b>Detail</b>
07/01	01/08/2007	Issue of policy in revised format
08/02	25/09/2008	Revision of policy
09/03	09/07/2009	Annual revision of policy
10/04	26/07/2010	Annual revision of policy
11/05	29/07/2011	Annual revision of policy
12/06	29/07/2012	Annual revision of policy
13/07	12/04/2013	Update to document formatting
13/08	05/09/2013	Annual revision of policy
14/09	17/03/2013	Update to address
14/10	17/09/2014	Annual revision of policy
15/11	17/09/2015	Annual revision of policy

## General Statement of Intent

Dyas Electrical Engineers Limited accepts its responsibilities under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees and any others who may be affected by its activities.

It is the policy of Dyas Electrical Engineers Limited to give prompt attention to all aspects of health and safety at work and the company firmly believes that these responsibilities are equally as important as its other business functions.

It is the Company's objective to minimise losses through avoidable unplanned events, systematically identify and control risks arising out of our activities, and to foster a culture supportive of health and safety within the organisation.

In particular the company will give due attention to the provision and maintenance of:-

- Safe plant, equipment and systems of work
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- A safe place of work including access & egress to and from it.
- Adequate welfare facilities.
- Adequate information, instruction, training and supervision.
- Suitable means of identifying, assessing, eliminating or controlling potential hazards.

As Managing Director of Dyas Electrical Engineers Limited I have the health, safety and welfare of its employees in mind. I am convinced that by working together and accepting our own individual levels of responsibility, we shall achieve the aims of this policy; namely the health, safety and welfare of all company employees, the control of risks arising from our activities, and the minimisation of avoidable losses.

Signed



Mr. Kevin Dyas  
Managing Director

Date: September 2015

# Organisation & Responsibilities

## 3.1 – MANAGING DIRECTOR

Overall responsibility for health, safety and welfare within the company, and particularly for:-

- Initiating and administering the company policy and procedures on health and safety.
- Ensuring compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Providing facilities and resources for the implementation of the company safety policy, making adequate allowance for such at the tendering stage.
- Ensuring that employees receive training, instruction and information commensurate with their position, duties and responsibilities.
- Technical, operational and environmental safety on all premises, plant and operations, making use of specialist safety services available.
- Communication, through the management chain, of health and safety requirements to all employees.
- Promotion of a safety conscious attitude within the workforce.

## 3.2 – MANAGERS

Responsible to the Managing Director for:-

- Implementing and monitoring all company safety precautions, procedures and operating instructions within their area of control.
- Ensuring that requisite risk assessments, method statements, and work instructions are in place before work commences, obtaining them from contractors where appropriate.
- Ensuring compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Ensuring that all work equipment is fit for purpose, well maintained and used correctly.
- Ensuring that all employees and contractors are competent and have received appropriate training for the duties they are to undertake.
- Communication of health and safety requirements to all employees.
- Promotion of a safety conscious attitude within the workforce.

## 3.3 – SUPERVISORS

Responsible to the Managers for:-

- Implementing and monitoring all company safety precautions, procedures and operating instructions within their area of control.
- Ensuring compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Ensuring that all employees and contractors are competent and have received appropriate training for the duties they are to undertake.

- Communication of health and safety requirements to the workforce and non-permanent labour.
- Ensuring that all tools and equipment in use are inspected, tested and maintained as required
- Ensuring compliance with safe systems of work and work instructions issued.

### **3.4 – ALL EMPLOYEES**

All employees have a responsibility for actively promoting a safe working environment and accepting that they have a key role in achieving the aims of this policy.

In addition to the foregoing responsibilities, all employees have a duty under the Health and Safety at Work Act to:-

- Take responsibility for their own health and safety and that of others who may be affected by their actions.
- Co-operate with their employer in meeting the company's safety responsibilities.

Employees also have a duty under other legislation to:-

- Use plant, machinery, equipment or substances in accordance with any training received by him and any instruction provided.
- Inform their employer of any situation, which could reasonably be considered a serious and immediate threat to health and safety.

## **Arrangements**

### **4.1 – ACCIDENT REPORTING & INVESTIGATION**

The company recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring performance and in providing information that may assist in preventing recurrence. With this in mind, all accidents and incidents which result in personal injury or other losses, or have had the potential to do so, must be reported and be recorded on the company accident/incident report forms.

Accidents must also be reported to the Site Supervisor who will ensure that the Managing Director or nominated deputy is made aware of the circumstances and consequences of any accidents or incidents.

The Managing Director or nominated deputy, assisted by external safety advisors if appropriate, will then ensure that accidents are reported to third parties as appropriate, and that adequate investigation is carried out to determine the cause of any accident/incident and the measures needed to prevent recurrence.

When working on client's premises, the company will comply with the client's reporting requirements and fully co-operate in any investigation.

For further information and guidance the Company Accident / Incident Reporting Procedure should be consulted.

### **4.2 – ALCOHOL AND DRUGS**

Attending work whilst under the influence of alcohol or drugs is strictly forbidden. Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the company disciplinary procedure

Prescribed drugs may also have an adverse affect on performance and safety whilst at work and employees prescribed medication by their doctors are advised to consult them about any detrimental side-effects and are required to notify their Manager if medication is likely to affect their performance at work.

### **4.3 – ASBESTOS**

This company is aware that asbestos is still present in buildings especially those constructed prior to the mid 1980's. Before any works are carried out to any building or structure, which may involve asbestos containing materials, the company will request appropriate information from the Client or occupier. If necessary an appropriate survey will be carried out and any relevant information passed to all who may come into contact with the asbestos. If necessary an licensed asbestos removal contractor will be consulted. Where employees are required to carry out works involving asbestos (not subject to the licensing requirements), and in conjunction with the company health and safety advisors, safe working methods will be produced and issued to all concerned.

#### **4.4 - COMMUNICATION & CO-OPERATION**

The company accepts that it must develop a culture of co-operation and mutual support if the aims of this policy are to be achieved. This will require clear communication from all parties involved, both in making clear the company's requirements, and the reporting to management of any problems encountered in the workplace. The company will endeavour to communicate appropriate health and safety information in writing, through copies of policies, procedures and working instructions, and verbally on a day-to-day, face-to-face basis. It is expected that all employees will co-operate fully in this transfer of information and will strive to maintain a culture supportive of health and safety in the workplace.

#### **4.5 – CONSULTATION WITH EMPLOYEES**

The company will consult with employees on specific health and safety matters. This will be carried out directly with employees, either collectively or on a one to one basis.

#### **4.6 – CONTRACTORS AND SUB-CONTRACTORS**

On occasions, work may be undertaken by (sub)/contractors working under the control of the company. Under these circumstances, the (sub)/contractor will be expected to comply with the requirements of this policy and any associated documents, in addition to all other prevailing Legislation relating to them, and their own company policies and procedures.

In selecting Contractors due consideration will be taken of their previous safety performance and accident record. Acceptance of orders will be consider acceptance of this companies requirements.

For all high risk operations, Contractors will be required to submit detailed risk assessments and method statements prior to starting work.

Contractors are responsible for ensuring that all plant and equipment brought onto site are fit for purpose and maintained and inspected as required.

#### **4.7 – DISPLAY SCREEN EQUIPMENT**

In accordance with statutory requirements, the company will ensure that wherever employees use visual display equipment as a significant part of their work, a suitable assessment will be made of their workstation in order to identify and minimise any risks to health, which may arise from it. Where necessary, appropriate steps will be taken to arrange the workstation and work schedule in such a manner as to protect employees from unacceptable levels of risk to their health, and such training, information and instruction as is necessary will be given to allow the proper use of the workstation.

#### **4.8 – DRIVING COMPANY VEHICLES**

Employees driving company vehicles are responsible for driving in accordance with the requirements of the Road Traffic Act and the Highway Code. Any breaches, or

involvement in any accident involving a company vehicle should be reported to management as soon as reasonably possible

Driving whilst under the influence of alcohol or drugs, or whilst excessively tired, is strictly forbidden.

All drivers should check their vehicle at the start of each day and report any obvious defects immediately. Lights, tyres, fluids and wipers should be checked at least weekly and all vehicles serviced in accordance with manufacturers recommendations.

When attending sites, drivers should report to the site office or reception, be in possession of all requisite PPE, and proceed with caution particularly where traffic routes are of a temporary nature.

#### **4.9 – EMERGENCY PROCEDURES**

The company will identify such events as may cause imminent danger for its employees and other persons in the vicinity, and will adopt procedures designed to give warning of any imminent danger and allow personnel to move to a place of safety. Information on emergency procedures will be displayed in prominent positions within the company's premises and will be brought to the attention of all employees and visitors. In the event of an emergency arising, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the emergency.

When working on Client's premises or other sites Dyas Electrical Engineers Limited will obtain details of the emergency procedures in force and ensure that all of its employees are aware of those procedures. In the event of an emergency occurring, employees must act in accordance with those procedures, and must follow any subsequent instructions given by those in control of the premises or situation.

#### **4.10 – EMPLOYEE BEHAVIOUR & CONDUCT**

All employees are expected to conduct themselves in an appropriate manner whilst at work and to comply with all health and safety procedures, rules, and systems of work that relate to them. They must also comply with the duties listed in section 3.4 of this policy and all rules relating to behaviour and misconduct, which may be issued as part of the contract of employment. The company is committed to the belief that a safe working environment depends on the attitude of those persons at work within it and will treat breaches of company safety rules and regulations as equally important as other issues. Serious or repeated breaches will result in the company disciplinary procedure being implemented.

#### **4.11 – EMPLOYEE WELFARE**

In accordance with statutory requirements, the company will ensure that employees have access to adequate welfare facilities whilst at work. This will include suitable and sufficient sanitary conveniences, washing & rest facilities, and access to an adequate supply of drinking water.

Where facilities are provided by the Client or Principal Contractor the company will seek agreement on the shared use of these facilities.

On small sites where it is not reasonably practicable to provide separate welfare facilities, the company may make arrangements for the use of nearby facilities

#### **4.12 – FIRE PROCEDURES**

The company will identify such events as may give rise to a risk of fire breaking out in the workplace and will take such steps as are appropriate to minimise the likelihood and/or consequences of any such event. It will adopt procedures designed to give warning of any outbreak of fire and to allow personnel to move to a place of safety. Information on fire procedures will be displayed in prominent positions within the company's premises and will be brought to the attention of all employees and visitors. In the event of a fire breaking out, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the situation.

When working on Client's premises or other sites Dyas Electrical Engineers Limited will obtain details of the fire procedures in force and ensure that all of its employees are aware of those procedures. In the event of a fire breaking out, employees must act in accordance with those procedures, and must follow any subsequent instructions given by those in control of the premises or situation.

#### **4.13 – FIRST AID FACILITIES**

The company will maintain suitable numbers of trained first aid personnel to deal with minor accidents and emergencies in the workplace, and for more serious instances, to provide first-aid until more qualified assistance can be summoned. These personnel will have undertaken such training as is required by statutory requirements and the Identity of these first aiders will be displayed in the workplace in prominent positions.

The company will also maintain adequately stocked first aid kits, which will be kept in prominent clearly marked positions or readily accessible in the possession of the trained first-aiders.

When on Client's premises, reliance may be made on the Client's or Principal Contractor's arrangements. In these instances, the arrangements will be established before starting work, and relevant details passed to all employees and sub-contractors concerned.

#### **4.14 – HAZARDOUS SUBSTANCES**

In accordance with statutory requirements, the company will ensure that employee exposure to hazardous substances is prevented or controlled. Suitable assessments will be made of the risks to health arising from any substances encountered during company activities and the results of these assessments will be brought to the attention of the workforce.

Such assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Under no circumstances should work involving exposure to hazardous substances be commenced before the appropriate information has been received and understood.

Material Safety Data sheets will be held for all hazardous materials handled or used by employees, and copies will be appended to the relevant COSHH assessment or otherwise be made readily available.

#### **4.15 – HEALTH & SAFETY ASSISTANCE**

The Managing Director is responsible for ensuring that statutory duties are met and that company policy is being adhered to, however, the company recognises that there may be occasions when specialist advice is required and therefore have appointed a competent advisor to offer guidance and assistance as required, and provide regular information on safety related issues.

The Competent advisor being;

Langness Management Services Ltd  
Lancaster House  
Lancaster Approach  
North Killingholme  
DN40 3JY

Tel: (01469) 541538  
Fax: (01469) 541238  
e-mail [safety@langness.co.uk](mailto:safety@langness.co.uk)

#### **4.16 – HOUSEKEEPING**

The company accepts that good Housekeeping practices are necessary to maintain high standards of hygiene in the workplace and to minimise the likelihood and potential consequences of risks arising from other hazards. All employees will ensure that they maintain their work area in a clean and tidy condition, ensuring that access and egress routes remain clear, and that access to emergency equipment is maintained. Appropriate facilities and receptacles will be provided for waste materials, and maintaining good housekeeping standards will be an integral part of every job.

#### **4.17 – MANUAL HANDLING OPERATIONS**

In accordance with statutory requirements, the company will ensure that manual handling operations which present a risk of personal injury will be avoided so far as is reasonably practicable. Where it is not possible to avoid such manual handling operations a suitable assessment will be made of the risks to health arising from the activity, taking account of the task, the load, the working environment and the capability of the individual. The results of the assessment will be brought to the attention of the employees concerned, and, based on the findings of the assessment, reasonably practicable measures will be implemented to reduce the risk of injury.

#### **4.18 – NOISE AND VIBRATION**

The company is aware that operating or working near plant, vehicles and machinery may expose employees to, noise and vibration. The company will arrange for the appropriate assessment to be carried out to establish the noise and vibration levels

involved in company activities and establish precautions to be taken. The company will endeavour to reduce noise and vibration levels to the lowest levels reasonably practicable and when required provide the appropriate hearing protection and necessary health surveillance to individuals. All employees are expected to fully cooperate with the use of hearing protection and in any health surveillance provided by the company.

#### **4.19 - NON PERMANENT LABOUR**

At times of peak activity, the core workforce may need to be supplemented by non-permanent labour to maintain adequate staffing levels. The company accepts that such labour may not have the same level of qualification or experience as the full time employees, and as such will require a greater level of supervision. In recognition of this, non-permanent labour will always work alongside competent employees, and will never be allowed to work unsupervised.

#### **4.20 – OCCUPATIONAL HEALTH**

The company accepts that an employee's health is equally as important as their safety or welfare, and will provide such health surveillance or periodic medical examinations as are appropriate to the activities carried on in the course of their employment. The nature and frequency of these medical and health surveillance provisions will, as a minimum, meet statutory requirements and will take consideration of relevant guidance and best practice.

Employees will be made aware of the purpose, scope and arrangements for carrying out medical examinations or health surveillance, and will be appraised of the results. Confidentiality will be maintained as is appropriate for personal medical records.

#### **4.21 - PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In accordance with statutory requirements, the company will ensure where risks cannot be controlled by other means, appropriate personal protective equipment will be freely available and will be issued to those personnel requiring it. An adequate assessment of the need for PPE will be carried out along with an assessment of the suitability of any equipment selected

All employees provided with personal protective equipment will receive appropriate training, instruction and information necessary to enable them to use the equipment in a proper manner, and understand the risks that the equipment will protect against and its limitations.

Record of PPE issue will be maintained.

It is the employee's responsibility to use this equipment in accordance with the training given, to keep the equipment clean and well maintained as instructed, and to report any defects in the equipment or its operation.

Contractors appointed to undertake work on behalf of the Company will be required to provide their own PPE as required by the task, site conditions or legislative requirements. On occasion, and in the interest of progress and safety on site, the

company will provide PPE to contractors and seek recompense from the contracting company.

#### **4.22 – PROTECTION OF THE PUBLIC**

The company will ensure that all necessary measures for the protection of the public will be allowed for and planned, taking into account the proximity of schools, leisure facilities, public amenities, retail and residential developments etc. All company employees, contractors and sub-contractors will be required to consider the health and safety of members of the public at all times. Where there is an apparent risk of injury to the general public from this company's activities, then work will cease immediately and the site manager will be notified.

#### **4.23 – RISK ASSESSMENT**

The company will carry out suitable and sufficient assessments of all significant risks to which its employees and others affected by its activities may be exposed. Based on these assessments and other factors, the company will adopt a hierarchy of measures intended to reduce risk to an acceptable level. The results of these assessments will be brought to the attention of the workforce along with details of any measures to be taken to reduce risks.

Under no circumstances should work involving significant risks to health or safety be commenced before an appropriate risk assessment has been undertaken, and suitable information on safe working practices has been received and understood.

#### **4.24 – SAFETY SIGNS & SIGNALS**

In accordance with statutory requirements, the company will ensure (where required) the use of signs to warn and instruct employees in relation to risks that cannot be adequately controlled by other means.

Where such signs are provided, they will be of such design, dimensions and colour as is commensurate with the type and degree of risk involved.

#### **4.25– SMOKEFREE POLICY**

It is the policy of Dyas Electrical Engineers Limited that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles used by more than one person. This policy applies to all employees, contractors, customers or visitors.

#### **4.26 - THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS**

This company is aware of its obligations under the above regulations and whether operating as Principal Contractor or Contractor will fully co-operate with all parties concerned to ensure our obligations are met.

## **4.27 – TRAINING, INSTRUCTION AND INFORMATION**

The company regards safety training as an indispensable ingredient of an effective health and management system and will ensure that employees are provided with suitable and relevant training to enable them to carry out their duties safely and without risk to their health.

Such training will be provided on induction and periodically throughout employment to take account of changes of role, new technology, new procedures or simply as a refresher.

This training will be supported by the periodic issue of such instruction and information as may be required in relation to working practices systems of work, or any other factor.

Training records will be maintained and will record both the date training was provided, and the level of competence attained by individuals in particular skills

## **4.28 – USE OF MOBILE PHONES**

The use of hand held mobile phones whilst driving is strictly prohibited. Vehicles should be pulled over into a safe parking spot before attempting to make or receive calls using a hand held phone.

In the event of personnel being involved in an accident where their use of a hand held phone is implicated, recompense for losses may be sought from the employee

The use of hands free telephones is permitted but drivers are still advised to park up before making or receiving a call if possible.

When reversing is required, ensure that adequate room is available for the manoeuvre and seek assistance if reversing is required in tight spaces, where visibility is restricted or on sites where pedestrians may be present.

## **4.29 – WORK AT HEIGHT**

The company will seek to avoid work at height however if it is required this will be properly planned and organised by a competent person and only persons who have been appropriately trained and are competent, will carry out works at height. Due consideration will be given to using equipment and systems which will give collective protection (e.g. guard rails) priority over personal protective measures (e.g. safety harness). The works will be adequately supervised and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations.

Ladders are primarily to be used as a means of access and are only to be used as a working platform for jobs that are of limited height, low risk, and short duration. Under these circumstances three points of contact should be maintained whilst working.

Where mobile elevated work platforms are used, employees will be trained in their safe use and limitations.

The company will ensure that any scaffolding is erected, maintained, inspected, altered and dismantled by a competent person. Operatives are required to report any

defects or unsafe scaffolding immediately to the site manager. Under no circumstances must an unauthorised person alter or remove any section of scaffolding.

#### **4.30 – WORK EQUIPMENT AND LIFTING EQUIPMENT**

In accordance with statutory requirements, the company will endeavour to ensure that all equipment provided for use in the workplace is safe and suitable for the purpose for which it is to be used, is maintained in good working order and repair, and that training is given to employees in its correct use

Equipment will be maintained in good order and repair, be tested in accordance with statutory requirements, and all relevant reports and certificates will be readily available for inspection. The company shall ensure that all work equipment will be marked with health and safety warnings, indicators of limitations etc, where appropriate.

The use of any work or lifting equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons and it is the responsibility of those persons to use equipment provided in accordance with any instructions given, and report any defects in the equipment or its operation forthwith.

#### **4.31 – WORK IN EXCAVATIONS**

The company will ensure that before any person commences work within an excavation, adequate provision has been made to prevent collapse or the ingress of plant or vehicles. No person is to commence work in an excavation until it has been inspected by a competent person and declared safe.

#### **4.32 – WORK RELATED STRESS**

Stress in the workplace is a growing problem and it is the policy of this company to prevent work related stress using a combination of management and task related provisions, these will include;

**Management Related:** Good relationship between staff and management, achievable objectives, effective two-way communications, employee involvement, good management support, suitable training and adequate pre-planning.

**Task Related:** Well defined tasks, clear responsibilities, proper use of skills, good control of hazards and risks and support from senior management.

Any employee displaying signs of work related stress will be sympathetically dealt with to discover the cause(s) of stress and every effort will be made to reduce stress levels.

#### **4.33 – WORKPLACE INSPECTIONS**

In accordance with statutory requirements, and in order to constantly monitor the performance and effectiveness of the health & safety management system, the company will ensure that regular documented inspections of the workplace are carried out. Such inspections will be carried out by members of the management team and/or

external safety advisors. These formal inspections will be supplemented by ongoing inspections by supervisory staff, to identify areas where risk control measures are ineffective, not being observed, or otherwise require improvement.

Information obtained from these inspections will, in conjunction with reactive monitoring data, be used in regular review of the safety management system.