

## **Health and Safety Policies**

One of the starting points in the establishing of the competence of a contractor is the examination of the company's health and safety policy.

When examining a policy you should look for the following elements as a minimum standard:

- A clear declaration of the company's intention to provide safe and healthy working conditions for their employees and to ensure that any activities that their employees undertake do not put others at risk.
- A commitment to ensure that employees are properly trained and are provided with appropriate information, instruction, supervision.
- A statement informing employees of their obligations to ensure that they do not interfere with anything established to ensure health and safety and that they report all problems and defects.
- Details of the health and safety organisational structure within the organisation. There should be an inclusion of the senior person within the organisation with overall responsibility for ensuring that the health and safety policy and the arrangements are effectively enforced.
- A commitment to ensure that risk assessments are undertaken with regard to all working activities.
- Details of the health and safety arrangements within the organisations - i.e. what their rules are with regard to use of electricity, or use of ladders, or use of machinery, or provision of PPE to their staff etc etc.
- there must be a clear indication that the policy is available to all their employees.
- The health and safety policy should be dated, which will indicate the time it was either created or reviewed. It should also be signed by the person with responsibility for ensuring its implementation.
- Once the policy has been submitted and accepted, then it should be reviewed by you periodically - (every 2-3 years depending on the contractors ) A form to company asking for an updated policy of requesting confirmation that nothing has changed should be sufficient.