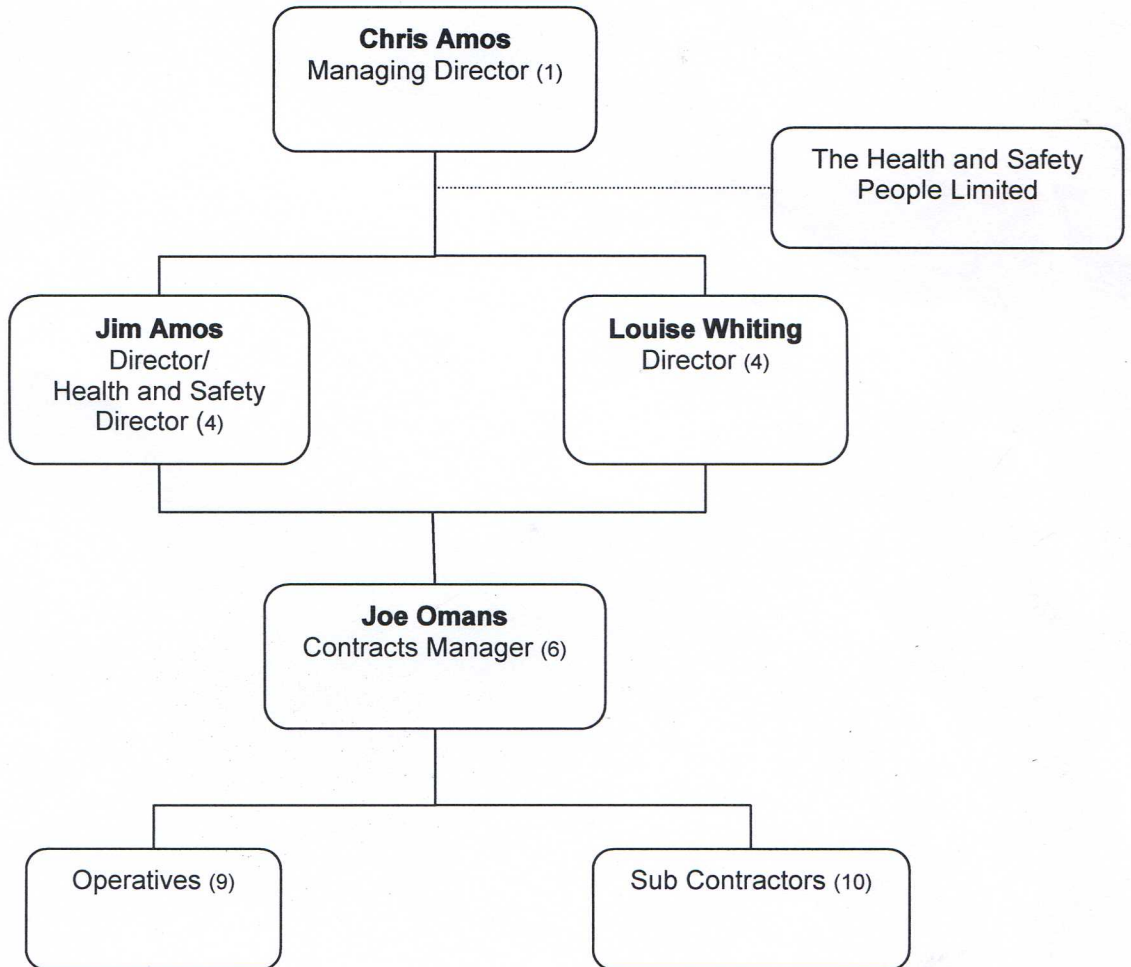


**C A Drillers Limited**

**Management Structure for Health and Safety**



**Chris Amos, Managing Director**

The Managing Director's Health and Safety responsibilities are to ensure that:

1. The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development.
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
3. The appropriate insurance cover is provided and maintained.
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
7. The board recognises its role in providing health and safety leadership in the company and to engage the active participation of workers in improving health and safety through continuous improvement.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
9. Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
10. Health and safety objectives are set and their achievement is measured and reported in the annual report.
11. Where necessary, health and safety rules are developed.

**Jim Amos, Director/Health and Safety Director, Louise Whiting, Director**

The Health and Safety responsibilities at the Director's level of management are to ensure that:

1. They understand the company's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
5. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
6. All health and safety site rules are followed by all.
7. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
8. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years).
9. Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner.
10. They set a good personal example by using the appropriate protective equipment whilst on site.
11. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Additional responsibilities for Jim Amos, Director/Health and Safety Director are to ensure that:

1. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
2. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.

## **Joe Omans, Contracts Manager**

The Health and Safety responsibilities at the Contracts Manager's level of management are to ensure that:

1. He understands the company's health and safety policy and understands his responsibilities.
2. He actively leads the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
5. He communicates and consults with staff on issues of health and safety and encourages staff to report hazards and raise health and safety concerns.
6. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
7. Persons under his control are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner.
8. All health and safety site rules are followed by all.
9. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
10. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
11. Management is informed of any safety issues that cannot be resolved.
12. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
13. He sets a good personal example by using the appropriate protective equipment whilst on site.
14. He informs his Line Manager of any change to his state of health, either temporary or permanent, which might affect his working ability or his suitability to carry out any particular task or tasks.

## **Operatives**

The Health and Safety responsibilities of the Operatives are to ensure that they:

1. Understand the company's health and safety policy, understand their responsibilities and comply with the requirements.
2. Use the correct tools and equipment for the task.
3. Use the personal protective equipment provided.
4. Only use tools which are in good condition.
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
6. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
7. Avoid improvisation.
8. Warn new employees of known hazards.
9. Refrain from horseplay and follow all health and safety site rules.
10. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety.
11. Co-operate with the company on all aspects of health, safety and welfare.
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
13. Report all accidents and incidents so that action can be taken to prevent a recurrence.
14. Inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.