



**Providing Solutions for Industry**

**HEALTH & SAFETY POLICY**  
**Of**  
**JMC Mechanical Electrical**  
**& Air Conditioning Ltd**

**Company Trading Address**

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## Statement of Intent

As Managing Director I have overall responsibility for the Health, Safety and Welfare of employees of JMC Mechanical Electrical & Air Conditioning Ltd, and to this end allocate adequate resources for health and safety training. Authority to use these resources may be either purchase, hire or training by qualified provider. This safety policy will be adhered to by all persons conducting activities for and on behalf of the company.

The company will comply with the Health and Safety at Work Act 1974 and subsequent regulations laid under it, and meet the standards required therein; thus fulfilling our objective to attain and maintain high standards of Health and Safety performance throughout JMC Mechanical Electrical & Air Conditioning Ltd.

These standards will be achieved, so far as is reasonably practicable, in particular by:

1. The provision and maintenance of working environments that are without risk to health and adequate as regards facilities and arrangements for the welfare of employees of the Company.
2. The provision of such information, instruction, training and supervision as is necessary to ensure the health, safety and competence of employees of the Company.
3. The provision and maintenance of plant and systems of work that are safe and without risk to health.
4. Consulting with our employees on matters affecting their Health and Safety.
5. Adequate arrangements for the regular assessment of work activities in order to identify associated handling, storage and transport of articles or substances.
6. The co-operation of employees of the Company to enable statutory obligations under Health and Safety legislation to be met.
7. A visible management commitment to high standards of Health and Safety, performance and the promotion of a positive Health and Safety culture throughout the Company.
8. The review of this Policy as necessary at regular intervals, or if circumstances dictate.
9. JMC employ SSG Training & Consultancy as advisors for the company Health & Safety (see attached SSG certificate).

Signature



Jim McDonald, Managing Director  
JMC Mechanical Electrical & Air Conditioning Ltd

Date Reviewed 18-05-2015

## **Main Activities**

JMC's main activities are to provide the installation, maintenance and testing of Electrical, Mechanical, Gas, Plumbing, and Air-conditioning & Refrigeration tasks for major projects as a sub-contractor; or minor works including refurbishments and remedials in the industrial, commercial and domestic markets.

## **Responsibilities**

Overall and final responsibility for health and safety rests with Mr Jim McDonald, Managing Director.

The day to day responsibility for ensuring this policy is implemented is delegated to the Managing Director and Supervisor.

To ensure health and safety standards are maintained and improved, competent site managers and supervisors will be appointed as required and have the responsibility of overseeing the site in their charge. Maintenance work will be carried out by competent tradesmen.

All employees must:

- Co-operate with manager and supervisor on health and safety matters
- Not interfere with anything provided to safeguard their health and safety, or that of other persons
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- Report all health and safety concerns to their supervisor or manager.

Sub-contractors are only employed to provide specialist skills not held by JMC.

Prior to their employment, a proposed sub-contract is required to complete an "Approved Supplier" Questionnaire (JMC/019/01/15), which identifies their competence for the tasks tendered. This completed questionnaire is then reviewed by the Managing Director/Quality Manager and graded from A to D, with preference given to Graded A sub-contractors. Where they do not hold either CHAS or SAFE they must agree to abide by JMC's Health & Safety policy

## **Health and Safety risks arising from our work activities**

Risk assessments will be completed by the Managing Director (Guidance available from SSG). The findings of the risk assessments will be reported to the Manager of the project.

The assigned Manager will be responsible for ensuring the action required is implemented and for checking that the implemented action(s) have removed or reduced the risks.

Assessments will be reviewed by the manager for major undertakings or whenever work activity demands that such be done.

Method statements are produced on a task specific basis, following an assessment of the risks including COSHH involved in the task. Where there is a COSHH implication, an assessment must be provided given to, and discussed with the experienced and competent operatives who are responsible for handling and managing the substances.

The relevant information provided during pre-start meetings ensure all site staff are aware of hazards and controls. Where working at height is planned, only the tasks that cannot be carried out on the ground are identified as being needed to be at height.

These documents are regularly reviewed and updated by the project team after consultation with the workforce and regular updates from SSG Training & Consultancy.

### **Consultation with employees**

Consultation with employees is provided by allowing free access for discussion with the assigned manager regarding all health and safety matters. JMC's has a Health and Safety Advisor (SSG Training & Consultancy) who will consider the health & safety concerns of the operatives and propose corrective action for the managing director's approval.

The assigned manager will identify all plant and equipment that may be needed on site. Through risk assessment, he will identify the most suitable equipment and plant required. He will also confirm that all items are in good condition with PAT labels or are in calibration, and employ those operatives with the appropriate skills and experience.

### **Personal Protective Equipment**

JMC will provide all employees who may be exposed to a risk to their health and safety while at work will be provided with suitable and effective personal protective equipment that correctly fits each individual.

All Personal Protective Equipment issued by JMC will be properly assessed prior to its provision.

All employees provided with Personal Protective Equipment will receive the necessary training and information on the use, maintenance and purpose of the equipment, JMC Management will ensure that all Personal Protective Equipment provided to its employees are used in the correct way.

Employees that have been provided with Personal Protective Equipment must immediately report any loss of or obvious defect in any to their supervisor. JMC employees must sign for all Personal Protective Equipment issued to them.

All Personal Protective Equipment provided by JMC will be maintained in good working order.

### **Electrical Portable Appliances**

Managing Director or Supervisor will ensure that all electrical equipment within the company are uniquely identified, a formal test and inspection of each appliance will undertaken by a competent person with the P.A.T forms kept at the JMC Office. All appliances within the company will be tested annually.

Day to day accuracy and condition status of inspection is the responsibility of the individual user and any suspected deviations or damage must be immediately reported to the managing director or supervisor.

Any electrical equipment that an employee brings in to use as part of their job role is subject to the same frequency of testing/inspection as other workplace electrical equipment, a copy of the P.A.T form will be kept at JMC office.

Equipment that is deemed unsafe and needing repair or disposal is removed from use with the plug removed and labelled accordingly.

### **Safe handling and use of substances**

The Managing Director or Supervisor will be individually responsible for:

- 1) Identifying all substances which need a Control of Substances Hazardous to Health (COSHH) assessment
- 2) Undertaking COSHH assessments
- 3) Ensuring all actions identified in the assessments are implemented
- 4) Ensuring all relevant employees are informed about the COSHH assessments
- 5) Checking new substances can be used safely before they are purchased

Assessments will be under constant review by managers and operatives.

### **Information, instruction and supervision**

The Health and Safety Law poster is displayed at:

JMC Office, 242 Fort Austin Ave, Crownhill, Plymouth, Devon, PL6 5NZ.

Health and Safety advice is available from the Managing Director, or the Health & Safety Advisor (SSG Training & Consultancy), or other external sources such as the Health and Safety Executive.

Supervision and the monitoring of young workers & trainees will be arranged by Mr. Jim McDonald, Managing Director. The manager is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information. The assigned manager will also ensure that any subcontractors working for JMC will receive adequate and suitable information and training as required.

### **Competency for tasks and training**

Induction training will be provided for all employees by the Quality Manager or another member of the Management Team.

Training will be identified, arranged and monitored by the Managing Director and supervisor.

Job specific training will be provided by the Specialist Training Providers.

Specific Training provided include:

- Working at Height
- Working with Refrigerants. "F" Gas
- First Aid
- Asbestos Awareness
- Fire Safety

### **Working at height**

Where the tasks can be carried out on the ground, that is how it must be done. Only the tasks that cannot be done on the ground should be carried out at height.

On-site tool box talks will be given by the Health & Safety Manager, to refresh and support training given previously by specialist providers. These tool box talks are recorded on the individual's training record.

Training records are kept at: JMC Office, 242 Fort Austin Ave, Crownhill, Plymouth, Devon, PL6 5NZ.

### **Manual Handling**

Manual handling operations will be as far as is reasonably practicable where there is a risk of injury. JMC will ensure that where it is not possible to avoid manual handling tasks, A JMC manager/supervisor will assess the task and take into account, the load, working environment and the capability of the individual concerned.

JMC will always ensure that where it is reasonably practicable mechanical devices will be used to lift and move objects, the equipment used will be appropriate for the task in hand. Where mechanical devices are put in place, JMC will ensure all necessary documentation is provided and training is given to the employee.

### **Accidents. First aid and work-related ill health**

Health surveillance, is carried out by Mr. Jim McDonald, Managing Director, He maintains and retains the detail of all reported accidents and notifies the HSE of all notifiable accidents. All accidents and reported dangerous occurrences are entered on a monthly record. All records are kept at:

JMC Office, 242 Fort Austin Ave, Crownhill, Plymouth, Devon, PL6 5NZ.

All JMC employees received certificated First Aid Training from an external specialist provider.

A first aid box is maintained in the company office and all JMC vehicles are provided with First aid boxes (maintained by the driver of the vehicle).

Mr. Jim McDonald, Managing Director maintains monthly records of accidents and work - related ill health. He also records all accidents in the accident book BI 510 and informs the HSE of all major injuries and accidents leading to absence from work of seven days or more. He also records dangerous occurrences and disease. These records are retained in the office.

Investigations arising from incidents are carried out by the Manager/Supervisor and reported back to the Managing Director who will determine how to prevent a re-occurrence of the incident.

### **Monitoring**

The procedures presently followed are reviewed, during the annual Management Review Meeting. Any amendments recommended are then implemented by the Managing Director. The monthly accident / illness records are reviewed to determine whether particular tasks produce a high incidence of accidents. The management team then considers ongoing training needs such as First Aid, Asbestos Awareness, PASMA, IPAF, CSCS, Confined Space and Fire Protection are planned to satisfy expected projects. Any reported health and safety concerns raised by the operatives are considered and decisions discussed with them.

JMC will assess the work places for exposure to noise, if any work sites are liable to noise exposure in excess of 80 db over a working day, management will provide information and training to the operatives concerned. Where level is in excess of 85db management will provide hearing protection that must be worn and hearing protection zones will be put in place.

JMC will make suitable provision to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh air or purified air.

Vibration risks will be assessed before and during work activities to identify any problems, if JMC find an issues appropriate control measures will be put in place to counter the risks. JMC will also provide information and training to employees on health risks and the actions being taken to control those risks.

The Managing Director and supervisor will carry out on site visits and inspections to ensure safe working practices are being used, and that the method statements and risk assessments are current. The assigned manager will be responsible for these audits.

Risk assessments for major works will be carried out by the Managing Director in association with the relevant manager, and discussed with all site operatives to allow concerns to be shared and resolved prior to start of the project.

Risk assessments for minor works will be carried out using a tick sheet risk assessment, by those operatives who have been trained by the Managing Director to do so.

Each assessment will be scored, those that fall into the Low Risk range can be carried out without further review. Those that fall into the Medium or High risk range cannot be started until reviewed by the Managing Director and risks overcome.

### **Emergency procedure - fire and evacuation**

#### **JMC Office**

Fire extinguishers are visually checked on a rolling basis every 6 months and serviced & replaced as required by a qualified provider.

Emergency evacuation of the office is tested every 12 months by the Managing Director.

#### **At Client's Site**

Site evacuation, JMC operatives must comply with client's fire regulations by reporting their attendance on site each day and responding to fire procedures employed. In compliance with the evacuation procedures of the client, employees MUST leave the building via the nearest safe exit route and go to the assigned safe assembly point where their presence can be monitored by the client's Fire Marshall.

## **Applicable Legislation**

Within our range of operations JMC Mechanical Electrical & Air Conditioning Ltd may be subject to the following regulations. When this is the case we will do our utmost to obtain competent advice in order to discharge our duties in a professional and ethical manner.

Confined Space Regulations 1997

Control of Asbestos Regulations 2006

Control of Noise at Work Regulations 2005

Control of Substances Hazardous to Health Regulations 2002 (as amended)

Dangerous Substances and Explosive Atmosphere Regulations 2002

Gas Safety (Installation and Use) Regulations-1998

Electricity at Work Regulations 1989

First Aid at Work Regulations 1981

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

Management of Health and Safety at Work Regulations 1999

Safety at Work (amendment) Regulations 2006

Manual Handling Operations Regulations 1992 (as amended)

Personal Protective Equipment Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Reporting of Injuries, Diseases and dangerous Occurrences regulations 1995

Work at Height Regulations 2005

Workplace (Health, Safety and Welfare) Regulations 1992

Fluorinated Greenhouse Gases Regulations 2009 No.261

## Organization

The organization chart below shows the general relationship and reporting structure of the company.

