

Health and Safety Policy

This is the statement of general policy and arrangements for:		Central Waste Oil Collections Limited	
Graham Bracey – Operations Director / Responsible Person (Fire)		has overall and final responsibility for health and safety	
Marie Long – QSHE Manager / First Aider / Fire Marshall		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy in accordance with the requirements of (BS) OHSAS 18001:2007	Responsibility of: Name/Title	Action/Arrangements	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Graham Bracey Marie Long	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) Accident/Incident investigations carried out with follow up actions undertaken and reviewed.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Marie Long	Staff and contractors on site given necessary health and safety induction and provided with appropriate training (including first aid, fire exit & operation, working at height, manual handling, Loading/Unloading etc) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.	
Engage and consult with employees on day-to-day health and safety conditions	Graham Bracey Chris Bracey –Site Supervisor / Fire Marshall Dan Moseley – Employee Rep Marie Long	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety meetings or sooner if required.	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Graham Bracey Chris Bracey –Site Supervisor / Fire Marshall Marie Long	Escape routes well signed and kept clear at all times. Evacuation plans are tested regularly and updated as necessary. Fire Risk Assessment held in QSHE Office	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Graham Bracey Marie Long	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. COSHH assessments undertaken.	

Signed:  Date: 13.2.2018

You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Site Office
First-aid box is located: Fixed and Mobile Fixed	Right hand internal wall as you enter Site Office from Yard Laboratory
Accident book is located:	RH internal wall as you enter Site Office from Yard, above fixed first aid box