

Soltec UK Ltd Health and Safety Procedure

Title: Provision of Health and Safety Assistance			
Document Number:	Soltec – SP04	Revision 1	Date of Issue: 15/03/2007

This procedure is written and issued in accordance with Soltec UK Ltd Safety Management System Framework and Protocol.

The responsibility for upkeep and amendment of this procedure rests with the Health & Safety Manager. All requests for modification should be made to Soltec UK Ltd Head Office.

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1. Policy

Regulation 7 of the Management of Health & Safety at Work Regulations 1999 requires employers to appoint one or more competent persons to assist in undertaking the measures needed to be taken to comply with all relevant statutory provisions Soltec UK Ltd is committed to ensuring that its managers, staff and volunteers have access to competent advice and assistance in relation to the planning, implementation, monitoring and review of protective and preventative health and safety measures.

2. Procedure

2.1 The Health and Safety Manager is responsible for the ongoing review, development and implementation of this procedure.

2.2 The Managing Director is responsible for ensuring that health and safety advice and guidance is provided, by appointing a competent person to act as the Soltec UK Ltd Health and Safety Manager. He will also ensure that additional support is provided, as required, by various competent specialists from either within the organisation or by external consultants.

2.3 The Managing Director will ensure that all “knowledgeable persons” involved in Health and Safety are allowed adequate time and means to fulfill their duties.

2.4 The key tasks of the Health and Safety Manager and safety knowledgeable persons include:

- The maintenance of adequate information systems on health and safety legislation and safety management practices relevant to Soltec UK Ltd activities.
- Interpretation of the law and the implications for Soltec UK Ltd.
- Providing advice and assistance to managers, staff and volunteers on the establishment and maintenance of:
 - Risk control standards relating to the place of work and the plant, substances and equipment in use.
 - Risk control standards relating to procedures, systems, guidance notes and people.
 - Procedures for the recording, reporting, investigation and analysis of accidents, incidents and cases of ill health.
 - Adequate and appropriate health and safety inspection and auditing systems.
- Establishing professional relationships at all levels within Soltec UK Ltd and with outside organisations, e.g. HSE, Trade associations.
- Assisting in the promotion of good health via a promotion campaign based on the current advice from the health education authority or similar bodies.

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2.5 The Managing Director is responsible for ensuring that the Health and Safety Manager (or knowledgeable person) is given access to members of staff, volunteers and clients, all known health and safety information, and provided with an understanding of the specific requirements. This will include:

- Known workplace hazards, risk assessments and current risk control systems.
- The risks arising out of or in connection with the undertaking of any other employers who might share the same workplace.

2.6 The Managing Director shall identify the minimum level of health and safety competence required of the Soltec UK Ltd Health and Safety Manager (or knowledgeable person).

Currently it has been identified that the minimum standard of health and safety competency expected of:

- The Health and Safety Advisor has a NEBOSH full Diploma or equivalent.
- The Health and Safety Manager (or knowledgeable person) has the NEBOSH Certificate in Occupational Safety and Health or equivalent.

In addition these appointed persons must have good written and verbal communication skills and be able to work effectively either in groups or as an individual. The appointed persons must be able to act as a catalyst for proactive change.

2.7 The Managing Director shall ensure that the Health and Safety Manager and appointed persons are provided with, as appropriate, additional training to ensure they are able to effectively meet the developing needs of Soltec UK Ltd.

2.8 The Health and Safety Managers shall where appropriate advise management of the need and instruct employees, volunteers or contractors to stop work which is being carried out in contravention of legislative and/or agreed standards and which puts people at unacceptable risk.

2.9 The Health and Safety Manager will formally meet once every three months to identify and discuss common health and safety issues.

2.10 If Soltec UK Ltd uses external specialist advice to complement the competence of those with health and safety responsibilities, the Health and Safety Manager shall ensure that such persons have access to all information that is in the possession of Soltec UK Ltd on:

- The known factors that could affect the health and safety of employees and other persons.
- The risk assessment and control measures adopted by Soltec UK Ltd.
- The risk assessment of, or in connection with, the undertaking of other employers who may share on a temporary or permanent basis the same workplace.
- The procedures for serious and imminent danger.
- The identity of competent persons, i.e. specialist advisors and fire wardens, appointed to implement the emergency evacuation procedure.

3. References

1. The Management of Health and Safety at Work Regulations 1999.
2. HS(G) 65 'Successful Health and Safety Management'.