

GRAY & DICK LTD.  
Glazed Structures

HEALTH AND SAFETY AT WORK ETC ACT 1974

1.1 SAFETY POLICY STATEMENT

The Managing Director, Mr. Fraser W. Gray of Gray & Dick Ltd., is committed to discharging his obligations under the Health and Safety at Work Etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory legislation.

In pursuance of this he will seek to provide a healthy and safe working environment for his Employees and will endeavour to ensure the safety and health of all others who could foreseeably be affected by activities under his control.

In particular, attention will be given to the provision and maintenance of :-

- 1) Plant, equipment and systems of work that are safe.
- 2) Safe arrangements for the use, handling, storage and transport of articles, goods and substances.
- 3) Sufficient information, instruction, training and supervision as to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- 4) A safe and healthy place of work and safe access to it.
- 5) Adequate welfare facilities.

To achieve a high standard of health and safety the active co-operation of all Employees is essential.

Employees are reminded of their own duties under the Health and Safety at Work Etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, to take care of their own safety and that of other persons and to co-operate with their Employer so as to enable him to carry out his responsibilities successfully.

The Organisation, Responsibilities and Arrangements to enable this Policy on Health and Safety to be effective are contained in the attached documents.

This Policy and associated documents will be revised annually or as and when required and will be publicised within the Company.

Signed: .....  
Fraser W. Gray

Date: 30-7-12.....

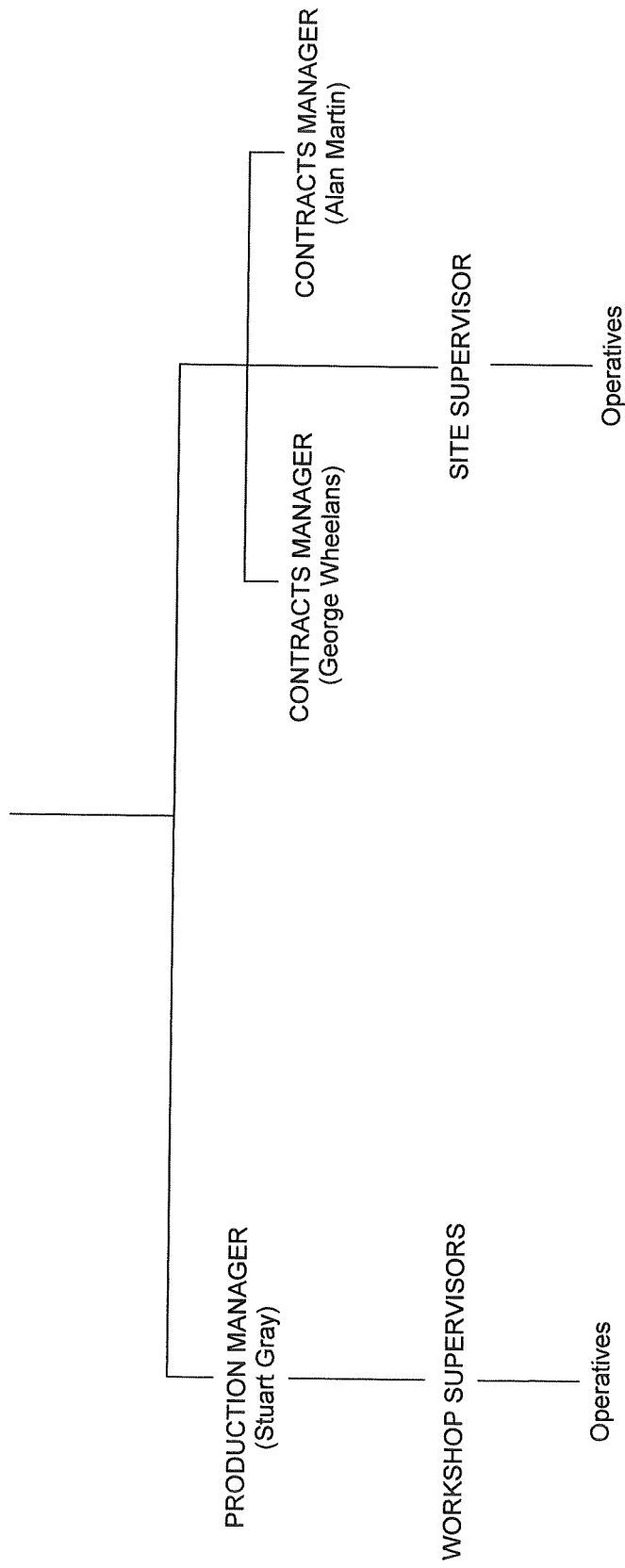
(Managing Director with general responsibilities for Health & Safety)

**GRAY & DICK LTD.**  
**Glazed Structures**

**THE HEALTH & SAFETY AT WORK ETC. ACT 1974**

**1.2 ORGANISATION FOR HEALTH & SAFETY**

**MR FRASER W. GRAY – MANAGING DIRECTOR**  
(With general responsibilities for Health & Safety)



**GRAY & DICK LTD.  
Glazed Structures**

HEALTH AND SAFETY AT WORK ETC ACT 1974

1.3 RESPONSIBILITIES FOR HEALTH AND SAFETY

**1.3.1 Mr Fraser W. Gray ( The Managing Director with general responsibilities for Health and Safety) shall ensure that:-**

- The Health and Safety Policy is updated as and when required and is made known to the Employees of the Company.
- The Policy, Arrangements and Codes of Practice as written are implemented.
- Employees are given such information, instruction and training as necessary and adequately supervised to enable them to carry out their work without risks to their safety, health or security.
- Adequate financial provision is made for foreseeable items of expenditure associated with health and safety.
- All injury accidents and dangerous occurrences are investigated, reported and notified to the Health and Safety Executive in accordance with the Accident Reporting Procedure.
- When engaging sub-contractors, that they have been vetted, as to their competence to carry out the work in compliance with health and safety standards.
- Matters requiring professional advice and assistance are referred to Health and Safety Services (Glasgow) Ltd., who have been engaged as the Company's Health and Safety Consultants.

**GRAY & DICK LTD.**  
**Glazed Structures**

**1.3.2 The Production Manager shall ensure that:-**

- The Company Health & Safety Policy, Arrangements and Codes of Practice as they have a bearing on their work activities are understood and implemented.
  - In the design of structures, that adequate provision is made for the safety factors involved in the erection and maintenance of such structures.
  - The materials purchased and used in the manufacture of structures comply with the relevant BS/EN Specifications.
  - Matters brought to their attention, of a health and safety nature, are dealt with, and where they have not the authority to take action, Mr Fraser Gray is informed.
  - Work within the factory and site work is planned, carried out and monitored to ensure the safety of the employees and of other persons in the vicinity of the work activities.
  - A good standard of housekeeping is maintained in the Company's premises and also on site work outwith.
  - Fire safety procedures and precautions are established and implemented within the Company premises and other locations where work is undertaken.
  - Such personal protective equipment (PPE) as necessary is provided, subject to a risk assessment, and to BS/EN standards.
  - Suitable provision is made for hygiene, welfare and first aid within the premises and on work sites where the Company are operating.
  - Safe provision is made for the safe transport and movement of materials and personnel.
- \* During periods of absence of the Managing Director, due to holidays or illness, the Production Manager assumes the responsibilities of the Managing Director for Health and Safety.

**GRAY & DICK LTD.**  
**Glazed Structures**

**1.3.3 The Contracts Managers shall ensure that:**

- They have read, understand and carry out the Company Policy and Arrangements for health and safety within their area of control.
- Employees under their control carry out their work in accordance with the safe working practices which have been established.
- Such plant and equipment provided for site work is suitable and sufficient for the intended activities and that operators of such equipment are adequately trained
- Such risk assessments as necessary are undertaken to control hazards and that where appropriate suitable method statements are prepared to ensure that safe systems of work are followed and control measures fully identified.
- In the event of any accident or incident, actions are taken to make safe and the matter is investigated, recorded and reported in accordance with the Company's accident reporting procedure
- First aid facilities are provided for all work sites and where necessary consideration is given to the provision of a trained first aid person.
- Suitable arrangements are made on site for the provision of welfare facilities, storage of materials and other equipment
- Adequate training is provided for all operatives and a suitable level of supervision is available on site at all times.
- Efforts are made to control all adverse environmental impacts on site and that any control measures introduced are fully adopted.
- Suitable measures are in place to control and prevent the risk of fire and that provision of fire safety equipment is organised as appropriate
- Arrangements are made for all plant and equipment used on site to be regularly maintained / inspected and records made available on site.
- Personal Protective Equipment is issued to an appropriate standard and that it is being worn as necessary.
- They adopt a responsible attitude to health and safety and set a good example.
- Matters brought to their attention of a Health and Safety nature are dealt with and where they do not have the authority to deal with such matters that it is brought to the attention of the Production Manager.

**GRAY & DICK LTD.**  
**Glazed Structures**

**1.3.4 The Workshop Supervisors and Site Supervisor shall ensure that:**

- They have read, understand and carry out the Company Policy and Arrangements for health and safety within their area of control.
- Employees under their control carry out their work in accordance with the safe working practices which have been established.
- Employees are provided with and use Personal Protective Equipment (PPE) as required by risk assessment and appropriate for the task.
- Machinery and other equipment provided, is suitably maintained and used as appropriate with all guards and preventative measures fully adopted
- Portable tools and equipment are maintained in good condition. The requirements of the Electricity at Work Regulations 1989 regarding the inspection and testing of portable electrical tools are implemented.
- Where any injury occurs, the appropriate treatment is provided, the details recorded in the accident book BI 510 and in accordance with the Company's Accident Reporting Procedure.
- Housekeeping standards are enforced in the workshop or site locations and any waste or rubbish created is suitably stored prior to disposal.
- Proper storage of all materials and substances is achieved as well as safety in handling, use and transportation.
- Noise, spillages, dust etc. is adequately controlled in order to reduce the impact on the environment.
- Where necessary steps are taken to control and prevent the risk of fire in the workshop and at the sites where work is undertaken.
- Sufficient information, instruction and supervision is provided at all times to allow employees to carry out their work safely.
- Welfare facilities are adequately maintained in terms of housekeeping and hygiene and that these are not misused.
- They set a good example in terms of health and safety
- Matters brought to their attention of a health and safety nature are dealt with and, where they do not have the authority to deal with such matters that it is brought to the attention of the Contracts Managers or Production Manager.

**GRAY & DICK LTD.**  
**Glazed Structures**

**1.3.5 All Employees shall ensure that they :-**

- Co-operate with the Company to enable it to meet its legal obligations in terms of health and safety.
- Carry out their work with due regard to their own safety and the safety of others who could foreseeably be affected by their acts or omissions.
- Bring to the attention of management matters relating to health and safety causing them concern.
- Use Personal Protective Equipment provided for them and maintain it in good condition and that any loss or damage of such items is reported to management.
- Carry out work activities in accordance with the instruction and training received by them and do not operate plant or machinery on which they have not been trained.
- Report all accidents and injuries and record details in the accident book.
- Keep their place of work tidy and free from accumulation of rubbish or materials not required for the work process.
- Are familiar with the fire procedure and means of escape from every part of the workplace to which they have access.
- Use all control measures introduced as a result of Risk Assessments and report any deficiency or fault that they become aware of.