

Health and Safety Policy

Introduction

- **Part 1** of our Policy states Emerson’s intent and commitment with regard to Health and Safety matters.
- **Part 2** outlines the organisation that has been established to deliver the highest standards of Occupational Health and Safety performance for our employees. This part of the Policy also lists the responsibilities that are placed on individuals within Emerson Crane Hire Ltd. with the aim of ensuring that the intent of the Policy is achieved.
- **Part 3** of this Occupational Health and Safety Policy details the Health and Safety management arrangements, which have been developed to support the delivery of the policy.

Scope

The supply of mobile crane hire and associated equipment and the provision of contract lifting services and Transport in a variety of environments. The provision of specialist training in relation to lifting operations and the construction industry.

The scope of the OHAS policy covers all of our sites and staff whether on site or at depot, training yard or HQ. Covering all activities.

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Part 1

Health and Safety Policy Statement

Emerson Crane Hire Ltd. Provides a range of services and plant, related to lifting operations and regards Health and Safety as an integral part of the proper management of all the undertakings over which the company has control or influence. Emerson Crane Hire Limited is committed to preventing accidents and protecting the health of everyone involved in our activities. In addition, we ensure that our activities are carried out in accordance with legislation, industry standards and best practice.

Emerson Crane Hire’s approach to Health and Safety is based on the principals of OHSAS45001:2018 and is committed to implementing a Health and Safety policy/ Management system that meets all the requirements of this standard.

Emerson Crane Hire Ltd. Is dedicated to ensuring:-

- adequate control of the health and safety risks arising from our work activities;
- consultation with employees on matters affecting their health and safety;
- the provision and maintenance of safe plant and equipment;
- the safe handling and use of substances;
- provision of information, instruction and supervision for employees;
- that all employees are competent to do their tasks and to give them adequate training;
- prevention of accidents and cases of work-related ill health;
- maintenance of safe and healthy working conditions;
- the safety of the general public who use or have access to premises or sites under our control;
- we keep up to date with best practice in relation to health and safety and comply with all relevant legislation and authoritative guidance;
- the continual improvement of our health and safety management system which will be achieved through processes of setting and reviewing objectives;
- that clear health and safety improvement objectives are set and monitored on a regular basis
- that this policy is reviewed and revised as necessary on a regular basis

Emerson is committed to the provision and maintenance, of a safe and healthy working environment. We require the full and active participation of all our employees in order that the principles outlined in this policy statement and the Health and Safety management System may be achieved. Mr Liam Clancy has overall responsibility for Health and Safety at Emerson Crane Hire. Mr Denzil Jones is the person responsible for the implementation, management, monitoring and review, and updating of the Health and Safety Policy and Management System.

Signed

(This policy to be reviewed at 12 month Intervals)

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Signed Acknowledgment of Roles and Responsibilities
Including the Contents of this Document

Managing Director: Liam Clancy -

Depot manager: Ian Dolby –

Workshop Manager: Stuart Kemp -

Transport and Compliance Manager: Denzil Jones -

Senior Appointed Person: Alistair Porter –

H,S&W Representatives:

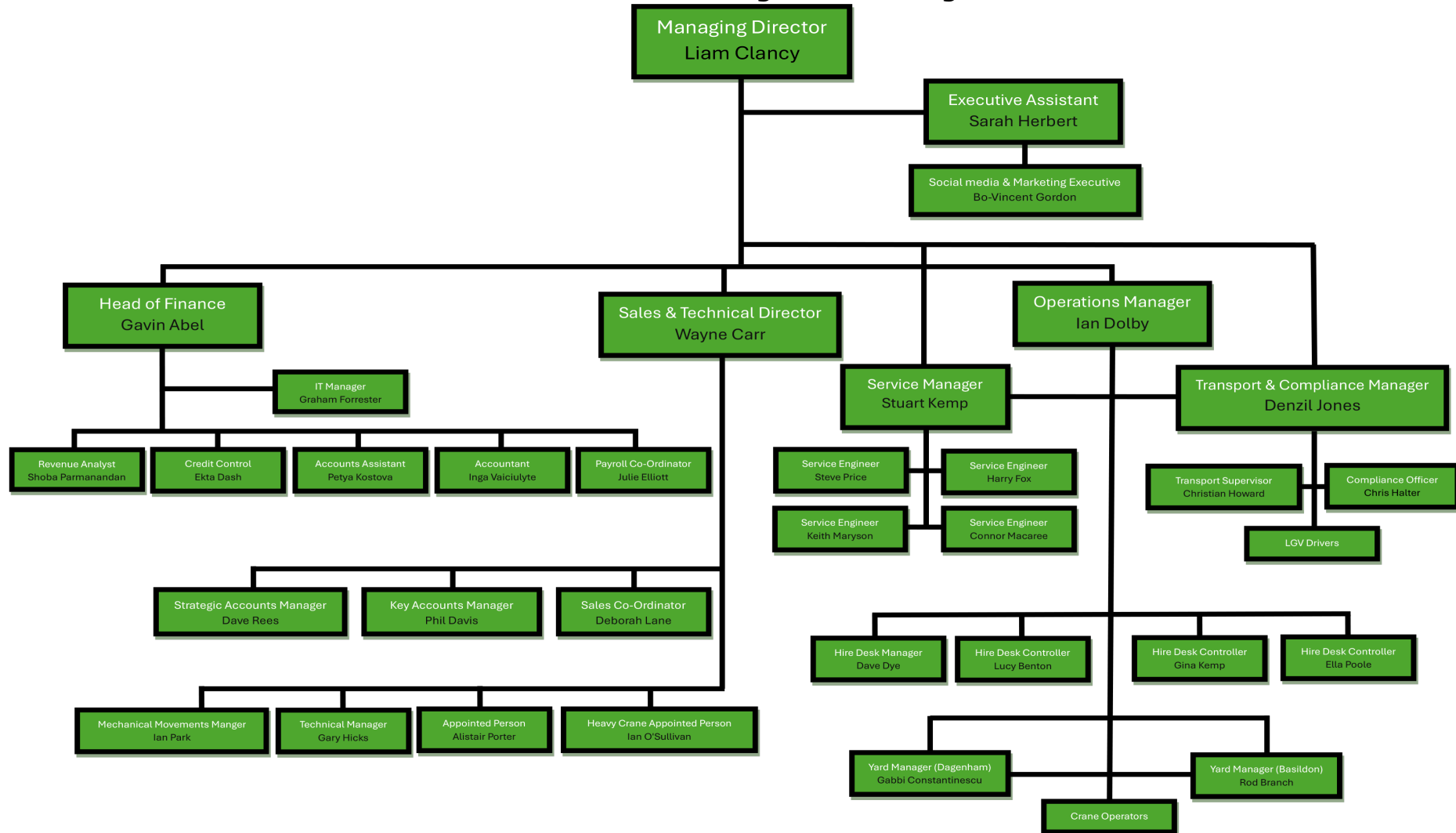
Senior Lift Supervisor: John Howlett –

Lead HGV/ Crane Driver: Dave Dixon

All remaining staff have signed acknowledgement in their employee file.

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Emerson Crane Hire Organisation Diagram



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UNCONTROLLED WHEN PRINTED

Part 2

Responsibilities

MANAGING DIRECTOR

- Has overall accountability for implementing the Emerson Health and Safety Policy and Management System.
- Ensure that sufficient resources are available to enable the Emerson Health and Safety Policy and Management System to function effectively.
- Allocate sufficient resources, including finance, to enable the Emerson Health and Safety Policy to function effectively on projects.
- Ensure that the Emerson Health and Safety Policy is reviewed with the Emerson Directors and Emerson HSQE Manager and updated as necessary.
- Ensure that the HSQE Team have adequate resources to provide appropriate support to all departments.
- Review the performance of the organisation in terms of occupational health and safety.
- Advise the Directors on all Health and Safety Matters that affect Emerson activities.
- Remain informed on matters of Accidents / Incidents and all H&S KPI's and indicators of a fully functioning H&S Management System. Take all required steps to ensure continual improvement.
- Champion Health and Safety and the pursuit of an excellent H&S culture at all times.

DIRECTORS:

- Review the overall performance of the organisation in terms of health and safety.
- Take a proactive approach to the implementation of the Emerson Health and Safety Policy and Management System
- Ensure that the health and safety performance of their area of responsibility is monitored and reviewed, and implement measures to improve performance.
- Ensure all staff under their control receives training in health and safety.
- Ensure that all staff are made aware of their responsibilities as laid down by the Emerson Health and Safety Policy and Management System
- Be familiar with the broad requirements of SHE legislation, the Best Practice Notes and requirements of major principal contractors and clients.
- Monitor the health and safety performance of the projects under their control and implement measures to improve performance.

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- Allocate sufficient resources to the projects under their control to implement the requirements of the Emerson Health and Safety Policy and Management System.
- Ensure that staff under their control are made aware of their responsibilities as defined by the Emerson Health and Safety Policy and Management System
- Ensure that adequate welfare facilities, first aid provisions and emergency arrangements are provided and maintained.
- When required, wear the appropriate protective clothing and equipment as detailed in ECH Procedures and job specific RAMS.
- Champion Health and Safety and the pursuit of an excellent H&S culture at all times.

OPERATIONAL MANAGERS – Hire Desk Manager, Workshop Manager, Transport Manager, Training Manager

- Know the requirements of H&S legislation and the arrangements of Emerson Health and Safety Policy and Management System
- Arrange meaningful and relevant Risk assessments and the production of Safe Systems of Work to take place in areas under your control.
- Investigate all accidents and incidents in line with ECH procedures.
- Ensure that legislation and the and Emerson and other Standards are observed, that all registers, records and reports are in order and that only 'competent persons' operate plant and machinery.
- Ensure that adequate first aid facilities and first-aiders are available and staff are made aware of these arrangements. Ensure that there is adequate fire-fighting equipment, which is regularly maintained.
- Discipline those who constantly fail to consider their own health and safety and that of others around them. Accompany the enforcing authorities during their inspections and inform the Emerson HSQE Manager or immediately of all visits or actions taken by the HSE Inspectors, Environment Agency or Environmental Health Officers
- Ensure that activities on site only commence when Risk Assessments and/or Method Statements have been developed and are worked to.
- Ensure that the arrangements detailed in job or project RAMS are fully implemented.
- Arrange delivery and storage of materials safely and plan and maintain a tidy site.
- Check that all machinery and plant, including power and hand tools in use are safe, maintained in good condition and are used in the correct manner. Ensure that copies of current thorough examination certificates are available and inspection registers are up to date.

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- Attend all training that your employer requires you to. This will include on-site training and induction, weekend PDC sessions and any other arrangements as required.
- Ensure that Sub-Contractors have been approved under the requirements of Emerson Crane Hire Ltd. Occupational Health and Safety Management System before they are contracted to the company.
- Ensure that protective clothing is available and that it is used.
- Monitor safety, health, environmental and quality performance and take action to remedy any shortcomings.
- Ensure that all accidents and incidents are immediately reported by whatever means available to the safety manager and their line manager.
- When required, wear the appropriate protective clothing and equipment as detailed in Emerson Procedures and job specific RAMS.
- Champion Health and Safety and the pursuit of an excellent H&S culture at all times.

OPERATIONAL MANAGERS- Appointed Person

- Know the requirements of H&S legislation and the arrangements of Emerson Health and Safety Policy and Management System
- Ensure that legislation and other Standards are observed, that all registers, records and reports are in order and that only 'competent persons' operate plant and machinery.
- Organise the work on site so that work is carried out to the standard required by the Emerson H&S Management and with minimum risk to operatives, others, equipment and materials.
- Hold a site inspection visit in connection with the contractor to discuss their needs and take relevant notes and measurements etc. to enable a meaningful and relevant RAMS to be produced prior to work on site commencing.
- Consider the implications of the Health and Safety information provided by the Client. Cooperate with the client to fully discharge CDM responsibilities.
- Monitor safety, health, environmental and quality performance and take action to remedy any shortcomings.
- Only place sub-contracts with contractors who have been assessed by and approved as competent by the HSQE Team.
- Check the HSQE requirements of the Client's preliminaries/documentation.
- Take action to rectify any hazardous situation that they observe on site.
- Ensure that protective clothing is available and that it is used.
- Ensure that all accidents and incidents are immediately reported by whatever means available to the safety manager and their line manager.

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- Investigate all accidents and incidents in line with Emerson procedures.
- When required, wear the appropriate protective clothing and equipment as detailed in Emerson Procedures and job specific RAMS.
- Champion Health and Safety and the pursuit of an excellent H&S culture at all times.

SALES MANAGERS, TENDER MANAGERS

- Know the requirements of H&S legislation and the arrangements of Emerson Health and Safety Policy and Management System
- Consider the implications of the Health and Safety information provided by the Client. Cooperate with the client to fully discharge CDM responsibilities.
- Ensure that Sub-Contractors have been approved under the requirements of Emerson Health and Safety Management System before they are contracted to the company.
- Attend all training that your employer requires you to. This will include on-site training and induction, weekend PDC sessions and any other arrangements as required.
- Take action to rectify any hazardous situation that they observe on site.
- When required, wear the appropriate protective clothing and equipment as detailed in Emerson Procedures and job specific RAMS.
- Champion Health and Safety and the pursuit of an excellent H&S culture at all times.

SITE SUPERVISORS – Crane Supervisors

- Know the requirements of H&S legislation and the arrangements of Emerson Crane Hire Ltd. Occupational Health and Safety Policy and Management System
- Liaise with Appointed Persons (APs) to gain a briefing on specific projects and RAMS.
- Deliver Toolbox talks on Contract Lifts covering the RAMS and specific requirements for that job and/or lift.
- Attend all training that your employer requires you to. This will include on-site training and induction, weekend PDC sessions and any other arrangements as required.
- Report defects in plant, equipment etc. to their line manager.
- When required, wear the appropriate protective clothing and equipment as detailed in ECH Procedures and job specific RAMS.
- Ensure that activities on site only commence when RAMS have been developed and are worked to.

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- Ensure that all accidents and incidents are immediately reported by whatever means available to the H&S team and their line manager.
- Take action to rectify any hazardous situation that they observe on site.

ALL SITE OPERATIVES, YARD OPERATIVES, WORKSHOP OPERATIVES

- Familiarise themselves with the risk assessments and relevant safe systems of work.
- Immediately report defects in plant, equipment etc. to their line manager.
- Use only the correct working methods as instructed by supervisors and use the correct tools and equipment for the job.
- Develop a personal responsibility for their own health and safety and that of others using common sense; avoiding improvisation and risk taking.
- Refrain from horseplay and from abusing welfare facilities and safety equipment.
- Attend all training that your employer requires you to. This will include on-site training and induction, weekend PDC sessions and any other arrangements as required.
- Do not interfere with any plant, device or procedure which has been installed to protect you and others. This includes guards on hand tools and warning alarms on cranes etc.
- Wear the appropriate protective clothing and equipment as detailed in ECH Procedures and job specific RAMS.
- Ensure that all accidents and incidents are promptly reported by whatever means available.
- If they see any hazardous situation, take action and report it to the site or yard management immediately.

OFFICE MANAGERS:

- Familiarise themselves with the Emerson Health and Safety Policy and Management System and procedures applicable to the office environment.
- Establish and maintain appropriate safety, health, environmental and quality arrangements in their office premises.
- Ensure that adequate first aid facilities and first-aiders are available in office premises and that office staff are made aware of these arrangements.
- Ensure that there is adequate fire-fighting equipment, which is regularly maintained.
- Ensure that the fire alarm system is tested weekly and a record of each test is made using [HSF33a](#).

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- Ensure a not more than 6 monthly emergency evacuation drill is carried out and is recorded on [HSF33a](#)
- Arrange six monthly fire evacuation drills as detailed in [HSP09](#).
- Ensure that office staff are suitably trained in H&S matters.
- Ensure energy efficiency is encouraged and waste minimisation schemes adopted.
- Take action to rectify any hazardous situation they observe within their office.
- Ensure that all staff in their office undertakes DSE Assessments using form [HSF06](#).
- Champion Health and Safety and the pursuit of an excellent H&S culture at all times.

OFFICE STAFF:

- Familiarise themselves with the Emerson Health and Safety Policy and Management System and procedures applicable to the office environment.
- Comply with any instructions given to them with regard to Occupational Health and Safety matters and the Statutory Notices that are displayed on notice boards.
- Know the correct procedure to adopt in the case of fire or emergency, including the route to take to leave the building (ref: [HSF34](#)).
- Attend all training that your employer requires you to. This will include on-site training and induction, weekend PDC sessions and any other arrangements as required.
- If they see a hazard within their office or anything that could be a danger, report it to their immediate supervisor.
- Refrain from any behaviour that may cause an accident or injury to themselves or others.
- Reduce, reuse and recycle, where possible.

LINE MANAGERS OF APPRENTICES & YOUNG PERSONS (under 18 years old)

- Develop and review risk assessments for all activities which the young person will undertake. (Ref: [HSP22](#))
- Make the young person aware of their accountabilities under the Emerson Crane Hire Ltd. Occupational Health and Safety Policy and Management System (as below).
- Complete an individual training plan ([HSF19](#)) and arrange for suitable health & safety training for apprentices and young persons under their care.

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APPRENTICES & YOUNG PERSONS (under 18 years)

- Do not operate any plant; use any power tools or equipment unless being trained under the direct supervision of a competent person.
- Use only the correct working methods as instructed by supervisors.
- Use the correct tools and equipment for the job.
- Immediately report any defects observed in plant or equipment to their supervisor.
- Develop a personal responsibility for their own health and safety and that of others and protection of the environment, using common sense; avoiding improvisation and risk taking.
- Attend all training that your employer requires you to. This will include on-site training and induction, weekend PDC sessions and any other arrangements as required.
- Refrain from horseplay and from abusing welfare facilities and safety equipment.
- Report any accident or incident immediately to their supervisor.
- If they see any hazardous conditions, take action and report to their supervisor.
- As required, wear the appropriate protective clothing and equipment as detailed in the appropriate RAMS or as instructed by their supervisor
- Attend on site or off site training sessions as necessary.

VEHICLE DRIVERS

- Must be over 18 years of age.
- Must hold a licence appropriate to the vehicle(s) that they are required to operate.
- Must have their licence checked by and be authorised to drive company vehicles by their line manager.
- Comply with this policy’s requirements for Operatives.
- Make regular inspections of their vehicle (Check tyres, lights, oil, water, windscreen wipers, washer reservoir, & audible warning systems etc. in line with daily defect reporting procedure ([HSF15](#)) and record the findings as required. Ref [HSMP02](#)
- Ensure that any defect in their vehicle is reported immediately to their line manager.

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- Report any accidents, near misses or damage, however minor to their line manager ([HSMP02](#)).
- Must not operate a mobile phone, smartphone, tablet, satnav or any other kind of mobile and/or hand operated device. You must not make or receive telephone calls or texts or any other kind of mobile communication whilst driving. The vehicle must be parked in a safe place if any of these kind of devices is to be operated.
- Must comply with any instructions given by site management and adhere to Road Traffic Legislation and the Highway Code at all times. Must not drink alcohol or take medication, which could affect their driving ability. Must ensure before reversing that there are no obstructions or people behind the vehicle or request a banksman to assist them.
- Ensure that any load on their vehicle is well secured, also that the vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.
- Ensure that hazardous loads are carried in accordance with instructions, that any necessary signs are displayed and that any appropriate documentation is available within the cab.

SMALL PLANT OPERATORS, (MEWP, FLT, CHERRY PICKER, TELEHANDLER ETC.)

- Must be over 18 years of age.
- Must hold a full driving licence.
- Must hold a certificate of training or competence to operate their particular type of small plant.
- Comply with this policy’s requirements for Operatives.
- Undertake daily inspections of the fork lift truck and record the findings.
- Ensure that any defect in the fork lift truck is reported to their line manager.
- Ensure when operating their fork lift truck that other persons are well clear of the working area.
- Must not operate their fork lift outside of the company yard or site boundary unless the risks to the general public have been assessed by ECH site management and control measures have been implemented.

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EMERSON CRANE HIRE LTD. SHEQ/ COMPLIANCE MANAGER

- Lead and direct the health and safety policy and strategy
- Provide and support governance process for health and safety performance to inform continuous improvement
- Ensure competent H&S support throughout the organisation providing development and coaching
- Support the leadership team on H&S excellence providing support and coaching
- Ensure that there is a robust practical management system, procedures and processes that provide direction and guidance to our teams
- Lead and develop the H&S competence requirements for our staff, suppliers and third parties
- Represent Emerson externally to gain and share best practice and consult/influence other stake holders and customers
- Advise the Emerson Compliance Director and M.D. or in all health and safety matters that affect the Emerson activities.
- Encourage positive approach to accident prevention and the health of all employees at work.
- To give advice to management at all levels on the implementation and amendment, of the Emerson Health and Safety Policy, management System.
- Collate health and safety performance information for their Business Unit.
- Ensure accidents and incidents are investigated, recommend actions to prevent recurrence and provides information and statistical data to the Emerson. Ref [HSP02](#)
- Attend and champion Health and Safety & Environment Committee meetings.
- Ensure periodic and proactive inspections of the premises, processes, plant and activities of ECH are carried out in order to determine whether legislation is being complied with and whether high standards of health and safety are being achieved.
- Liaise with the Health and Safety Executive, the Local Authorities, Fire Authorities and with other Safety/Trade Organisations as appropriate. Has knowledge of all safety and health legislation and Codes of Practice.
- Champion Health and Safety and the pursuit of a zero Compromise culture at all times.

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HEALTH AND SAFETY REPRESENTATIVE

- representing workers in talks with the management team.
- Carry out regular inspections of the workplace.
- Take part in workplace risk assessments.
- Attend monthly H&S committee meetings.
- Speak with management about hazards in the workplace.

Part 3

Occupational Health and Safety Management Arrangements (Procedures)

HEALTH & SAFETY MANAGEMENT SYSTEM

Our management system for implementing the Emerson Crane Hire Ltd. Occupational Health and Safety Policy on at our depots and on site incorporates our Occupational Health and Safety Policy (Part 1), Responsibilities (Part 2) and Procedures (Part 3). Arrangements are identified and presented below within the Procedural Document Register, and expanded by reference to Procedures (HSPs), Mandatory Policies (HSMPs), Best Practice notes (HSBPs) and Forms (HSFs). Detailed responsibilities are included within these elements.

The ECH Occupational Health and Safety Team will develop and update the Management System with support from the Occupational Health and Safety Director.

PROCEDURES

These procedures appertain to particular management issues and all management staff should be familiar with their content. From time to time these procedures will be amended and also supplemented.

POLICIES,

These policies appertain to particular issues and all staff should be familiar with their content. From time to time these mandatory policies will be amended and also supplemented.

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BEST PRACTICE NOTES

These documents are a collection of Legislation, Regulations, ACoPs, external standards and guidance covering all the activities undertaken by Emerson Crane Hire. This also acts as the company compliance register. The document is periodically revised and is published on the corporate Intranet. It is available in Emerson/OH&S Management System/OH&S Management System Documents/Best Practice Notes.

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Emerson – references to Clauses of OHSAS45001:2018

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Process Interaction

