

General Arrangements Policy		Health and Safety	
Serial No	POL003	Author/Reviewer	DH
Revision	2.0	Date of review	1 st May 2024



General Arrangements Policy

All employees shall receive the necessary training, instruction, and information as appropriate, to enable them to carry out their job role in compliance with Regulations 10 (Information for Employees) and 13, (Capability and Training) of The Management of Health and Safety at Work Regulations 1999.

All employees are inducted before starting work. They are provided with a copy of the Health & Safety Policy and advised of WILLIAMS CONSTRUCTION's organizational arrangements and Standard Operating Procedures for health and safety management, including this policy and all other procedures. Continuous and regular communication and consultation will always occur with employees.

Refer to H&S Section 7.21 for Standard Operating Procedures which replaced the previous Arrangements section of the Policy Document.

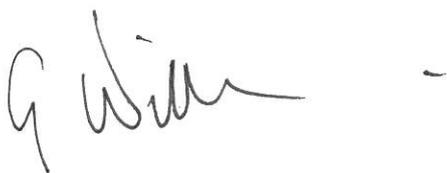
In-house health & safety bulletins and regular newsletters from our consultants Spintech Safety Services Ltd are posted on notice boards and issued to all employees to ensure health and safety is continually communicated to the workforce and all employees are kept aware of current health and safety trends and risks. This process is also supplemented by direct communication on a week-by-week basis, upon task allocation, and if incidents have occurred appropriate information to those who may be affected. Managers will ensure records are kept of such communication.

Site specific inductions and toolbox talks are also carried out where the specific risks associated with the site are discussed and the associated risk assessments and method statements are gone through. Attendance record of such briefings must be retained.

Records of any inductions/toolbox talks, and training provided will be held on file. The toolbox talk process is a two way communication process and allows consultation with the workforce and for any health and safety issues or concerns to be raised, when conducting Tool Box talks WILLIAMS CONSTRUCTION will allow adequate time for employees to raise any concerns /issues and shall act upon such concerns and address the issue raised immediately.

In addition, WILLIAMS CONSTRUCTION will ensure representation of the employees is present at health and safety review meetings at site level and at the periodic management review meetings to ensure direct input from the employees at site level. WILLIAMS CONSTRUCTION respects, supports, and appreciates the input of its employees and will always consult as above in all key aspects of health and safety management to achieve success. Also, consultation will be made prior to the purchase of new plant and equipment or when substantial operational changes are occurring that may impinge on health and safety.

Signed on behalf of WILLIAMS CONSTRUCTION Ltd.



Gareth Williams,
Managing Director