



## **HEALTH & SAFETY MANAGEMENT SYSTEM HSP002**

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Document Number	HSP002
Version:	V4.0
Last Updated:	<b>January 2024</b>

### Version Control

Date	Version	Made By	Comments
July 21	V1	KJM	<ul style="list-style-type: none"><li>• New document</li></ul>
Feb 22	V2	KJM	<ul style="list-style-type: none"><li>• Change of Address</li></ul>
Jan 23	V3	C.H	<ul style="list-style-type: none"><li>• Annual Review</li></ul>
Jan 24	V4	C.H.	<ul style="list-style-type: none"><li>• Annual Review</li></ul>
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## 1. INTRODUCTION

The Management Team at KJM Electrical Limited (KJM) are responsible and accountable for ensuring that the company has developed and implemented an effective Health and Safety Management System (HSMS) and Health and Safety Policy appropriate to the level of risk.

The purpose of this document is to set out in a structured approach the responsibilities and accountability as defined within our Health and Safety Policy to enable the formulation, development, implementation and review of the HSMS.

The Health and Safety Policy, Health and Safety Statement and Health and Safety Management System have all been approved by The Managing Director and Management team.

## 2. ESSENTIAL PRINCIPLES

The principles of the Health and Safety Executive (HSE) guidance HSG65 – “Managing for Health and Safety” and the joint Institute of Directors (IoD) / HSE guidance INDG 417 “Leading Health and Safety at Work” are utilised within the HSMS.

ISO 45001, the HSE and IoD have identified essential principles that are intended to underpin the actions within a HSMS and lead to effective health

### 2.1 Strong and active leadership from the top

- Visible, active and committed
- Establish effective downward communication systems and management structures
- Integration of good health and safety management within business decisions
- Provide high quality training

### 2.2 Worker Involvement

- Engaging the workforce in the promotion and achievement of safe and healthy conditions
- Establish effective upward communication systems and health and safety committee structures
- Engage in high quality training

### 2.3 Assessment and Review

- Identify and manage health and safety risks
- Assess and follow competent advice
- Monitor, report and review performance

Adoption of these principles within our HSMS along with the Plan, Do, Check, Act approach identifies key actions required and relates them, where appropriate, to leadership, management, worker involvement and competence. This achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an

integral part of good management generally, rather than as a support or stand-alone system.

### Plan

- Determine policy
- Plan for implementation

### Do

- Profile H&S risks
- Organise for H&S
- Implement plan

### Check

- Measure performance
- Investigate accidents and incidents

### Act

- Review performance
- Act on lessons learned



KJM Electrical Ltd are committed to ensuring that the HSMS will enable us to meet the obligations of our Health and Safety Policy Statement and our Health and Safety Policy.

Through our commitment to this HSMS, audits and reviews will be conducted in accordance with our Internal Quality Policy and any recommendations implemented to ensure the effectiveness and continual improvement of the HSMS. This will ensure legislative compliance and application of industry best practice.

## 3. HSMS PHILOSOPHY

### Plan

The Managing Director (MD) sets the direction for effective health and safety management and establishes a health and safety policy that is an integral part of the company culture, values and performance standards.

The Management Team takes the lead in ensuring the communication of health and safety duties and benefits throughout the company. They will develop policies to avoid health and safety issues and must respond quickly where difficulties arise or new risks are introduced.

### Do

Delivery depends on an effective management system to ensure, so far as reasonably practicable, the health and safety of employees, customers and members of the public.

We aim to protect people by introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.

## Check

Monitoring and reporting are vital parts of our health and safety culture. Our management systems allow the MD and other specified managers to receive both specific (incident led) and routine reports on the performance of health and safety policy.

Most day-to-day health and safety information only needs reported at the time of a formal review. Our system of monitoring ensures that the formal review can proceed as planned and that relevant events in the interim are brought to the Management Team's attention.

## Act

A formal review of health and safety performance is completed by the Management Team. This allows them to establish if the following are embedded in the company and that our system is effective in managing risk and protecting people:

- Essential Health and Safety Principles
- Strong and effective leadership
- Worker involvement
- Assessment and review

## Active Performance Measurement

This involves checking our compliance with performance standards and the achievement of key objectives. Its primary purpose is to measure our success and reinforce achievement.

## Reactive Performance Measurement

Our systems monitor incidents, ill-health, the reporting of hazards and weaknesses in procedures/systems of work.

## Health and Safety Policy Makers

Key tasks include:

- Devising health and safety policy.
- Establishing strategy to implement policy and integrate into general business activity.
- Specifying a structure for planning, measuring, reviewing and auditing health and safety policy.
- Specifying a structure for implementing policy and supporting plans.
- Agreeing plans for improvement and reviewing progress to ensure development of both HSMS and the policy.
- Pursuing health and safety objectives with evident sincerity.

## Health and Safety Policy Planners

Key tasks include:

- Developing detailed plans to achieve company health and safety objectives
- Establish management arrangements, risk control systems and workplace precautions supported by associated performance standards.
- Co-ordinate specialist advice needed to ensure effective planning and implementation of policy (eg, safety specialists, engineers).
- Ensure participation and involvement of employees.
- Keep up to date with changes in health and safety legislation, standards and good practice.

### Health and Safety Objectives

Our objectives in terms health and safety performance will be quantified whenever practicable.

## 4. RESPONSIBILITIES & ACCOUNTABILITIES

<p><b>1. Plan</b></p> <p>The MD sets the direction for effective health and safety management and establish a health and safety policy that is much more than a document – it is an integral part of the company culture, values and performance standards.</p> <p>The Management Team take the lead in ensuring the communication of health and safety duties and benefits throughout the company. They also ensure policies are developed to avoid health and safety problems and respond quickly where difficulties arise or new risks introduced.</p>	
<b>Determining Policy</b>	
Activity	Responsibility/Accountability
Review, revise and re-issue the HSMS annually or following any organisational change that may significantly affect its application.	MD/Health & Safety Manager
Ensure HSMS is suitable and sufficient for our activities and operations.	Health & Safety Manager/Management Team
Review, revise and re-issue the Health & Safety Policy Statement and Safety Policy annually or following any organisational change that may significantly affect its application.	MD/Health & Safety Manager
Ensure MD and Management Team have received adequate information, instruction and/or training to undertake assigned responsibilities.	Health & Safety Manager
Establish arrangements identifying responsibilities for implementation of health and safety policies and procedures	Health & Safety Manager/Management Team
<p>Ensure specific health and safety policies and procedures are developed and/or revised following:</p> <ul style="list-style-type: none"> <li>● Introduction of any new equipment</li> <li>● New or revised work practices</li> <li>● Issues identified through audits</li> <li>● Introduction of new health and safety legislation</li> <li>● Recommendations from inquiries</li> </ul>	Health & Safety Manager/Management Team

<b>Implementation</b>	
Ensure responsibility is assigned to the Health & Safety Manager to regularly review the standard and effectiveness of the HSMS.	MD
Ensure that priorities attaining health and safety objectives are set commensurate with the level of risk and that they are not neglected in favour of other business objectives.	MD
Ensure health and safety advice and if required specialist advice is provided as required.	MD
Ensure adequate resources for health and safety are provided.	MD
<p>Ensure that health and safety planning identifies the expected outcomes from the planning process to include:</p> <ul style="list-style-type: none"> <li>• Formulating policies, procedures and safe systems of work</li> <li>• Reviewing and revising policies, procedures and safe systems of work</li> <li>• Setting health and safety targets in order to meet the assigned objectives</li> <li>• Assigning an implementation plan</li> <li>• Identify deliverables that will verify objectives have been achieved</li> </ul>	Health & Safety Manager/ Management Team
Ensure health and safety planning facilitates members of the Management Team are kept up to date with changes in legislation relevant to the work activities.	Health & Safety Manager
Ensure health and safety planning takes in to account information from all sources such as managers, supervisors, employees, inspection reports and incident investigation reports.	Health & Safety Manager
Set schedule to ensure health and safety meetings take place and agreed actions from the planning process are recorded.	Management Team
Provide adequate resources for implementation of health and safety policies and procedures.	Management Team
<p><b>2. Do</b></p> <p>Delivery depends on an effective management system to ensure, so far as reasonably practicable, the health and safety of employees, its contractors, customers and members of the public.</p> <p>Organisations should aim to protect persons by introducing systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.</p>	
<b>Profile health and safety risks</b>	
Ensure health and safety risks are suitably assigned to ensure control and management.	MD
Ensure health and safety risks are reviewed regularly or following and organisational change that may significantly affect control and management.	MD/Health & Safety Manager
Ensure all levels of management are involved in the implementation of all health and safety policies	Management Team



and procedures, relevant client safety rules and safe systems of work	
Record and review risk assessments.	Management Team
Ensure suitable and sufficient risk assessments are conducted in accordance with health and safety legislation (this will ensure hierarchy of controls is applied when developing measures to reduce the level of risk).	Management Team
<b>Organise for health and safety</b>	
Ensure managers health and safety responsibilities are defined with clear accountability.	H&S Manager
Prepare and submit reports to MD as requested	Management Team
Support and develop staff involvement in health and safety, encouraging initiatives that raise health and safety awareness and promote a positive health and safety culture.	Management Team
<b>Communication</b>	
Develop and maintain joint management/employee health and safety engagement. Sustain a positive culture and ensure resolution of any issues.	Management Team
Monitor and review all systems for the effective dissemination of health and safety information.	Management Team
Provide information on new, existing and proposed health and safety legislation and the possible implications on our work activities	Management Team
Ensure all employees are aware of the relevant health and safety policies and procedures.	Management Team
<b>Competence</b>	
Ensure training is provided in compliance with legislation, health and safety policies and procedures and any relevant client safety rules.	Management Team
Review effectiveness and implementation of training and competency following incident investigations and/or health and safety inspections and audits.	Management Team
Ensure health and safety advice is provided by professionals with recognised and appropriate qualifications.	Management Team
Ensure all employees responsible for carrying out health and safety reviews receive sufficient training to ensure they are competent.	Management Team
Ensure all employees receive the necessary information, instruction, training and supervision to be compliant with health and safety legislation and health and safety policies and procedures.	Management Team
<b>Implement Plan</b>	
Ensure plans are developed to deliver the agreed health and safety targets and objectives.	Management Team
Ensure health and safety policies and procedures are implemented.	Management Team
Ensure risk control systems are in place to ensure adequate precautions and safe systems of work are developed, implemented and are effective at all stages of the work process.	Management Team

Ensure all employees have the authority to stop and/or suspend work if they observe any action or situation that could give rise to imminent risk of injury or harm.	Management Team
Ensure all employees have the authority to remove personnel from a work site should they present a serious risk of injury to themselves or others.	Management Team
<p><b>3. Check</b></p> <p>Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow for both leading and lagging indicators relating to health and safety performance.</p> <p>Only a strong system of monitoring can ensure that the formal review can proceed as planned.</p>	
<b>Measuring Performance</b>	
Ensure health and safety performance is reviewed regularly against agreed targets.	Management Team
Ensure MD receives regular updates on health and safety performance.	Management Team
<p>Ensure monitoring systems are implemented to:</p> <ul style="list-style-type: none"> <li>• Assess compliance with health and safety policy and procedures.</li> <li>• Identify areas where policies or procedures are absent or inadequate.</li> <li>• Achieve health and safety objectives</li> <li>• Benchmark with similar companies</li> </ul>	Management Team
Ensure health and safety audits and inspections are conducted against agreed targets.	Management Team
<p>Prepare regular health and safety statistics which include:</p> <ul style="list-style-type: none"> <li>• Incident Reports.</li> <li>• Near Miss Reports.</li> <li>• Site Safety Audits.</li> <li>• Tool Box Talks</li> <li>• Wellbeing Tool Box Talks</li> <li>• Health and safety document reviews</li> <li>• Office audits</li> </ul>	Management Team
<b>Investigating Accidents/Incidents/Near Miss Reports</b>	
<p>Ensure Reactive Monitoring processes are implemented to report on:</p> <ul style="list-style-type: none"> <li>• Incidents resulting in injury or ill health.</li> <li>• Other losses such as damage to property or equipment.</li> <li>• Near Miss Reports</li> </ul>	Management Team
<p>Report and investigate all:</p> <ul style="list-style-type: none"> <li>• Incidents resulting in injury or ill health.</li> <li>• Dangerous occurrences as specified by HSENI or legislation.</li> <li>• Near Miss Reports.</li> </ul>	Management Team
<p><b>4. Act</b></p> <p>A formal review by the Management Team and the MD of health and safety performance is essential. It allows the senior team to establish whether the essential health and safety principles – strong and active leadership,</p>	

worker involvement and assessment and review are embedded in the company. It confirms whether our system is effective in managing risk and protecting people.	
<b>Review Performance</b>	
Monitor quarterly health and safety performance against objectives.	MD
Review and evaluate information from: <ul style="list-style-type: none"> <li>• Site Safety Audits.</li> <li>• Near Miss Reports.</li> <li>• Incident Report.</li> <li>• Success or failure of any previous plans</li> </ul>	Management Team
Conduct regular health and safety work reviews to assure resources and strategies are meeting business needs.	Management Team
<b>Act on Lessons learned</b>	
Monitor quarterly health and safety reports to ensure investigation recommendations are implemented.	MD
Consider implications of formal inquiry reports and monitor implementation of any recommendations.	Management Team
Ensure any audit recommendations with medium or long-term implementation lead times are included in health and safety plans.	Management Team
Review results from audit and inspection reports and monitor implementation of any recommendations.	Management Team
Ensure supervisors, on receipt of health and safety recommendations within their area of responsibility take suitable corrective actions.	Management Team
Ensure health and safety critical information is circulated in a timely manner.	Management Team
Ensure health and safety information received from clients is circulated in a timely manner.	Management Team
Ensure health and safety policies and procedures are formulated and reviewed as necessary.	Management Team
Review the implementation and/or effectiveness of health and safety policies and procedures when required.	Management Team