



HEALTH & SAFETY POLICY HSP001

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CONTENTS

1. General Duties
2. Legal Duties
3. Application
4. Responsibilities and Accountabilities
 - 4.1 Managing Director / Director
 - 4.2 Management Team
 - 4.3 Managers (Contracts Manager)
 - 4.4 Employees
 - 4.5 Contractors

APPENDICES

Appendix 1 - KJM Electrical Ltd Health & Safety Statement

Appendix 2 – Organisational Chart

1. GENERAL DUTIES

KJM Electrical Limited (KJM) adopts this policy recognising its obligations under health and safety at work legislation and will take all reasonable steps to ensure the health and safety of its employees, contractors, customers, visitors and the public who may be affected by our activities.

We also recognise employee health and wellbeing forms an important part of the overall health and safety approach.

Safety is a core value and safe working is an integral part of how we plan, organise and undertake our business activities and operations. The Health & Safety Policy sets a clear direction in our commitment for continuous improvement.

Health pandemics are a current and possible future health and safety risk to our employees, contractors, customers, visitors and the public. We will take all reasonable steps to comply with the most relevant Government legislation and guidance.

KJM's Health & Safety Management System is an integral system approach to how we manage and control health and safety risks.

2. LEGAL DUTIES

This Policy is made under Article 4 (3) of the Health & Safety at Work (Northern Ireland) Order 1978 and applies to all our activities.

When conducting business we will:

- Make continuous improvement in the health and safety impact of all our activities.
- Set measurable health and safety objectives.
- Assess the risks to the health, safety and wellbeing of our employees and others who may be affected by our activities.
- Implement arrangements for the effective planning, organisation, control, monitoring and review of measures necessary to control risks and for preventing injury and ill health.
- Comply with health pandemic legislation.

We recognise the value of each employee and acknowledge that as an employer we have a legal and a moral duty to prevent incidents, injuries and harm to the health of our employees and to others who may be affected by our activities. Therefore, so far as reasonably practicable, we are committed to:

- Provide and maintain a safe working environment where risks to health and safety are assessed and controlled.

- Provide adequate information, instruction, training and supervision to enable our employees to perform their work safely, efficiently and without risk to health and wellbeing.
- Set standards that comply with relevant statutory requirements for the health, safety and welfare of employees and others who may be affected by our activities.
- Ensure adequate and effective systems for consultation and communication are established and maintained at all levels of management, employees and others that may be affected, on matters relating to health, safety and wellbeing.
- Assess the risks from reasonably foreseeable hazards and implement appropriate controls to protect the health and safety of employees and others who may be affected by the hazards arising within the workplace.
- Investigate all incidents (including Near Miss events) that have or could have had the potential to cause injury or damage to health and implement appropriate recommended preventative actions.
- Ensure when introducing new activities, substances, plant, machinery, equipment, processes or premises that adequate information, instruction, training and supervision is provided to establish safe systems of work and a safe and healthy workplace.
- Promote awareness of employees' responsibilities for health, safety and wellbeing.
- Give specific consideration to the change in risks that may arise through pregnancy and related conditions.
- Give specific consideration to the change in risks that may arise from health pandemics.
- Encourage participation in initiatives aimed at preventing incidents and improving occupational health and wellbeing.
- Co-operate with contractors and others who interact with KJM and where required co-ordinate work activities so that all fulfil their legal obligations.
- Provide relevant information, instruction and training for contractors with regard to compliance with all relevant safety documentation, policies and procedures.
- Establish systems for monitoring contractor compliance.
- Provide appropriate health surveillance and promote high standards of occupational health care.
- Monitor the health and safety objectives through an appropriate audit and review process to ensure implementation and compliance.

- Implement actions necessary to ensure all employees work safely and do not put themselves or others safety and health at risk.
- Ensure management responsibilities are clearly assigned at all levels with defined roles

3. APPLICATION

This Policy applies to all our work activities and is supported by a range of other documents, policies and procedures, some of which are provided by our clients. It shall be implemented and enforced by all managers at all levels and shall be observed by all employees.

4. RESPONSIBILITIES AND ACCOUNTABILITIES

Safety responsibilities and accountabilities are allocated to the management and staff involved in safety related tasks. This includes allocation of responsibilities and accountabilities for the safety of operations (safety performance of the company) and also for the implementation and operation of the safety management system.

Safety responsibilities can be delegated within the scope of the defined job responsibilities, provided such delegation is documented. Safety accountability cannot be delegated. It defines the obligation of the responsible person to demonstrate the satisfactory discharge of their safety responsibilities.

Safety management responsibilities and accountabilities are allocated in accordance with the company management structure.

The Health and Safety Management System identifies and details the responsibilities of the health and safety policy makers, planners and implementers to deliver successful health and safety management. The following specific responsibilities are allocated to ensure successful implementation of the Policy:

4.1. Managing Director / Director

- Satisfy himself that the Health & Safety Management System is suitable and sufficient for our operations.
- Ensure adequate resources for health and safety are provided.
- Receive and review regular health and safety performance reports.
- Be aware of any incidents carrying a major risk to health and safety.
- Be aware of any enforcement action that could be or will be taken against the company.
- Be aware of any potential health pandemic that could affect operations

4.2. Management Team

- Ensure adequate resources are devoted to health and safety and that it has equal importance with other management objectives.
- Champion safety issues.
- Ensure Managing Director is advised of any safety matters which cannot be dealt with at the lower level.
- Enforce safety issues
- Make recommendations to the Managing Director on health and safety policy and practice.
- Make recommendations to the Managing Director on health and safety if a health pandemic is present.
- Ensure Public Health Authority (PHA) guidance is regularly reviewed implemented in a timely manner if a health pandemic is present.
- Ensure appropriate consultative arrangements are in place with employees.
- Ensure appropriate training is available to employees.

4.3. Health & Safety Advisor

- The Health & Safety Advisor Brian Larkin Safety will be responsible for developing the health & safety management system. They will liaise with the Company's Management team and employee representatives.
- The Health & Safety Advisor is directly responsible to the managing directors for the effective management of health & safety throughout the company operations.
- Liaison regularly with the Directors in all aspects of health and safety and advising management of action necessary to ensure compliance with statutory and Company health and safety duties.
- Monitoring method statements, systems of work and other procedures in relation to the company and subcontractor's activities on site.
- Carrying out inspections, submitting written reports and following up remedial action.
- Carrying out investigation of all reportable accidents including near misses and preparing RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997) reports.

4.4. Managers (Contract Manager)

- Demonstrate commitment by setting clear health and safety objectives.
- Ensure there are sufficient resources to provide and maintain health and safety at work.
- Ensure provision of appropriate first aid facilities and health checks for employees.
- Ensure clear plans are in place to manage any health pandemic.
- Prepare and practise plans to deal with fire and other emergencies in the workplace.
- Ensure employees and contractors receive and/or have appropriate health and safety related information and training.

- Provide the appropriate PPE and ensure it is correctly used, maintained and stored.
- Encourage employees to develop knowledge, interest and enthusiasm in health, safety and wellbeing.
- Ensure all incidents and Near Miss events are reported in a timely manner to the correct persons of authority and ensure they are suitably investigated to identify actions that are implemented to prevent any recurrence.
- Ensure adequate supervision is in place to ensure compliance with safe systems of work.
- Ensure all employees are accountable for their actions and omissions.

4.5. Employees

- Comply with health and safety policies and procedures.
- Encouraged to develop their knowledge, interest and enthusiasm in health, safety and wellbeing.
- Have a duty while at work to take reasonable care for the health and safety of themselves and of others who may be affected by their actions or omissions.
- Fulfil their legal obligations.
- Apply PHA guidance if a health pandemic is present.
- Have a duty not to interfere with or misuse anything provided in the interest of health and safety
- Have a duty to inform their line manager of any situation or practice that might present a serious or immediate danger.
- Have a duty to use machinery, equipment, substances, transport equipment or safety devices in conformance with training and instruction provided.
- Have a duty to report and incident, accident, dangerous occurrence or Near Miss to their line manager as soon as practicable.
- Are responsible and accountable for their actions and omissions.

4.6. Contractors

- Responsible for complying with our health and safety policies, procedures and relevant legislation.
- Responsible for complying with our guidance if a health pandemic is present.
- Legally responsible for their own workforce and ensuring the work is carried out in a safe and efficient manner.
- Have a duty to report and incident, accident, dangerous occurrence or Near Miss to the KJM line manager as soon as practicable.
- Are responsible and accountable for their actions and omissions.

APPENDIX 1 - KJM ELECTRICAL - HEALTH AND SAFETY POLICY STATEMENT

KJM will Commit to comply with the requirements of the Health and Safety at Work Order (NI) 1978.

KJM Electrical will ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, paying particular regard to:

- identifying the hazards to employees and control the attendant risks
- maintaining healthy and safe working conditions, including the provision of safe plant and equipment
- identify health issues arising from Pandemics and implement Public Health Authority guidance in a timely manner
- working, through continuous improvement, to prevent accidents and work-related ill health
- ensuring the safe use, handling, transport and storage of hazardous substances and articles
- ensuring that employees are competent to do their work and provide them with appropriate and adequate training
- consulting with employees on health and safety issues affecting their wellbeing, giving them necessary information, instruction and supervision
- reviewing and revising the safety policy and measures at regular intervals as necessary
- using competent persons to advise on compliance with health and safety matters
- developing suitable emergency procedures

In addition, KJM Electrical will ensure, so far as is reasonably practicable, the health, safety and welfare of people not in their employment but who may be affected by their business.

KJM will ensure continual improvement of health and safety standards year on year.

All KJM Electrical employees must:

- take reasonable care for the health and safety of themselves and others affected by their acts or omissions
- apply Public Health Authority guidance if a health pandemic is present
- co-operate with the employer and others to enable them to fulfil their legal obligations
- use any equipment or substances in accordance with any training or instruction given by the employer
- report to the employer any serious or imminent danger
- report any shortcomings in the employer's protective health and safety arrangements

In order to implement this policy, the listed requirements and arrangements will be put in _____ place.

Signed:



Date: 01/01/2024

Name: Kenneth McMullan / Paul Murnin

Appendix 2- Organisational Chart

May 2024



Organisational Chart

