

# **STREAMLINE (ENVIRONMENTAL SERVICES) LTD**

## **OCCUPATIONAL HEALTH & SAFETY MANAGEMENT**

### **❖ Policy Information ❖**

**STREAMLINE (ENVIRONMENTAL SERVICES) LIMITED**

**Unit 10  
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Sydenham  
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SE26 5AQ**

**Tel: 020 8659 3450**

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❖ **COMPANY MANAGEMENT RESPONSIBILITY**

❖ **Company Occupational Health & Safety Management Policy Statement**

*Streamline (Environmental Services) Ltd* specialises in providing the following services for industry:

- (1) **Chemical Descaling of Boilers and D.H.W.S. Calorifiers.**
- (2) **Disinfection of Cooling Towers, Domestic Water Systems and Pipework - (Prevention / Eradication of Legionella Pneumophila).**
- (3) **Refurbishment and Maintenance of Cooling Towers and Cold Water Storage Tanks.**
- (4) **Water Treatment.**
- (5) **Hot & Cold Water Temperature Monitoring and Inspection Services.**
- (6) **Boiler & Gas Services.**

The objective of the management of the Company is to provide these services in a manner which achieves and demonstrates sound occupational health and safety performance by controlling the impact of (a) *mechanical and chemical engineering and/or (b) boiler and gas services* activities and products on the health and safety of our employees and others who may be affected by our work.

In order to achieve their objective, it is the policy of *Streamline (Environmental Services) Ltd* to :

- (a) carry out and review assessments of risks associated with our provision of (a) *mechanical and chemical engineering and/or (b) boiler and gas services* and products, in balance with socio-economic needs;
- (b) comply with applicable occupational health and safety legislation, regulations and other requirements;
- (c) endeavour to achieve continual occupational health and safety improvement;
- (d) provide a framework for setting and reviewing occupational health and safety objectives and targets;
- (e) ensure that the Company's occupational health and safety policy is communicated to all employees, and is available to clients and other interested parties.

*Streamline (Environmental Services) Ltd* shall establish and maintain an effective and efficient Occupational Health & Safety Management System, based on 'BS (OHSAS) 18001 : 2007 - Occupational health and safety management systems - Specification'; planned and developed in conjunction with other existing management systems, such as those based on 'BS EN ISO 9001 : 2008, Quality management systems - Requirements' and 'BS EN ISO 14001 : 2004 - Environmental management systems - Specification with guidance for use'.

*Streamline (Environmental Services) Ltd's* Occupational Health & Safety Management Programme is designed to ensure that all requirements relating to occupational health and safety awareness, control and management are recognised, that effective occupational health and safety control is established and maintained, and that continual improvement of the Company's occupational health and safety performance is achieved.

Compliance with these procedures is mandatory for all Company personnel.



**J. Snelling**  
**Operations Director**

**January 2013**

First Issued: April 2000

## ❖ HEALTH & SAFETY POLICY STATEMENT

The Health and Safety at Work etc., Act 1974 imposes a statutory duty on *Streamline (Environmental Services) Ltd* to ensure in so far as it is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

*Streamline (Environmental Services) Ltd's* employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

1. We will, so far as is reasonably practicable, ensure that :-
  - adequate resources are provided to ensure that proper provision can be made for health and safety,
  - risk assessments are carried out and periodically reviewed,
  - systems of work are provided and maintained that are safe and without risks to health,
  - arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risk to health,
  - all employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions,
  - where appropriate, health surveillance will be provided for employees,
  - the provision and maintenance of all plant, machinery and equipment is safe and without risk to health,
  - the working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work,
  - the place of work is safe and that there is safe access to and egress from the work place,
  - monitoring activities are undertaken to maintain agreed standards.
2. It is the duty of all employees at work :-
  - to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with us in fulfilling our statutory duties,
  - not to interfere with or misuse anything provided in the interest of health and safety.
3. General :-
  - This Health and Safety Policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all employees,
  - there are established and maintained effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare,
  - detailed reference information for employees is kept in the office.



**J. Snelling**  
**Operations Director**

**January 2013**

First Issued: April 2000

❖ **AUTHORITY AND RESPONSIBILITIES**

(a) Managers and Project Engineers

With regard to occupational health and safety all managers and project engineers shall be responsible for:

- (1) ensuring the health and safety of all personnel and others who may be affected by work activities within their respective programmes and areas of work;
- (2) verifying that approved procedures are adopted within their programme or area of work and that any necessary complementary procedures are produced, up-dated and implemented by assigned personnel within their area of work;
- (3) ensuring that all staff assigned to a programme or function are adequately qualified, trained and experienced in their relevant technical discipline in order to carry out their duties in a safe manner;
- (4) ensuring that all staff are familiar with Company occupational health and safety procedures and have ready access to them.

(b) Company Occupational Health & Safety Representative

The Operations Director is the Company's Occupational Health & Safety Management Representative and is the final authority on all matters relating to the occupational health and safety programme, as established by contract and regulatory requirements and Company policies and procedures.

The Company Occupational Health & Safety Representative represents the Company in all matters relating to occupational health and safety and reports directly to the Managing Director.

The Company Occupational Health & Safety Representative has the primary responsibility to structure the occupational health and safety programme, which involves all functions and areas of the Company, to ensure compliance with occupational health and safety requirements.

To ensure compliance with occupational health and safety requirements, the Company Occupational Health & Safety Representative shall, where appropriate, appoint an independent Safety Consultant to provide the Company with objective evidence of occupational health and safety compliance.

Specifically, the Company Occupational Health & Safety Representative is involved in the following:

- (1) drafting the policy on occupational health and safety of the Company;
- (2) setting the occupational health and safety objectives (aims and targets) of the Company;
- (3) ensuring adequate resource requirements are identified and provided;
- (4) reviewing the organisational relationships as they affect occupational health and safety, and developing proposals for improvement;
- (5) ensuring the implementation and review of assessments of risks associated with the Company's provision of (a) *mechanical and chemical engineering and/or (b) boiler and gas services*, activities and products;
- (6) monitoring the occupational health and safety programme of the Company to determine whether improvements are necessary, and recommending the necessary corrective and/or preventive action;
- (7) determining and reporting the principal causes of accidents, incidents and non-conformities;
- (8) ensuring the continuing effective implementation of the occupational health and safety programme by means of audits;
- (9) ensuring effective liaison with the Health & Safety Executive (HSE) and/or any other appropriate Regulatory body.

❖ **AUTHORITY AND RESPONSIBILITIES ( Cont )**

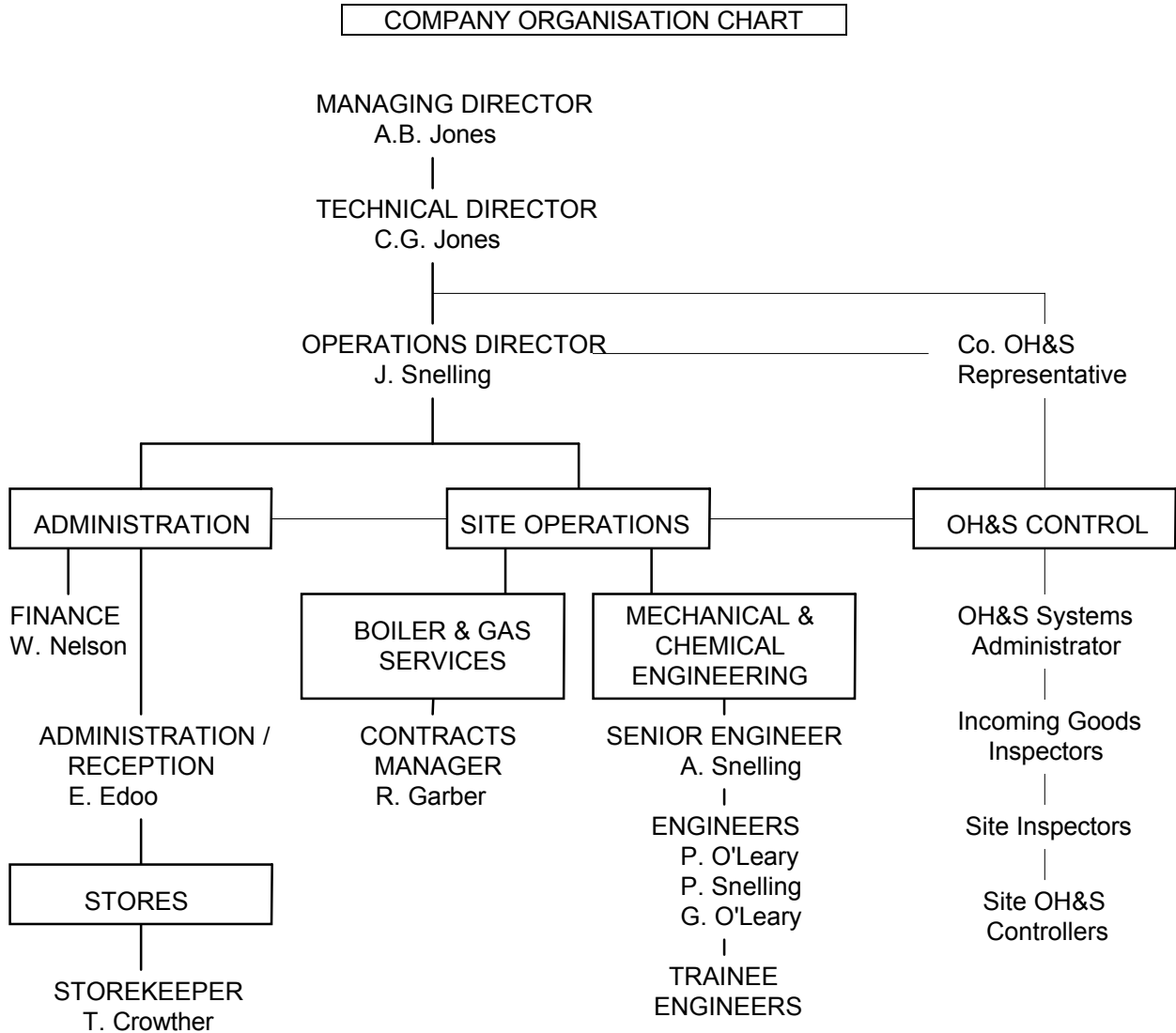
(c) Summary of Company Occupational Health & Safety Responsibilities

(1) Managing Director	Company Occupational Health & Safety Policy Occupational Health & Safety Management
(2) Operations Director	Occupational Health & Safety Resources Occupational Health & Safety Training (Company) Occupational Health & Safety Management Review Accidents/ RIDDOR Reporting / Investigation Chair of Safety/ Consultation Group  COSHH Assessments General Workplace Risk Assessments Hazard Identification & Risk Assessments (Site and Stores) Manual Handling Assessments (Site and Stores) Occupational Health & Safety Inspection (Site and Stores) Site Health & Safety Monitoring Commission of Occupational Health & Safety Audits Safe Working Practices (Site and Stores) First Aider
(3) Company Secretary	Occupational Health & Safety Systems Administration
(4) Administrator	Accidents/ RIDDOR Reporting Raising and Authorising Purchase Orders re: Personal Protective Equipment (PPE), etc. Display Screen Equipment (DSE) Monitoring, Audit and Review Safe Working Practices (Office) First Aider
(5) Project Engineers	Hazard Identification & Risk Assessments (Site) Manual Handling Assessments (Site) Occupational Health & Safety Training (Site) Accidents/ Incidents Reporting Occupational Health & Safety Control (Site) Safe Working Practices (Site) Representation at/ attendance of Safety/ Consultation Group (Quarterly) First Aider
(6) Storekeeper	Hazard Identification & Risk Assessments (Stores) Manual Handling Assessments (Stores) Accidents/ Incidents Reporting Occupational Health & Safety Control (Stores) Safe Working Practices (Stores) Representation at/ attendance of Safety/ Consultation Group (Quarterly) Incoming Goods Inspection Stock Movement Control
(7) All Personnel	Occupational Health & Safety Control Accidents/ Incidents Reporting Safe Working Practices
(8) Safety Consultant	Provide Competent Advice to the Company re: General Health & Safety and CDM Regulations 2007

❖ **ORGANISATION**

- (i) The organisation chart shows the relation of the various functions within the Company and the various elements of the Occupational Health & Safety Management Department.

**Streamline (Environmental Services) Limited**



- (ii) The above personnel are assisted in their duties by independent Safety and Quality Consultants.

Daniel Psaila B.Sc.(Hons), M.Sc.(TQM), FCQI CQP, FInstLM, SFIIRSM RSP, CSPA, OSHCR

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❖ **OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM**

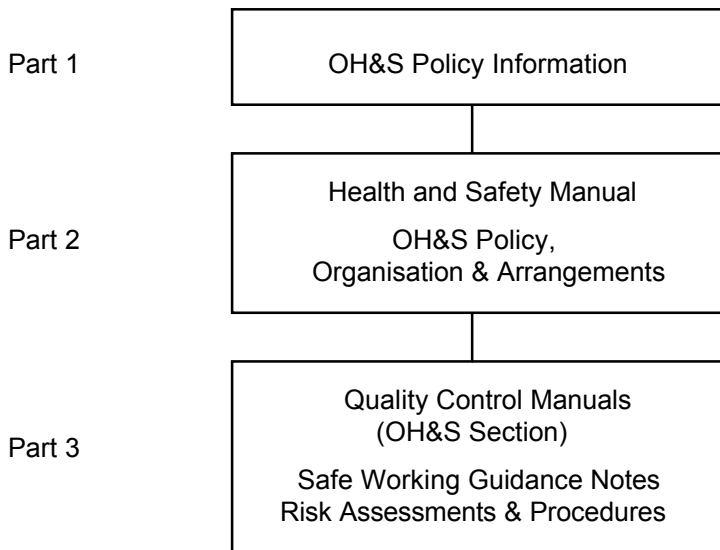
General

This section outlines the comprehensive arrangements and procedures the Company has in place to support the current occupational health and safety management programme, as determined by in-house, legislative, regulatory and other requirements.

It includes the controls to be exercised on those aspects of the function, which have an effect on occupational health and safety, to ensure compliance with occupational health and safety management requirements. The arrangements and procedures outlined herein not only reflect current occupational health and safety management policies but also take into consideration the requirements of BS (OHSAS) 18001 : 2007.

Occupational Health & Safety Management System

The Company's Occupational Health & Safety Management System exists at three levels:



Collectively, the three tiers comprise the Company's Occupational Health & Safety Management Manual. The Policy Information (Part 1) describes the Company's Occupational Health & Safety Management System, and outlines its Occupational Health & Safety Arrangements and Procedures.

Part 2 (the Health & Safety Manual) contains the Company's detailed Occupational Health & Safety Management 'Policy Statements, Organisation and Arrangements'. Relevant sections of this manual are distributed to Manuals (Part 3) held by appropriate Company Personnel; thus ensuring that Standard Operating (OH&S Control) Procedures are communicated to all relevant management, administrative and engineering personnel, functions and locations within the Company's field of operations.

Arrangements and Procedures referenced within the Occupational Health & Safety Management Manual constitute the Company's 'occupational health and safety plan' for how all (a) *mechanical and chemical engineering and/or* (b) *boiler and gas services* works are carried out, and how occupational health and safety control requirements are achieved.

❖ **INDEX OF COMPANY OCCUPATIONAL HEALTH & SAFETY MANUAL**

The Company's Health and Safety Manual contains detailed policies, organisation, arrangements and procedures for all systems and functions that apply to this occupational health and safety management programme.

<u>SECTION</u>	<u>REF</u>	<u>HEALTH AND SAFETY MANUAL ITEM</u>
PART 1	*	POLICY STATEMENTS & ORGANISATION
PART 2	*	ARRANGEMENTS
	1.	Management of Health & Safety at Work (Risk Assessments)
	2.	Workplace Health, Safety & Welfare
	3.	Manual Handling Operations
	4.	Personal Protective Equipment (PPE)
	5.	Display Screen Equipment (DSE)
	6.	Provision and Use of Work Equipment (PUWER)
	7.	Lifting Operations and Lifting Equipment (LOLER)
	8.	<i>Reporting of Accidents, etc. (RIDDOR)</i>
	9.	Control of Substances Hazardous to Health (COSHH)
	10.	Electricity at Work
	11.	Health & Safety - First Aid
	12.	Fire Safety Precautions
	13.	Health & Safety Consultation with Employees
	14.	Confined Spaces
	15.	Control of Noise at Work
	16.	Work at Height
	17.	<i>Control of Asbestos at Work</i>
	18.	Construction (Design and Management) – CDM 2007

--- END OF POLICY MANUAL INFORMATION ---