

Office and Stores

Care should be taken when stacking and storing any of the equipment. Boxes and cases should not obstruct any other working area. They should be stacked in such a way so as to avoid excessive reaching, stretching or twisting movements when they need to be moved.

Care of tools & handling equipment

Adequate training & supervision will be given for any specialist tool used by the businesses.

If in doubt, do not use and get guidance.

All tools & their boxes should be checked before, during and after use. Any defects should be brought to the attention of the Owner. All cases & other handling equipment should be regularly checked to ensure that they are firm and capable of being moved regularly without danger of failing whilst being carried. Any powered tools should be regularly checked by a person qualified in Portable Appliance Testing.

Any tools with a cutting edge should be inspected before, during & after use. Such tools should be sharpened in accordance with the manufacturer's guidelines.

9. Working with other contractors

Other contractors will often be present at the same site. Good communication is essential so that everyone is aware of each other's tasks & presence. Pay attention to the safety instructions of others. Ensure that others understand the risks of your work.

10. Responsibility to the public

Care should be taken at all times to ensure that clients, other contractors and the wider public are aware of your presence. Hazard cones and tape should demarcate the work area, set out to minimise safety risks to others.

11. Who is responsible?

In the first instance each individual is responsible for ensuring compliance with these guidelines. Overall the Owner or nominated person is responsible for maintaining safe working practices in a safe working environment.

12. What if there is a safety problem?

Inform the Owner immediately, giving as much information as possible. If first aid is needed contact the nearest person qualified to give first aid and if necessary call the emergency services.

A First Aid Kit is carried on every job and an Accident Book is kept at the office. All accidents and injuries incurred whilst working for Axis must be recorded in this book.

Report unsafe working practices to the relevant authority e.g. Site Manager, Owner, nominated person.

13. Review of Health and Safety

It is the duty of the Owner to regularly review this policy in the light of experience. Any major incident arising from the work of Axis that compromised the health and safety of any employee, contractor or member of the public will be reviewed by the Owner within ten working days of the incident. Any recommendations will be acted upon immediately.

Axis also undertakes to inform its suppliers about any health and safety issues arising as a result of its trading relationship to Axis.

If there are any questions or issues arising from this policy, contact any Nick Ferguson who will be pleased to help.

Tel: 01274 406 140

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Email: info@axiswalling.co.uk

Axis Property Services

**Axis Walling &
Landscaping**

HEALTH & SAFETY POLICY

Date last amended:
26th July 2013