



ITS Health & Safety Policy Statement

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Last Modified By: Lianne SAUNDERS

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1.1 Health and Safety Policy Statement

Purpose and Scope

The scope of our Health & Safety Management System covers the activities of ITS as a recruitment agency specialising in the construction industry.

The scope of the Health and Safety Management System extends to ITS (Holdings) Ltd based in Reading, ITS (Asbestos) Ltd, ITS (Aylesbury) Ltd, ITS (Bristol) Ltd, ITS (Chelmsford) Ltd, ITS (Cheltenham) Ltd, ITS (Croydon) Ltd, ITS (Cymru) Ltd, ITS (Engineering) Ltd, ITS (Exeter) Ltd, ITS (Financial Services) Ltd, ITS (Guildford) Ltd, ITS (Hereford) Ltd, ITS (M&E) Ltd, ITS (Midlands) Ltd, ITS (National) Ltd, ITS (Plymouth) Ltd, Serrate Ltd, ITS (Southampton) Ltd, ITS (Technical Recruitment) Ltd, ITS (West London) Ltd, ITS (Western) Ltd.

The objective of this policy is to ensure the health, safety and welfare of ITS employees whilst they are at work; and to provide appropriate safeguards for others who may be affected by our business activities, so far as is reasonably practicable. Health and Safety will not be compromised for other objectives and consequently all employees have the right to refuse unsafe work.

ITS will set, monitor, achieve and review measurable objectives for the maintenance and improvement of its Health & Safety Management System. The ultimate forum for this will be the Management Review. By implementing the Health & Safety Management system into ITS we ensure compliance with the OHSAS 18001:2007 Health & Safety Management System. The requirements of this standard are one part of our ISO Management System (**IMS**).

The branch Manager/Director has day-to-day responsibility for ensuring this policy is put into practice. Graham Coker and Lianne Saunders have overall responsibility for Health & Safety.

It is our Policy to ensure that:

The Board Members are committed to measuring and eliminating as far as is reasonably practicable the number of accidents and dangerous occurrences by controlling the Health and Safety risks arising from our work activities. This will be achieved by complying with all relevant legislation and associated codes of practice and to promote a safety culture by:

- Providing the necessary financial and human resource to ensure as far as is reasonably practicable the health, safety and welfare of all employees and visiting personnel;
- Undertaking risk assessments to identify and eliminate workplace hazards. This will include DSE, ergonomic desk layout, drivers of company vehicles and manual handling; however, this list is not exhaustive. Where possible maintained mechanical aids will be used by competent persons to avoid manual handling. Employees are trained in manual handling techniques and HSE guidelines are displayed in the relevant areas;
- Providing appropriate Personal Protective Equipment (PPE) where identified risks cannot be eliminated;
- Inspecting and maintaining safe plant and equipment. The selection of such equipment is taken by the managers of the area to ensure that it is fit for purpose and that information, instruction and training on such equipment is suitable and sufficient for employees to use. A procedure is in place to ensure the testing, inspection and maintenance of equipment is carried out in a timely manner.
- Control of Substances Hazardous to Health. Ensuring the safe handling and use of substances by providing the appropriate information, instruction and supervision of employees. Data sheets are provided with the substance and only trained personnel are authorised to use once a safe system of work is in place;
- Ensuring all employees are competent to undertake their tasks, and to provide adequate training. Branch Directors will be trained on supervising staff safely. Nominated persons will be trained in Fire procedures and act as fire wardens in the event of a fire and this will be refreshed on an annual basis. First Aiders will be fully trained and refresher course planned to avoid certification lapsing;
- Providing where necessary safe systems of work to prevent accidents, and cases of work related ill health;
- Undertaking workplace inspections to ensure we maintain a safe and healthy working environment. This will include the inspection of the welfare facilities such as bathrooms and rest facilities where an adequate drinks supply is available and to ensure staff can take reasonable breaks;
- Consulting and communicating with employees on matters relating to Health and Safety, on induction and via notice boards, on the intranet and meetings of local representatives;
- Appropriate training will be provided for all employees;
- Our Health & Safety Management System is maintained by a schedule of internal audits carried out by a competent internal auditor.

Work Refusal

All ITS employees have the right to refuse unsafe work that either puts them in imminent danger, requires them to perform work they have not been properly trained to do, or with safety hazards that could reasonably be avoided with proper safety equipment, procedures or necessary repairs. ITS takes the health and safety of our employees very seriously and no employee that refuses unsafe work will be subject to reprisals in the form of discipline, dismissal, threats of dismissal, penalties or suspension.

Approved By: Graham Coker

Signature:

A handwritten signature in black ink, appearing to read 'G. Coker', written in a cursive style.

Title: Group Director

Date: 06/02/2019