

Occupational Health and Safety Manual

CONTENTS

CONTENTS	2
1. INTRODUCTION	3
2. DEFINITIONS	3
3. SCOPE	3
EXCLUSIONS	3
1 ISSUE INDEX	4
4.1. OH&S MANAGEMENT SYSTEM	5
4.2. OH&S POLICY	5
4.3. PLANNING	5
4.4. IMPLEMENTATION AND OPERATION	6
4.5. CHECKING AND CORRECTIVE ACTION	8
4.6. MANAGEMENT REVIEW	8

1. Introduction

This document forms the basis of the company's Occupational Health and Safety Management System. The controlled copies of this manual exist only as electronic masters on the company's computer system, photocopies or other copies are not maintained.

2. Definitions

The "company" referred to throughout this document is Utility Support Solutions Limited

With respect to BS OHSAS18001:-

The sections within this manual relate to the relevant clauses in the standard. Where the Standard refers to the "organisation", this manual uses the term "Company".

3. Scope

The scope of the Occupational Health and Safety Management System will be such as to reflect all of the company's activities which are:

"In the broad context of the Utilities and Construction sectors, the re-instatement, associated civils and street works related to excavated footpaths and roads as well as private grounds and surfaces."

4. Exclusions

None

1 ISSUE INDEX

Description of change	Iss	Date
First Issue	1	01/03/2016

4.1. OH&S MANAGEMENT SYSTEM

It is the policy of Utility Support Solutions Limited to ensure that the company has documented and implemented Occupational Health and Safety processes and procedures that meet the requirements of OHSAS18001 and that all documentation and data is revised, updated and distributed in a controlled manner. The company will maintain/review and continually improve a comprehensive set of documents and records that demonstrate the effectiveness of the OH&S Management System.

4.2. OH&S Policy

The directors define the company OH & S policy to reflect the requirements of the business. This policy is reviewed at least annually at the Management Review meetings.

4.3. Planning

4.3.1.Risk Assessment

When the company identifies hazards the Risk Control and Risk Management procedure is implemented to manage and determine the potential risks.

Associated documents

SP13 – Risk Control and Risk Management

4.3.2.Legal and Other Requirements

The directors shall determine the legal requirements that are applicable to the company. A list of the legal requirements is maintained on the Legislation Register which is reviewed periodically for changes to legislation.

Associated documents

DOCMAS01 – Document Master Record

SP14 - Legal Requirements

4.3.3.OH&S Objectives

The directors shall establish implement and maintain OH&S Objectives that are consistent with the company's OH&S Policy. The objectives shall be measurable and consistent with preventing injury and ill-health and also compliant with legislation. They shall also drive continual improvement. The directors shall establish, implement and maintain programmes for achieving the objectives and assign responsibilities and time-frames for completion.

Associated documents

BUSOBJ01 - Business Objectives

[Return to Contents](#)

4.4. Implementation and Operation

4.4.1.Roles and Responsibilities

Directors are responsible for OH&S and shall ensure that sufficient resources are available to effectively establish, implement, maintain and improve the OH&S system.

They shall also ensure that roles and responsibilities are defined, documented and communicated.

Associated documents

Job Descriptions

A management representative is appointed to manage the OH&S management system and to report on the effectiveness of the system.

Associated documents

Organisation Chart

4.4.2.Competence, training and awareness

The company operates an induction process for new employees this includes an introduction to the company's OH&S management system and an introduction to the risk assessments applicable to their role. Training needs are identified by the employees immediate supervisor and training organised where required.

A skills Matrix summarises the competencies of employees and individual training records are maintained for all employees.

Associated documents

Skills Matrix

SP02 – Training

Training Records

4.4.3.Communication, participation and consultation

Internal communication of OH&S requirements is by face to face meetings, tool box talks, inductions, email notifications and access to the company server. The management representative records external communications on the Improvement Note log.

The company actively encourages employee involvement in particular by: -

- Appropriate involvement in hazard identification, risk assessment and the determination of controls.
- Appropriate involvement in incident investigations
- Involvement in the development and review of the OH&S policy and objectives.
- Consultation where changes could affect the OH&S management system.
- Representation on OH&S matters.

The company has a NEBOSH qualified person who is responsible for OH & S and they can utilise the knowledge of an independent OH&S consultant when required.

Associated documents

SP07 – Consultation And Communication

Improvement Note Log

4.4.4.Documentation

The company maintains documentation relevant to OHSAS18001: -

- OH&S Policy
- Business Objectives
- Scope of the OH&S management system (See Management Systems Manual p4)
- Interaction of OH&S Processes
- Documents and Records deemed necessary for the effective management of OH&S.

4.4.5.Control of Documents

Associated documents

See SP01 - Control of Documents and Records

4.4.6.Operational Control

The company operates and maintains a risk assessment process as an integral part of their operations, these document, via the Engineering Instructions, the operational controls required for safe and healthy operations.

Employees are supplied with PPE which is purchased from approved sources. Visitors and contractors who visit the workplace are instructed by the engineer on site and if necessary issued with PPE and shown the relevant risk assessments.

The company also provides and maintains detailed work instructions in the form of method statements these ensure that operatives do not deviate from the requirements of the OH&S management system.

SP13 – Risk Control and Risk Management

Risk assessments

Method Statements

4.4.7.Emergency Preparedness

The company has procedures in place for emergencies. In particular the company maintains First Aid, Fire Safety and Accident Reporting procedures,

Associated document

See SP11-Accident and Incident Reporting

4.5. Checking and Corrective Action

4.5.1. Performance Measurement and Monitoring

Performance monitoring and measurement is achieved using the following: -

- Incident reports which are recorded and statistics reported.
- Progress of the OH&S Objectives is monitored on a regular basis.
- Audit procedure QP801, used to monitor and measure the effectiveness of the control measures in place.
- Internal Audit procedure QP801 is used to determine compliance with applicable legislation.
- Use of the Improvement Note system statistics.

Associated document

OH&S Objectives

Audit Schedule

Improvement Note Log

4.5.2. Evaluation of Compliance, Legal and Other

Evaluation of compliance is achieved using the Audit Procedure QP801, the Risk Assessments and the Legislation Register.

Associated document

SP05-Audit Procedures

Risk assessments

Method Statements

DOCMAS – Document Master Record

SP14 Legal Requirements

4.5.3. Incident Investigation, Non-conformity, Corrective and Preventive Action

4.5.3.1. Incident Investigation

The company operates a procedure for the recording, investigation and analysis of incidents. See SP11-Accident and Incident Reporting.

4.5.3.2. Non-conformity, Corrective and Preventive Action

The company has documented procedures for recording, investigating and reporting on non-conformities corrective and preventive actions. See SP06-Non-conforming Product or Materials, Corrective and Preventive Action.

4.5.4. Control of Records

See SP01 Control of Document and Record

4.5.5. Internal Audit

See SP05-Audit Procedures

4.6. Management Review

See Management System Manual clause 8.