

Health & Safety Policy Stevens Equipment Rental (SER)

The company (Stevens Equipment Rental) will, in so far as is reasonably practicable take such measures to ensure the safety, health and welfare at work, of all employees. These measures will also to ensure the health and safety of other persons, who may be affected by the company's day-to-day work activities.

The company will provide the necessary training to ensure that each employee is aware of the potential dangers on-site and act in a responsible and informed manner.

This will be provided by:

- 1 The checking of all accreditations and training certificates, prior to employment
- 2 The use of extensive induction training on-site
- 3 In house training as well as 3 yearly health and safety courses via SPA safety passport scheme and CPCS health and safety test
- 4 The use of regular on-site checks
- 5 The constant management and improvement of working conditions to mitigate potential risks.
- 6 An active management policy to improve procedures and performance by ongoing training and implementation within the workplace.
- 7 The checking of all electrical equipment within the workshop and office areas
- 8 The removal of all trips and fall hazards within the site

Although it is the responsibility of management to provide a safe working environment, it is also the duty of each employee, whilst 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.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provisions.

The Safety Officer is responsible for safety throughout the firm and for complying with legal requirements throughout the company. The appointed 'Safety Officer' is Michael Stevens.

The Safety Officer will instruct employees on how to recognise and guard against foreseeable hazards and how to meet the responsibilities placed upon them. They are also responsible for ensuring that regular training is provided to ensure that each employee is fully aware of the latest legislation.

Stevens Equipment Rental, regularly assess the site, machinery and operate a proactive servicing policy on both plant and site equipment. Any unsafe plant or equipment or dangerous situations must be reported without delay to the Safety Officer.

Offsite Health & Safety Procedures

SER maintain the same health & safety procedures on-site as they do within their own facilities. Each service engineer is trained to assess each situation and must operate according to strict conditions, these include:

- 1 Operating within the correct working hours
- 2 Driving their vehicle in a safe and controlled manner
- 3 Ensuring that their vehicle is safe and roadworthy
- 4 Notifying the safety officer of any vehicle defaults
- 5 Notifying the company of any accidents or incidents
- 6 Reporting to the office when on-site and when leaving
- 7 Following servicing procedure to ensure that risks are minimized
- 8 Ensuring that the client's vehicle is left in a safe condition
- 9 Notifying the office when a vehicle is not fit for use, due to a fault or damage
- 10 Ensuring that the correct break periods are taken
- 11 Not operating machinery or driving a site vehicle whilst under the influence of drugs, alcohol or medication.
- 12 Taking or making telephone calls whilst driving is not allowed, unless it is through the hands-free system provided. SER, ensure that procedures are in place for site engineers to call in when arriving on-site and when leaving. This is to ensure that calls whilst in transit are minimised.
- 13 Smoking is not allowed in company vehicles or whilst servicing a vehicle.

Stevens Equipment Rental wishes to maintain a good health and safety record, and aspires to reach a zero accident record.

The Co-operation of every employee is necessary in order that standards are maintained and improved where possible.

Michael Stevens

Health & Safety Officer
SER/02/2014