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## **STATEMENT**

M.B.Langmuir & Hay is a Chartered Quantity Surveying and Construction Consultant practice. The practice recognises the importance of accident prevention, safety and welfare at work and the overall aim of this Statement is to set out the Policy objectives which the practice will seek to achieve by good management and the application of legislative requirements and practice standards where applicable. The following objectives will apply to the practices offices.

## **ACCIDENT PREVENTION, SAFETY AND WELFARE AT WORK**

### **ACHIEVABLE AIM**

The Safety Policy for this practice has been developed to accomplish the following:

- The prevention of injury to all persons affected by Practice operations and damage to property.
- The Observance of the requirements of the Health & Safety at Works etc. Act 1974 (NI) 1978 and all obligations under the Act and all other regulations governing including the provisions of the Factories Act and the Management of Health and Safety at Work Regulations 1999.
- The Policy reflects the commitment of the Partners of the practice for its implementation
- To ensure that all levels of staff receive adequate and appropriate training.
- To insist that staff observe safe working practices at all times in particular by reference to any relevant safety regulations.
- To institute proper reporting, investigation and costings of injury, damage and loss with a view to achieving a reduction in accident rates by analysing accident causes and trends.
- To provide and maintain safe machinery / equipment and working conditions.
- To continuously monitor the effectiveness of the Policy and advise and instruct on safe working practices. The Policy will be kept under review and revised when required.

## **GENERAL SAFETY POLICY**

The integration of Health and Safety with all aspects of work is recognised by this practice to be in everybody's interest.

To this end the practice is resolved to:

- Continuously assess all work activities, offices and equipment for risk.
- Eliminate or to reduce these risks, wherever practical to provide safe and healthy working conditions.
- Provide training and instruction to enable employees to work safely and efficiently.
- Make available all necessary protective equipment and safety devices.
- To involve employees wherever possible to encourage consultation.
- Employees have a duty to co-operate in the operation of this policy by:
- Applying health and safety knowledge to everyday working conditions.
- Every employee must strive to maintain the highest standards of safety and to comply fully with the Health and Safety at Work Act and the provisions laid down within this policy.
- Adhering to laid down safety procedures.

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## **Responsibilities of the Employees**

Employees are responsible to the Partners.

All Employees can assist the Partners in making their place of work as safe as possible by adhering to the basic rules

- Understand and comply with the Practices Safety Policy and current Health & Safety legislation.
- Be aware that they have a duty under the Health & Safety at Work Act etc. 1974, to take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions at work.
- Be aware that they have a duty to co-operate with the practice in its arrangements to perform or comply with statutory safety obligations including the Health & Safety Policy.
- Care must be taken to ensure that equipment, etc. provided in the interests of Health, Safety and Welfare is not misused in anyway
- Develop a personal concern for their own safety and that of others. Act in a manner that is not likely to create a safety hazard.
- Do not improvise. This is prohibited as this may lead to unnecessary risk to themselves or others.
- Report all defects in office machines, equipment or fittings. Do not under any circumstances attempt electrical work on machines or equipment. Where possible disconnect electrical plugs when work finishes.
- Use correctly any office aids that may be provided. Make full use of safety equipment.
- Ensure that all necessary precautions are taken when using, handling or transporting articles and substances that could be hazardous.
- Unauthorised tools and equipment must not be used on office premises.
- Set a good example to others. Do not horseplay.
- Co-operate with the Partners in terms of energy efficiency and waste minimisation.
- Be fully aware of the evacuation and fire procedures pertaining to their particular office location.

MB Langmuir