



# MARBLEMASTER LTD



MarbleMaster Limited  
HEALTH AND SAFETY POLICY  
(February 2005)

Review date – Feb 2006



# MARBLEMASTER LTD

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## 1.00 HEALTH AND SAFETY POLICY STATEMENT

It is the policy of the Managing Director that Marble Master Limited, (Marble Master shall meet as a minimum, all obligations under current Health Safety and Welfare law and firmly believes that sound health, safety and welfare practice is a key factor when demonstrating effective corporate management and is the basis of good business.

Meeting our obligations in all three areas is a corporate priority and relevant support systems have been fully integrated into our business function.

Marble Master seek to educate and train staff to act in a safe healthy and responsible manner, and consider meeting the required standard of Health, Safety and Welfare, to be equally as important as our business objectives.

Marble Master endeavour to commit the necessary financial and physical resources to provide means of consultation, information, supervision, instruction and training for all staff whether direct employees or agency.

To ensure the progressive improvement of health, safety and welfare performance within the company, the planning, review, and development of this policy shall be continuous, and fully communicated and implemented throughout the company.

The review of this policy will measure our performance and ensure that we are meeting our policy goals as well as legal obligations.

This policy will be reviewed annually or when ever there is a change in Marble Masters undertaking or function, and revised as appropriate.

**Edward Green IICRC inst  
Director.  
Marble Master Ltd**

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**February 2005**



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## **2.00 ORGANISATION RESPONSIBILITIES AND DUTIES**

The health and safety management structure and operational arrangements of Marble Master, with the detailed responsibilities and duties of key personnel within the management structure are outlined or referred to below.

### **2.01 Managing Director**

- Overall responsibility for the management of health, safety and welfare.
- Implementing this Health and Safety policy.
- Communicating this policy.
- Agreeing policy and setting policy objectives.
- Assuring compliance with statutory duties.
- Ensuring, so far as is reasonably practicable, the health, safety and welfare of all company personnel.
- Ensuring that premises occupied by staff are without foreseeable risk to health and safety.
- Where appropriate, informing our Clients of this policy.
- Where appropriate delegate duties and responsibilities for the management of health and safety, to members of the Board of Directors and others, providing they are competent to undertake them.
- Encourage the activities of the Marble Master Safety Steering Group.

### **2.02 Board of Directors**

- Implementing this Health and Safety policy.
- Communicating this policy.
- Ensuring that this Health and Safety Policy is adhered to within individual fields of operation.
- Communicating appropriate health and safety information to the health and safety advisor, and staff.
- Providing appropriate funds for Health and Safety training.
- Providing appropriate funds for arrangements associated with this document.
- Ensuring, so far as is reasonably practicable, the health, safety and welfare of all staff under their control and that all premises occupied by staff are without foreseeable risk to health and safety.
- Encourage the activities of the Marble Master Safety Steering Group.
- Ensuring that this Health and Safety Policy is adhered to within their individual fields of operation.

### **2.03 Health & Safety Advisor**

- As required by Regulation 7 of the Management of Health & Safety at Work regulations 1999, The Marble Master Health and Safety Advisor is appointed the competent person to assist in undertaking the measures required to



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comply with the requirements and prohibitions imposed upon Marble Master by statutory provisions relevant to the Marble Master function.

- The Marble Master Health and Safety Advisor has the Managing Director's Authority to enter all Fields of Operation at anytime to obtain information, other than medical records and to interview staff in the course of all investigations, inspection or audit.
- By research and consultation with HSE, CRONA, CITB, IOSH and BSC institutes and publications, identifying and assessing the legal and other OH&S requirements applicable to the organisation.
- Keep up to date the information gained from research and consultation and communicate relevant information on legal and other requirements to employees and other interested parties.
- Implementing this Health and Safety policy.
- Monitoring the implementation of this policy.
- The regular review and development of this policy, including the responsibilities and arrangements contained and associated.
- The continuous review and development of an efficient safety management system to enable the company to meet its obligations under current legislation and the recommendations within OHSAS 18001 1999 for Occupational Health and Safety Management Systems.
- Issuing a periodic Health & Safety news bulletin, that provides training, advice and guidance, information on changes and new legalisation, new codes of practice and how they affect Marble Masters undertakings.
- Upon request, the provision of additional advice, consultation and guidance to staff.
- The continuing review, development and communication of a suitable risk assessment programme relevant to employees undertakings, that will eliminate or reduce foreseeable risk to health to a level that is as low as reasonably practicable.
- Produce COSHH assessments where appropriate
- Make recommendations for the co-ordination and communication of the health and safety function in Marble Master.
- Chairing the Marble Master health and safety steering group meetings.
- Compilation of an annual health and safety report.
- Ensuring that safety inspections/audits are carried out
- Reporting under RIDDOR

## **2.04 Health & Safety Representative**

- Ensuring that office safety inspections are carried out and record at three month periods and closing out any none conformances found
- Liaising with Safety Advisor on any safety, health or welfare issues
- Arrange for all new electrical equipment to be PA Tested prior to use
- Arrange for all electrical equipment to be PA Tested at regular intervals



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## **2.05 Human Resource & Training Manager**

- Arrange suitable safety training for all staff appropriate to roles and responsibilities
- Liaising with Safety Advisor on any safety, health or welfare issues

## **2.06 Team Leaders**

- Implementing this Health and Safety policy.
- Ensuring that this Health and Safety Policy and associated arrangements are adhered to within individual fields of operation.
- Communicating appropriate health and safety information to the health and safety advisor.
- Communicating appropriate health and safety information to staff team members including location of client amenities, first Aid staff and boxes, fire arrangements, local safety rules, etc.

## **2.07 Staff Generally (Direct Employees & Agency)**

- Generally working in accordance with this policy and its arrangements for safety.
- Co-operating with Marble Master to achieve a healthy and safe work place and to take reasonable care of themselves and others, who may be affected by their work activities.
- Where client based, to be familiar with and comply with, local Health and Safety policy, rules and arrangements for safety.
- Where construction manager, the day-to-day overview on management of health & safety on projects.
- Ensuring an adequate resource for health & safety on projects.
- Reporting and investigating accidents and incidents using Marble Master standard procedure and the directions contained, or following client procedures, as appropriate.
- Providing they are competent, responsible for any other health & safety duties delegated by senior managers.

## **3.00 ARRANGEMENTS**

The following arrangements are the more general and generic, with specific and comprehensive guide to our health and safety arrangements and systems contained in the Health and Safety section of the Marble Master Staff Handbook.

As with this policy, the Handbook is issued to all staff when joining the company and is reviewed periodically and revised when appropriate.



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## **3.01 Safety Training**

Marble Master will provide training for all levels of management on health and safety issues. Where a specific safety training need has been identified, it will be included in staff development and training plans. Staff are encouraged to request any additional safety training they feel is appropriate for their circumstances, that has not for what ever reason, been volunteered by Marble Master.

## **3.02 Incident Reporting**

All incidents/accidents resulting from work activities will be reported and recorded as directed in the Staff Handbook.

Where reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995, these will be communicated to the appropriate authority by the Health and Safety Advisor on the relevant form F2508.

## **3.03 Risk Assessment**

All staff are encouraged to assist in the continual process for improving the methods to eliminate and control foreseeable risk to health and safety and the formulation and implementation of safe systems of work. A generic office environment risk assessment is included in the staff handbook safety section, and is applicable to all staff.

## **3.04 COSHH**

A recorded assessment using the manufacturer or supplier safety data information for any substances or processes in use, which is hazardous to health, will be displayed on the local safety notice board. All staff are required to periodically read the COSHH assessments and ask questions if anything is not clear.

## **3.05 Monitoring**

Our internal audit team will periodically carry out safety audits against Marble Master safety systems using the templates provided in the staff handbook. When complete, these will be submitted to the Safety Advisor for evaluation and possible action on none conformances. The safety advisor or safety representative will inspect our offices on a quarterly basis and submit inspection reports also using the templates provided in the staff handbook to the Safety Advisor. The safety steering group will monitor Marble Master health and safety systems and performance.



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## **3.06 Review of Health, Safety Policy**

The statistics of incidents occurrence, together with the results of workplace inspections and staff contributions shall be reviewed by the Marble Master Health and Safety Steering Group with a view to setting and continually improving our health and safety policy.

The Managing Director and the health and safety advisor will review this policy annually with any revision required brought to the attention of all staff.

## **3.07 Safety Steering group / Objective Setting**

Safety objectives and their implementation will be discussed, agreed, monitored and reviewed during the bi-annual Safety Steering Group Meetings. Meeting will be recorded via minutes, which will include individual actions and clearance dates.