

## **Health & Safety Policy**

### **Sure Channel Islands, Isle of Man**

It is the policy of Sure Channel Islands, Isle of Man "CIIM" to recognise and fully accept both its legal responsibilities as set out in the local Health & Safety Law relevant to each island, as well as its moral responsibilities, as an employer, to adopt and follow best practice in order to ensure the health and safety of its staff in all areas of work activity.

Sure CIIM accepts responsibility to ensure that the conduct of its affairs is not harmful to the health of its employees or the general public and is as safe as is reasonably practicable. This responsibility will form an integral part of all works' activities.

Sure CIIM recognises that the implementation of the Safety Policy is a function of management and staff at all levels. Managers and Supervisors will understand their responsibilities within their department. Staff will receive such information, instruction, training and supervision as is necessary to ensure health and safety at work.

In order to assist Managers and to help and advise staff, a Safety Committee will be maintained and supported by the Safety Department who may draw upon professional organisations when appropriate. The Safety Committee will include representatives of both management and staff.

All employees must be aware of, and conform to the health and safety policy. They shall understand that they have a legal responsibility to take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work. Employees also have a duty to co-operate with Sure CIIM and comply with any legal obligations and safety instructions to ensure health and safety responsibilities are fulfilled. They must also report problems encountered, defects in equipment, vehicles etc.

This policy will be regularly reviewed and revised as appropriate.

#### **RESPONSIBILITIES FOR HEALTH AND SAFETY**

The person responsible for the implementation of the Safety Policy is the Chief Executive Officer. He will ensure that the policy is adhered to and that it is regularly reviewed and revised where appropriate and any revisions brought to the notice of all employees.

#### **SENIOR MANAGERS AND MANAGERS**

Are responsible for ensuring that the Safety Policy is effectively implemented in all functions under their control. They will:

Ensure that safe systems of work are implemented and reviewed;

Ensure that all personnel are given information, instruction, training and supervision as appropriate in order to carry out their work safely;

Carry out assessments of risk to the health and safety of persons involved in or affected by the operations of their departments;

Review Safety Advisors reports and take appropriate corrective action where necessary;

Arrange induction safety training of all new employees;

Ensure that all fire fighting equipment is regularly inspected and serviced.

## **SUPERVISORS**

Are responsible for ensuring that the Safety Policy is effectively implemented in all functions under their control. They will:

Fully familiarise themselves with, and conform to, the Safety Policy and ensure that all staff under their control are familiar with it;

Ensure that adequate supervision is available to inexperienced workers;

Ensure that all safety instructions are adhered to and that protective equipment is worn and used where appropriate;

Ensure that all defects in the workplace are promptly reported and rectified;

Complete and pass on appropriate accident and property damage forms whenever there is an accident, injury or near miss, however minor;

Maintain good housekeeping within their department;

Liaise and co-operate with Safety Advisors in all matters concerning safety;

Ensure that all staff under their control are trained and competent to carry out their work and will release staff for training as required.

They will ensure that all staff under their control:

- Are sufficiently competent to carry out their duties safely;
- Are made aware of any potential hazards in the workplace;
- Know the location of first aid facilities;
- Are aware of fire procedures, know the location of fire extinguishers and are conversant in their use.

## **SAFETY ADVISORS**

Sure CIIM has access to Safety Advisors. Their role is to assist the Chief Executive Officer to promote all aspects of Health and Safety at work and assist in developing and maintaining safe working practices in accordance with the Safety Policy.

The Safety Advisors will:

Supervise the Sure CIIM health and safety programme.

Advise Managers on prohibiting the use of, or specifying improvements to, any equipment, machine or working procedure that is considered unsafe, and:

Ensure that personnel undergo occupational health medicals as required;

Review absences due to accident or injury at work and take necessary action;

Ensure that adequate safety records are kept;

Assist Managers and Supervisors in developing and reviewing risk assessment systems.

Regularly inspect sites to ensure that safety regulations are complied with and make recommendations directly to the relevant Manager;

Review any safety recommendations received;

Provide safety information and advice as required;

Review safety performance on a regular basis.

Record and assist investigation into injuries and damage to:

- Our employees;
- Persons on our premises;
- Persons due to the activities of Sure CIIM;
- Sure CIIM property;
- Customers' premises or property;
- Other property due to the activities of Sure CIIM.

### **ALL EMPLOYEES**

Must take reasonable care of the health and safety of themselves and any other person who may be affected by their acts and omissions whilst at work. They will:

Make themselves familiar with, and conform to, the Safety Policy;

Observe all relevant safety rules;

Wear safety equipment and use appropriate safety devices when required;

Conform to all relevant instructions given by the Safety Advisors and others with a responsibility to health and safety;

Report to their immediate Supervisor any observed accidents or damage to property irrespective of whether persons are injured;

Complete an appropriate accident, or property damage form when involved with an accident, near miss or dangerous occurrence;

Report all hazards to the Safety Advisors;

Make any suggestions to improve health and safety within the workplace to their immediate Supervisor or the Safety Advisors.

### **CONTRACTORS**

In general terms, there should be no difference between contractors and our personnel in matters of health and safety. All contractors are expected to work safely and to the standards of our own employees. They will:

Be made aware of this Safety Policy and procedures before permission is given for work to commence;

Be fully compliant with any of our Permit to Work systems, procedures and requirements listed in any "Notice to Contractors";

Carry out work in a safe manner and with the appropriate safety and personal protection equipment required;

Understand that first aid boxes are freely available for treatment of injuries;

Report and investigate all accidents, near misses or dangerous occurrences;

Provide reports of all accidents, near misses etc. to Sure CIIM.

Have the necessary insurance against risk:

When arriving on our premises contractors must sign in before commencement of work.

The rules governing the conduct of Contractors is available from:

The Safety Department, Tel +44-(0)1481 757390 – E-mail [garry.coutanche@sure.com](mailto:garry.coutanche@sure.com)

#### **NON-SURE CIIM PERSONNEL WORKING ON SURE CIIM PREMISES**

Shall adhere to our safety rules and to instructions given by persons implementing the Health and Safety Policy;

Shall not work on the premises until any relevant Safety Instructions are read and understood;

Report and investigate all accidents, near misses or dangerous occurrences;

Provide reports of all accidents, near misses etc. to Sure CIIM;

Shall not work on the premises unless covered by insurance against risk.

#### **ALL EMPLOYEES, CONTRACTORS OR ANY NON-SURE CIIM PERSONNEL**

Should contact the Safety Advisors if in doubt regarding any aspect of health and safety at work, while working for Sure CIIM, or on our premises.

#### **VISITORS**

Visitors must sign in when arriving and sign out when leaving our premises.

#### **ARRANGEMENTS FOR HEALTH AND SAFETY**

##### **SOURCES OF INFORMATION FOR SAFE WORKING PRACTICES**

##### **SAFETY INSTRUCTIONS**

Safety Instructions have been prepared and issued to ensure that all employees follow safe practices and safe systems of work.

Managers and Supervisors must ensure that staff are aware of the content of a Safety Instruction affecting them, understand it and comply with it. Staff must fully familiarise themselves with the instructions relevant to their area of work.

The Safety Instructions will be regularly reviewed by the Safety Advisors in consultation with relevant Managers and Supervisors, and updated as required. Managers and Supervisors must ensure that changes are brought to the attention of their staff.

Safety Guidance and Approved Codes of Practice.

Safety guidance and Approved Codes of Practice concerning a wide range of topics are available from the Sure Intranet.

Anyone requiring information or assistance regarding the above, or any other safety related material, should contact the Safety Advisors.

## **TRAINING**

We will provide health and safety training where appropriate.

## **SAFETY INSPECTIONS**

Managers and Supervisors will inspect and assess their areas of responsibility on a continual basis to ensure that equipment, working procedures and housekeeping are to suitable standards of safety.

The Safety Advisors will regularly carry out further inspections with Managers and Supervisors in order to aid and advise as required, however it is the responsibility of the Manager to ensure that any problem areas are rectified.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment (PPE) will be issued free of charge where necessary and we will ensure that adequate supplies are available. Employees must use PPE whenever necessary to ensure safe working. Personal issues must fit, be properly adjusted and kept in good order. It is the responsibility of the employee to ensure that this is the case. We will replace lost, damaged or worn out PPE equipment. Employees can obtain PPE by contacting their line manager.

Safety Instructions and other notices and publications state mandatory and recommended situations where PPE should be used, however there will be other situations where its use is recommended. Employees should always err on the side of caution in such circumstances.

## **FIRE**

Procedures are in place to ensure the safe evacuation of Sure CIIM premises in the event of a fire. Copies of such procedures are displayed at the main entrances of Sure CIIM premises. Supervisors must ensure that escape routes and fire exits are kept clear and accessible.

In addition, suitable and sufficient fire fighting devices are installed at Sure CIIM premises and all employees will receive information on the correct use of such devices.

## **FIRST AID**

First aid facilities will be readily available. It is the responsibility of Managers to ensure that first aid boxes are adequately stocked.

All injuries must be reported as soon as possible.

The Safety Manager will ensure that sufficient personnel are trained in first aid.

First aid boxes situated in a Sure CIIM vehicles are the responsibility of the regular driver of that vehicle. That person must ensure that the first aid box is adequately stocked.

All first aid boxes contain a checklist in order that those responsible can ensure that all first aid kits contain a specified quantity of listed items and that those items are within recommended "use by" dates.

## **RISK ASSESSMENT**

Managers and Supervisors will carry out assessments of risk to the health and safety of persons involved or affected by the operations of their department and take action appropriate to the findings. These assessments will be recorded, held within the departmental Safety Folder and reviewed every two years or whenever

circumstances change.

#### **ACCIDENT AND NEAR MISS REPORTING**

All accidents occurring to our employees on duty or to members of the public involving our employees or property must be reported and an entry made in the accident book. An accident form must be completed by the injured employee or a colleague if unable to do so. In the first instance the completed form must be passed onto the Supervisor who will forward to the company Safety Advisors

Where any person, as a result of an accident, dies or suffers serious injuries, or when there is a dangerous occurrence, then the Safety Advisors must be informed by the quickest possible means.

Where an injured employee is unfit for duty for one hour or more the accident must be investigated.

It is important to report near misses as well as accidents, in order to be able investigate occurrences, establish true causes and take appropriate action to prevent any recurrence.

Copies of accident and property damage forms can be found on the company intranet.

#### **MEASUREMENT AND MONITORING**

Health and Safety performance will be monitored, measured and reported to Senior Management on a regular basis.

#### **HEALTH AND SAFETY LEGISLATION**

The Islands of Guernsey, Jersey and Isle of Man have all adopted their own health and safety legislation that differs from that in use in the UK. Whilst there is a great deal of similarity in the primary legislation listed below, unlike the UK there are few comprehensive regulations setting out minimum standards. However UK legislation is considered to be an example of good practice and the ordinances and act include general duties requiring those covered to do what is "reasonably practicable" to ensure the health and safety of employees and others affected by their operations.

The primary laws in force in the islands are:

##### **Guernsey**

-The Health and Safety at Work (General) (Guernsey) Ordinance 1987

##### **Jersey**

-The Health and Safety at Work (Jersey) Law 1989

##### **Isle of Man**

-The Health and Safety at Work etc Act 1974