Phoenix Group Services: what you need to know about PGS Health& Safety Policy

The Managing Director

To be responsible for the establishment implementation of and compliance to H&S policies and procedures
Take interest and publicly support H&S policies and procedures
Delegate the day to day implementation of H&S to the Ops director
Ensure competent persons are appointed to advise on H&S matters
Ensure adequate provision or resources to meet H&S standards

Human Resources Director

Monitor, control, recommend and report on H&S matters to the MD.
Continually review the responsibility of the H&S manager.
Form and revise where necessary, the H&S manager.
Report on H&S matters to the board
Ensure competent persons are appointed to advise on H&S matters.
Ensure the adequate provision of resources to meet H&S requirements.

ALL EMPLOYEES

Make yourself familiar with and conform to H&S Policy
Take care of your own H&S and that of your colleagues
Follow instructions given by those responsible for H&S
Report all hazards immediately to your line manager
Report all accidents and damage to their control room
Don't misuse or interfere with any safety equipment
Never put yourself in a situation that could cause injury to yourself or others
Inform any visitor /contractor under your control of emergency procedures and relevant hazards

Directors /line Managers

To understand the statutory regulations relevant to your area of responsibility
Ensure your team implement company H&S policies and procedures
Ensure your team members receive the appropriate levels of training
Ensure appropriate levels of resources are allocated to H&S matters
Consider the H&S implications of any changes to equipment, practices and procedures
Continuously seek to improve H&S standards

Health & safety Manager

Provide expert advice to all levels of the organisation on Health & Safety and fire matters.
Develop and implement, in collaboration with line management, appropriate policies and procedures to ensure all statutory requirements are complied with.
Communicate and co – ordinate all Health &Safety and fire initiatives.
Ensure all statutory inspection and reporting requirements are complied with.
Ensure regular inspection and audit of premises and systems of work to ensure safe working conditions.
Monitor, assess and report on H&S standards to the HR Director.
Evaluate and respond appropriately to all H&S related communications and publications.
Maintain a central register of all relevant documents and official notices.
Maintain the profile of the Health &Safety with non –union and union personnel through consultative meetings

Visitors /Contractors

Comply with the H&S policy and procedures and with any instructions given by those responsible for H&S.
Not to work on premises until satisfactory evidence of public liability insurance cover and any other H&S related documentation requested by the company has been provided

Managers /Supervisors

Understand and implement all H&S policies and procedures relevant to your area of responsibility
Ensure new employees are given induction training to include emergency, first aid and accident reporting procedures
Ensure adequate supervision is available at all times.
Be responsible for good housekeeping and ensure that all defects and unsafe conditions are promptly reported and rectified.
Ensure safe systems of work are complied with at all times.
Report any H&S issues to your line manager or the H&S manager.
Identify, manage and communicate, by means of the risk assessment process, hazards associated with your working environment.
Carryout any H&S assessments, audits and

Senior Management Group Member

Regularly attend Health & Safety / Site meetings
Raise profile of Health& Safety through regional meetings

Information &consultation

The company's Health & Safety policy procedures and risk assessments are documented and located at all relevant workplaces.
All employees may have access to this information.
Updates to systems &procedures will be communicated to all staff by appropriate means.
Employees will be consulted on matters relating to H&S affecting their work place.
Liaison with recognised unions /staff association will be maintained as necessary