



COMPANY POLICY

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Health & Safety Policy

1. Policy statement

OJD Services Limited supplies lifting, handling and shredding equipment for hire across the United Kingdom. The Director regards the health, safety and welfare of employees, hire customers, operators, visiting drivers and members of the public as a core business value, and accepts full responsibility for it at board level.

We will, so far as is reasonably practicable, provide safe plant, safe systems of work and the information, instruction, training and supervision needed to keep people safe. We work in accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all supporting legislation relevant to plant and equipment hire.

2. Safe equipment

- Every machine leaves our control with a completed pre-hire inspection and is supplied clean, serviced and fit for purpose.
- Lifting equipment — including telehandlers and the lifting functions of material handlers — is thoroughly examined under LOLER 1998, and a current Report of Thorough Examination accompanies every applicable machine.
- All work equipment is maintained and inspected in line with PUWER 1998, with planned preventative maintenance recorded for the full fleet.
- Any machine with a reported safety defect is quarantined immediately and does not return to hire until repaired and re-inspected.

3. Safe people

- Operators supplied on operated hire hold current, category-specific certification (CPCS or NPORS as appropriate) and are inducted to each site they attend.
- For self-drive hire we require confirmation that the hirer's operators are trained, competent and authorised for the machine and the task.
- Risk assessments and safe systems of work are prepared for our own activities, including deliveries, collections and yard operations, and are briefed to those affected.
- Employees are consulted on matters affecting their health and safety and are expected to report hazards, defects and near misses without delay.

4. Incidents and monitoring

All accidents, incidents and near misses are recorded and investigated to establish root cause and prevent recurrence. Incidents reportable under RIDDOR 2013 are notified to the enforcing authority within the required timescales. Health and safety performance is reviewed by the Director, and this policy is formally reviewed at least annually or following significant change.

5. Responsibilities

The Director carries overall responsibility for this policy and for providing the resources needed to implement it. Managers and supervisors are responsible for its day-to-day application. Every employee shares a legal duty to take reasonable care of themselves and others, to use equipment correctly and to co-operate with the arrangements described here.



Oleta O'Grady

Director, OJD Services Limited

Signed: **14 November 2022**

Reviewed: **Annually**