



## **Occupational Health & Safety Manual**

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## About Subvision Surveys

Subvision Surveys is a niche provider of professional surveying services to Utilities, Asset owners and to the construction industry.

## Contact Details

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## 1. Overview & Purpose of Manual



The health and safety of our staff at Subvision Surveys is paramount. As such, Subvision Surveys endeavours to comply with all relevant legislation

Occupational Health and Safety within Subvision Surveys is an integral part of day to day operations and is approached in much the same manner as other aspects of the administrative, production and logistical activities of the company.

Every incident involving damage to property or injury to personnel is required to be reported promptly. Any such incident that results in time lost from work or any minor incident that offers the potential for significant injury or damage is required to be formally investigated and the factors identified and acted upon to prevent re-occurrence.

The information contained in this manual sets out the Subvision Surveys required standards for health and safety. The standards apply to all employees (full-time, part-time and casual).

Whether their responsibilities are in the office or other locations, every employee must be familiar with our standards for Health & Safety.

These standards are required to ensure a safe working environment for our employees, which is of paramount importance to the Management of Subvision Surveys. These standards are required by law in the United Kingdom and must be adhered to.

We expect all employees to read and understand the requirements of this manual so that we continually improve the health and safety of our work environment.

There are some specific things that you must do:

- You must look after your own health and safety at work.
- You must not do anything that will harm yourself or your work-mates.
- You must use any safety equipment that you are given.
- You must obey your employer's safety rules.
- You must make sure that you do not take drugs or drink alcohol at work.
- You must participate in an induction and sign off to show that you understand what is expected of you.

You and Subvision Surveys may identify other hazards that are unique to your workplace; the safety rules for these can be added to this handbook.

Remember, you, your workmates and Subvision Surveys will all be better off when you follow the rules and work safely.

## 2. General Health and Safety Policy

The management of Subvision Surveys are committed to providing and maintaining a safe and healthy working environment for anyone in the workplace.

- In demonstrating Management's duty of care, we will make every reasonable effort to provide a working environment that minimises incidents or risk of personal injury, ill health or damage to property.
- A safe working culture is the responsibility of everyone and this can be best achieved through cooperative efforts of employees. A safe culture will be reinforced through:
  - Continually identifying, assessing and controlling possible risks to the health and safety of people that may arise in the workplace.
  - The provision of information concerning such risks and the promotion, instruction, training and supervision of employees to ensure safe work practices.
  - Giving employees and customers the opportunity to participate in health and safety decisions that affect them.

Manager's responsibilities

- Is responsible for the effective implementation of this policy.
- Must fulfil their responsibilities under the Acts and Regulations which apply.
- Must ensure that the agreed procedures for regular discussion between the owner/manager and employees are followed.



- Must organise & carry out regular workplace inspections of dangers of health and safety performance and resources.
- Must provide information, training and supervisions for all employees in the correct use of equipment used.

#### Employee's responsibilities

- Use equipment provided to protect health and safety
- Follow reasonable instructions the employer gives on health and safety
- Ensure alcohol or other drug use does not affect you in a way which might endanger you or others.

Management seeks co-operation from all employees in realising our health and safety objectives and creating a safe work environment.

In the interests of maintaining safety, contractors, their employees, visitors and customers are required to observe and comply with all health and safety standards and rules produced.

This includes any safety signage or warnings or instruction given by any company employee whilst on our premises.

Ensure you know and comply with the current policies and guidelines.

### 3. Emergency & Evacuation Procedure

In case of emergency the fire warden for the Enterprise Centre will be responsible for coordinating the evacuation.

Your Manager will tell you who this is. In an emergency you must follow this person's instructions.

Be prepared. Find out:

- Where the emergency exits are.
- Where the fire alarms or extinguishers are.
- Where you, your workmates and visitors should gather in an emergency (currently car park at front of main building)
- Where the emergency phone numbers are listed

\* Please refer to Appendix 2 and 3\*

### 4. First Aid

All sites have some form of first aid facilities and equipment. Make sure you know where and who to see to get first aid treatment. It is very important that if you are injured at work you tell your manager immediately. It is also important to notify your manager of any near misses.

Do not try to conceal the injury and work on, as this may only make the injury worse. To receive proper treatment, contact the First Aid Officer.

It is important to let your manager know if you are required to take any medication that may cause drowsiness or other unsafe situations.

### 5. Visitor Safety within Company Premises

Each employee has a duty of care to help protect visitors from the potential hazards on any site; children can be particularly vulnerable. Pay particular attention to the location and actions of any visitor on site that may not know or understand the safety rules.

### 6. Off site work

When working on another location, it is important to understand the basic safety issues of that site. Ask to be inducted into the sites OH&S system.

Ensure, as a minimum, to familiarise yourself with:

- Emergency evacuation procedures
- First aid facilities
- All safety hazards (e.g. construction/maintenance work, slippery walkways, etc)

## 7. Office Safety Furniture and Fittings

- Organise office space so that you can move about easily without bumping into sharp corners and so on. Place filing cabinets and desks with drawers so that you have plenty of room when a drawer is fully open.
- Arrange furniture so that the length of cords and cables are kept to a minimum. Cords and cables must not lie across walkways.
- Keep walkways clear of obstructions.
- Report any worn electrical wires immediately.
- Do not use double adaptors.
- Always unplug electrical items before cleaning them.

## 8. Ergonomics in the Office

Poor posture and sitting all day can cause stress to your back. To relieve muscle tension:

- Get up and move around from time to time to loosen muscles.
- Let your arms hang by your sides and relax neck and shoulder muscles.
- Avoid slumping over your desk or your work.
- Adjust the height of your chair to ensure your feet are flat on the floor, your thighs are parallel to the floor, and your work is at waist height.

\* Please refer to Appendix 4 and 5\*

## 9. Manual Handling and Safety Awareness

Subvision Surveys will identify access and design to reduce the risk of manual handling by identifying risk and providing adequate procedures to people performing manual handling.

Below are some general guidelines that should be followed:

When you move loads by hand:

- Make sure the way is clear.
- Size up the load, if the load is too big, heavy or awkward, get help, or use a mechanical aid, e.g. trolley jack, etc.
- Check for anything that could damage your hands, e.g. splinters, nails, jagged edges.
- Place your feet solidly – one foot a little in front of the other and far enough apart for good balance.
- Stand close to the load, and use the palms of the hands to grip the load firmly, and keep that grip in place while you are carrying the load.
- Keep your back straight; use your leg muscles to lift the load
- Always be sure you can see where you are going. Don't carry a load you can't see over
- When setting the load down, use the same movements in reverse, and keep fingers away from pinch points.

\*Please refer to Appendix 5\*

## 10. Food Preparation Hygiene

Where you are required to prepare / serve food it is important you maintain excellent hygiene Standards.

Minimum requirements are as follows:

- Wash hands using detergent; wear disposable latex gloves when handling food
- Ensure the workbench and utensils are hygienically cleaned
- If wearing band aids, ensure that it complies with hygiene standards, e.g. coloured so it is easily visible.

## 11. Drugs, Smoking & Drinking Policy

The use of the above substances at work is strictly prohibited. We enforce a strict drug free environment at all times. The use of drugs can create unnecessary risks and creates a threat to fellow employees. It is impossible for an employee to carry out the job responsibly whilst under the influence of drugs.

Any employee using drugs can cause serious damage to Subvision Surveys reputation and perception in the marketplace. Any use of drugs whilst at work or whilst acting as a representative of Subvision Surveys will not be tolerated and may result in instant dismissal.

Subvision Surveys also offers a non-smoking environment. Smoking is prohibited in enclosed areas and anywhere visible to customers. Smoker's breaks should not interfere with daily working procedures and operations.

Due to legislation, it is the policy of Subvision Surveys that alcohol is not to be consumed on the premises unless you are attending an official function where drinks have been supplied.

To ensure safety, taxi vouchers will be provided for each employee to get home safely as required.

## 12. Accident/Injury Reports

In the case of an accident/injury or emergency it should immediately be reported to your manager. The manager will comply with the procedures outlined in the Occupational Health and Safety manual. Any injury, no matter how slight it may seem to be, must be properly treated.

Subvision Surveys keeps records of all work accidents as well as the investigations to find the causes and the steps taken to prevent accidents happening again.

Please ensure that an Incident Report is completed as soon as practical after the event. For copy of the incident report click [here](#)

\* Please refer to Section 9 of Health and Safety Folder\*

## 13. Injured Employee

It is the responsibility of the injured employee to:

- Report the injury immediately to Subvision Surveys.
- Seek immediate treatment (if required) from the nearest health clinic or your family General Practitioner.
- As soon as practicable (within 24 hours), lodge an approved Work Cover medical certificate and claim forms, where required.
- Actively participate in an approved rehabilitation program.
- Injured workers should ensure that they know their rights & responsibilities, and that they present a medical certificate to Subvision Surveys for all periods of absence from work.

## 14. Workers Compensation

Subvision Surveys is committed to meeting its legal and moral obligations to provide compensation to employees who incur a work-related injury or illness, and is dedicated to help assist employees returning to work. It is important to keep track of the regulations. You should be made aware of all changes no matter how minor they seem. You are covered under the Accident/Worker's compensation laws whilst at work. These laws exist to ensure that you are properly protected in the event of an accident or injury while at work.

Subvision Surveys is insured in accordance with the appropriate Accident/Worker's Compensation Act.

## 15. Occupational Rehabilitation

The goal of the "Return to Work" scheme is to assist workers who have been injured at work to remain in suitable employment or return to suitable employment as soon as possible following injury.

Subvision Surveys has established a set of procedures for Occupational Rehabilitation which are as follows:

- The Occupational Rehabilitation Officer will complete:
- A Return to work offer both authorised by the employee and the employer
- A Return to work plan highlighting medical restrictions and establish contact with your doctor
- Completed regular Return to work progress reports identifying your current situation and revising work plans accordingly.

## 16. Hazard Near / Miss Action


A hazard is any work practice or situation that has the potential to cause injury or illness. If you consider an area is a health or safety risk, you must first report it to your supervisor. Your manager should take necessary action to improve the work conditions.

\* Please refer to Section 8 of Health and Safety Folder\*

## 17. Induction

Every new employee is to be inducted into Subvision Surveys OH&S System. Inductions are to ensure the new employee is provided with the appropriate knowledge to efficiently carry out their work. They also ensure employees know how to protect their health and safety in the work environment.

THE COMPANY SEEKS THE COOPERATION AND SUPPORT OF ALL EMPLOYEES IN ACHIEVING AND MAINTAINING A SAFE WORKING ENVIRONMENT.

|  |   |              |                             |                                 |
|--|---|--------------|-----------------------------|---------------------------------|
| Signed: (Employer)                             |  | Date:        | 01 <sup>st</sup> April 2021 |                                 |
| Subject to review, monitoring and revision by: | James Hook  | Review Date: | 1 <sup>st</sup> March 2022  | Sooner if work activity changes |