

## **Green Building Design Consultants** **Health and Safety Policy Statement**



### **General Statement**

Green Building Design Consultants Limited (GBD) was established in October 2001 as a building services consulting engineering company who advises on electrical and mechanical engineering solutions to external Clients.

It is committed to ensuring the health, safety and welfare of its employees, apprentices and any visitors, including contractors, temporary workers, work experience students, fellow tenants and members of the public, who might be affected by GBD's work operations.

GBD will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. These systems and procedures will be established & maintained and be available on the shared directory and hard copies retained in Health and Safety files. It will provide and maintain a healthy and safe working environment with particular attention to:

- Providing adequate control of the health and safety risks arising from GBD work activities;
- Consulting with GBD employees on matters affecting their health and safety;
- Providing and maintaining safe plant and equipment;
- Ensuring safe handling and use of substances;
- Providing information, instruction and supervision to GBD employees;
- Ensuring all employees are competent to do their tasks, and to give them adequate training;
- Preventing accidents and cases of work-related ill health;
- Maintaining safe and healthy working conditions; and
- To review this policy as necessary at regular intervals.

New employees are inducted to GBD Health & Safety provisions and then it is the responsibility of each employee to familiarise themselves and comply with GBD's procedures and systems on health and safety on an ongoing basis.

Whilst GBD will take all reasonable steps to ensure the health, safety and welfare of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or to any other persons.

If an employee is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to the GBD Director.

Any GBD employee that violates health and safety rules and procedures, or who fails to perform their duties under health and legislation may face disciplinary action through GBD Disciplinary Procedure.

A handwritten signature in blue ink, appearing to read "Simon Green".

**Simon Green - Director    March 2017**