

Toolbox Talk Details

Title	A03 – Company health and safety policies
Reason	Everyone at work must be aware of their company health and safety policy. We all need to understand our duties to protect our wellbeing and safety.
Outline	This talk covers some important aspects of the employer's duties and your duties.

Company health and safety policy

1. A company health and safety policy is required by law. It is a written statement of how your employer intends to manage health and safety.
2. Everyone has duties and is provided with protection by following the guidance set out in their health and safety policy.
3. The health and safety policy for a larger organisation may consist of many different elements. Provide the right information, to the right people, at the right time (for example, provide a site induction and brief workers on relevant parts of the construction phase plan).
4. Areas such as employee consultation will be covered in your employer's health and safety policy.

Health and safety policy content

1. The health and safety policy contains information on how a company will manage its legal duties to comply with the law.
2. A statement of intent at the beginning of the policy sets out the intentions of the company and how it will manage its business in order to comply with legal requirements.
3. This is followed by details of the organisation's structure (such as the identification of health and safety advisers) and the arrangements for policy implementation (such as risk assessment approach).
4. Also included are the duties of each individual duty holder (such as first aiders and fire wardens).

What it means for you

1. You should have access to a copy of your employer's health and safety policy, understand its contents and follow the guidance set out in it.
2. The policy is a set of procedures to protect workers and others.
3. Many construction workers are killed every year due to accidents. By following your health and safety policy, you can help reduce accidents and incidents at work.
4. If you have a doubt or concern, you have a legal duty to ask for an explanation.
5. We are all our own safety supervisors – take care of yourself and others!

Consultation

1. Consultation is more than people just giving you information – it is about employers listening and taking account of what you say, before they make decisions that will affect your health and safety.
2. Employers can carry out consultation by:
 - talking to and listening to trade-union safety representatives or other appointed representatives
 - having regular health and safety committees or forums
 - using inductions, daily briefings and toolbox talks to explain what is happening, and to listen to and act upon your comments
 - talking to you directly during informal visits or walkabouts
 - setting up a system that lets you report problems or suggest safer ways of doing your work.
3. These measures should make construction work safer so that you can return home safely to your family at the end of each day.

Revision Date	Assessed By	Signature
January 2021	Michael Reddan	