



## 2.4 HEALTH AND SAFETY POLICY

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act, 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Directors of Quality Traffic Surveys (QTS) have produced the following statement of policy in respect of health and safety with the work place and on site.

It is my aim to achieve a working environment which is free of work related accidents and ill-health and to this end I will pursue continuing improvements as required, with the aid of Directors, Senior Management and All Staff of QTS

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and where necessary protective Measures;
- Ensure all vehicles both namely those owned and hired and leased by QTS are appropriate for the works carried out and are of a high standard.
- Ensure a fully stocked first aid kit is located in each vehicle, and offices.
- Promote awareness of good working practices, health and safety, by regular staff meetings, information leaflets, and staff bulletin memos;
- Provide and maintain PPE and equipment for all staff;
- Establish safe working practices through continued risk assessments;
- Ensure personnel at all levels are trained, and have the abilities, skills and competence to perform their duties as required of them;
- Ensure that staff has the necessary training and skills to be able to perform tasks assigned to them;
- Ensure that personnel receive training regularly, and that the training Content is regularly reviewed;
- Ensure sufficient funds are available, and that personnel have the time available to meet these objectives.

Mr Ben Moore is recognised as the QTS first aider – All accidents are recorded within the accident report book as per government legislation.

Health and Safety representatives are:

Mr Ben Moore – Estimator & Survey Specialist  
Mr Thomas Moore – Associate ATC Works  
Mr Robert Ford – Director – Administration & Accounts

Other Health and Safety contacts:

Mr Lee Smith – Managing Director of Health Life and Safety Ltd

All personnel are actively encouraged to take part in staff meetings and to promote a safe working environment that is accident and ill health free.

All personnel have the right to refuse to work if they feel they have not received adequate training, issued relevant risk assessments or generally feel unsafe. This is recognised and endorsed by the QTS Directors and Management team.

There have been NO instances of refusal to work by any personnel in QTS history, last reviewed 05/10/13.

QTS monitors its health and safety policy and regularly reviews its effectiveness in respect to changing needs and circumstance.

This statement forms part of the responsibilities, procedures and guidelines in line with staff training and all current legislation.

Mr Dickie Cumberworth  
Director  
Quality Traffic Surveys