**Bosco Building LLC**

**COMPANY HEALTH & SAFETY POLICY**

SAFETY POLICY IN RESPECT OF HEALTH AND SAFETY AT WORK, ETC ACT 1974

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**COMPANY NAME : Bosco Building LLC**

**SECTION ONE**

**STATEMENT OF GENERAL POLICY ON HEALTH AND SAFETY**

The Company will take all reasonable measures to ensure the Safety, Health,

and Welfare at work of all employees in fulfillment of its moral, legal and

economic responsibilities. These measures will also be aimed at protecting

members of the public and other persons who may be affected by our day to

day work activities.

It is the function of the management to provide the right circumstances under

which work may be carried out safely. However, employees must be aware

that they have a legal duty to take responsible care for their own Health and

Safety and for that of other people and to co-operate with the management

and others in efforts made to create safe working conditions.

The company will maintain close co-operation with Clients, Suppliers, Sub-

Contractors, the Health and Safety Executive and Safety Advisers to ensure,

so far as is reasonably practicable that Health, Safety and Welfare procedures

and practices are satisfactory.

The company will, as far as is reasonably practicable provide:

∙A safe working environment by the design, construction, operation and

maintenance of all plant, equipment and facilities.

∙Safe systems of work

∙Adequate instruction, information, training and supervision.

∙Control of all situations likely to cause damage to property and

equipment.

∙Effective procedures and facilities for the reporting and treatment of

injuries which occur at work.

∙Effective fire prevention and fire control procedure.

∙Adequate facilities for consultation between management and

employees’ representatives, as prescribed under the Safety

Representatives and Safety Committees Regulations 1976.

∙Facilities for the making of such tests, examinations, samples and

records as are necessary to monitor the working environment.

The overall and final responsibility for Health, Safety and Welfare of the

company and its personnel are vested in Mr. Francois Ngono (Managing Director).

This policy statement will be subject to regular review and amendment as

often as may be appropriate. A copy will be issued to all employees and

displayed in main and site offices, and retail branches.

SIGNED.

MANAGING DIRECTOR

DATE:.............................

**SECTION TWO**

**ORGANISATION FOR CARRYING OUT THE POLICY**

The company undertakes to allocate responsibilities for Health, Safety, and

Welfare at all levels within the workplace.

Responsibilities are allocated as follows:

**THE COMPANY DIRECTOR:**

**Mr. Francois Ngono (Managing)**

The overall responsibility for Health, Safety and Welfare in the company is

vested in the above named Directors.

The above named will be responsible for:

∙The effective development and implementation of the Company's

Health and Safety Policy.

∙Setting a good example and fostering a positive culture within the

company towards Health and Safety.

∙Ensuring that all employees understand, observe and comply with the

Company's Safety Rules and Procedures.

∙Ensuring adequate channels exist within the company to enable Health,

Safety and Welfare issues to be effectively communicated throughout

the organization.

∙Ensuring that all levels of staff within the company are given adequate

instruction, information and training to carry out the Health, Safety and

Welfare responsibilities delegated to them and are able to effectively

implement safe systems of work.

∙Ensuring adequate funds and insurance are provided to meet the

Health, Safety and Welfare requirements and liabilities of the company

to its employees, sub-contractors, clients, general public etc.

∙Monitoring the Health and Safety performance of the company to

ensure compliance with the Safety Policy and standards set.

∙Ensuring all personnel are aware of the Health, Safety and Welfare

equipment and facilities provided by the company and are familiar with

the procedures for their use.

∙Undertaking an identification of all hazardous activities carried out and

hazardous substances used by the company. Undertaking a risk

assessment of these hazardous activities and substances and where

appropriate producing a safe system of work to eliminate or minimize

any risk of injury to the worker or other persons affected by the work

activity or substance.

∙Ensuring adequate monitoring and health surveillance arrangements

and procedures are undertaken where necessary.

∙Ensuring that all injuries, diseases and/or dangerous occurrences are

notified to the relevant enforcing authority in compliance with the

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

1985, and records kept.

∙Carrying out investigations into injuries, cases of work related illness

and near misses and identifying in each case why they happened and

ensuring that appropriate steps are taken to prevent a re-occurrence.

∙Regularly reviewing and updating the Company's Safety Policy to take

into account any new Health and Safety Legislation, new plant and

equipment, new techniques and materials etc.

**PERSONS RESPONSIBLE FOR SAFETY:**

**CONSTRUCTION:**

**Mr. Francois Ngono (Managing Director)**

The above named, having direct day to day responsibility for Health, Safety

and Welfare matters within the company, will be responsible for:

∙Ensuring that all personnel under his control understand and comply

with the Company's Policy and procedures on Health, Safety and

Welfare.

∙Setting a good example to all personnel under his control and fostering

a positive culture within the company towards Health and Safety.

∙Ensuring that all personnel fully understand the correct procedures for

the use and maintenance of all equipment, first-aid and welfare facilities

provided by the company.

∙Communicating with the Directors and all personnel under his control to

ensure the full dissemination of information related to Health and Safety,

attending safety meetings and responding to Safety Representatives and

employees initiatives on safety matters.

∙Ensuring that all personnel under his control are given full and adequate

instruction, information, training and supervision in order that they

understand and meet their responsibilities for Health and Safety and are

able to effectively implement safe systems of work.

∙Liaising with the Directors to ensure that the Safety Organization and

Policy is monitored, reviewed and updated as appropriate to take into

account any new Health and Safety legislation, new plant and

equipment, new techniques and materials etc.

∙Carrying out regular inspections of all company premises, sites,

facilities, plant and equipment to ensure safety standards are maintained

and keeping inspection records.

∙Ensuring that all tools, equipment and plant are maintained in a safe

working condition.

∙Assisting the company in undertaking an identification of all hazardous

activities carried out and hazardous substances used. Assisting the

company in undertaking risk assessments of these hazardous activities

and substances and where appropriate producing a safe system of work

to eliminate or minimize any risk of injury to the worker or other persons

affected by the work activity or substance.

∙Ensuring adequate monitoring and health surveillance arrangements

and procedures are undertaken where necessary.

∙Ensuring that all injuries, diseases and/or dangerous occurrences are

notified to the relevant enforcing authority in compliance with the

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

1985, and records kept.

∙Maintaining contact with all external sources of Health and Safety

advice and information ie. Health and Safety Executive, Local Authority,

Employer Federations, Trade Associations, Industry Training Board,

Appropriate journals, manufacturers, etc.

**SUPERVISORS**

All supervisors will be responsible to the **Persons Responsible for Safety,**

as above, and responsible for:

∙Ensuring that all personnel under his control understand and comply

with the Company's Policy and procedures on Health, Safety and

Welfare.

∙Setting a good example to all personnel under his control and fostering

a positive culture within the company towards Health and Safety.

∙Communicating with the Persons Responsible for safety and all

personnel under his control to ensure the full dissemination of

information related to Health and Safety matters.

∙Ensuring that all personnel under his control are given full and adequate

instruction, information, training and supervision in order that they

understand and meet their responsibilities for Health and Safety and are

able to effectively implement safe systems of work.

∙Ensuring that all personnel under his control fully understand the correct

procedures for the use and maintenance of all Safety/Personal

Protective Equipment, First-Aid and Welfare facilities provided by the

company.

∙Carrying out initial surveys and regular inspections of all sites, facilities,

plant and equipment under his control to ensure identification of hazards

and maintenance of safety standards.

∙Reporting to the Persons Responsible for Safety:

∙All reportable injuries, diseases and dangerous occurrences

∙All other incidents and hazards under his control which have the

potential to cause injury, ill-health or loss.

**ALL PERSONNEL**

All company personnel will be responsible to their immediate **Supervisor**

and/or the **Persons Responsible for Safety** and be responsible for:

∙Familiarizing themselves with the contents of the companies Health and

Safety Policy and working in accordance with the instructions laid down.

∙Undertaking work in a safe manner having regard to Health and Safety

instructions given and ensuring that items, plant, equipment, tools,

materials, facilities etc are properly used and correctly maintained.

∙Ensuring their own and the Health and Safety of others affected by their

acts or omissions whilst at work.

∙Making full use of protective clothing and equipment where appropriate.

∙Reporting all accidents, dangerous occurrences and near misses

immediately to the appropriate supervisor.

∙Refraining from drinking alcohol and the use of drugs etc, whilst at

work.

∙Reporting any hazards, defects or omissions in plant and equipment to

the appropriate supervisor.

∙Only operating plant and equipment where they have received

adequate training and instruction and are competent to do so.

∙Attending any training sessions provided to support Health and Safety

in the workplace.

∙Maintaining a safe and tidy working area, having due regard to all

processes, materials, substances etc, used and so far as is practicable,

taking effective measures to prevent hazards in the workplace.

∙Co-operating fully with the company to enable them to meet their legal

duties with regard to maintaining Health, Safety and Welfare in the

workplace by adopting good working practices and safe systems of

work.

**CONSTRUCTION DIVISION:**

**SUB-CONTRACTORS AND SELF-EMPLOYED PERSONS**

∙All sub-contractors or self employed persons working on behalf of the

company will be required to conform to all Health, Safety and Welfare

Legislation and company instructions applicable to the work being

undertaken.

∙All sub-contractors or self-employed persons working on behalf of the

company will be required to provide to the company, prior to work

commencing and where appropriate, copies of Safety Policies, COSHH

Assessments, Risk Assessments and any other safety documentation

that has been produced which is relevant to the work being undertaken.

**SECTION THREE**

**ARRANGEMENTS FOR CARRYING OUT THE POLICY**

The company will make appropriate arrangements for the effective

PLANNING, ORGANISATION, CONTROL, MONITORING AND REVIEW of

health and Safety by:

∙Adopting a systematic approach to health and safety management

which identifies priorities and sets objectives.

∙Eliminating risks, whenever possible, by the selection and design of

facilities, equipment and process or minimizing them by the use of

physical control methods, eg. Personal Protective Equipment.

∙Setting up a management structure which promotes a progressive

improvement in health and safety performances.

**ARRANGEMENTS FOR HEALTH AND SAFETY**

PERSON(S) RESPONSIBLE FOR PLANNING, MONITORING AND REVIEW

OF HEALTH AND SAFETY:

Names Designation

Mr. Francois Ngono Managing Director

**TRAINING**

The company will ensure that all employees are competent as regards Health

and Safety prior to entrusting tasks to them. All employees will be provided

with adequate health and safety training.

∙Construction employees, on recruitment by means of induction training

using the CITB Safety Check Cards FTR007/A and FTR007/B.

∙On being exposed to new or increased risks because of being

transferred or given a change of responsibility .

∙On being exposed to new or increased risks because of the introduction

of a new system of work, new work equipment or new technology etc.

**SAFE SYSTEMS OF WORK**

The company will provide systems of work that so far as is reasonably

practicable, are safe and without risk to health for its employees.

The company will formulate and implement safe systems of work by

establishing set sequences of operations, using guards, safety devices and

protective equipment. Written risk assessments, method statements and

permit-to-work systems will be issued where appropriate, using CITB

"Construction Site Safety" package GE 700 and HSE Approved Codes of

Practice and Guidance Notes as a technical reference, for the construction

division.

**SAFE PLACE OF WORK / ENVIRONMENTAL CONTROL**

The company will make adequate arrangements to keep work places in a

clean, orderly and safe condition. Walkways, gangways, stairways and roads

will be clearly marked as appropriate.

Safe means of access to and egress from all working areas will be provided

and maintained.

Adequate arrangements will be made to meet the requirements of the

COSHH Regulations by:

∙Assessing the health risks created by work involving hazardous

substances.

∙Ensuring that exposure of employees to hazardous substances is either

prevented or adequately controlled.

∙Ensuring that any control method provided is properly used and

maintained in efficient working order and good repair.

∙Monitoring the work environment routinely for exposure to hazardous

substances.

∙Carrying out Health Surveillance of specified employees.

∙Providing information, instruction and training for employees on risks to

health and precautions to be taken regarding hazardous substances.

∙CITB Publication "THE CONTROL OF SUBSTANCES HAZARDOUS

TO HEALTH" (GE 700/33) AND HSE Guidance Notes to be used as

technical references.

The company will arrange to monitor the noise level of work activities and will

arrange for a competent person to undertake a noise assessment where the

level is considered to be over 85db (A), the First Action Level under the Noise

at Work Regulations 1989.

∙Appropriate action will be undertaken by the company ie. silencing,

isolating or enclosing to reduce overall noise to an acceptable level.

∙Where it is not reasonably practicable to reduce the noise to an

acceptable level, warning notices will be displayed and employees

affected provided with suitable ear protectors.

∙CITB Publication "CONTROL OF NOISE" (GE 700/8) and HSE

Guidance Notes to be used as technical references.

**WORK EQUIPMENT, PLANT AND TRANSPORT**

The company will make adequate arrangements for the supervision of

operations involving the use of work equipment, plant and transport to ensure

that it is used correctly and is Safe and without risk to health.

The company will make arrangements to ensure that work equipment, plant

and transport operators are competent and given adequate information,

instruction and training. Where appropriate arrangements will be made for

operator certification to provide evidence of competence.

The company will make arrangements for the regular inspection, servicing

and maintenance of all work equipment, plant and transport, and keep

adequate records including the use of statutory inspection registers where

appropriate.

The company will ensure that all electrical appliances on construction sites

and retail branches are:

∙Operated at 110 volts (construction only)

∙Installed by competent/qualified electricians

∙Connected to electrical systems with correct plugs and sockets

∙Protected from adverse weather conditions and accidental damage

∙Maintained, altered and repaired only by competent/qualified

electricians

∙Where low voltage equipment cannot be used appropriate precautions,

eg. use of earth leakage circuit breakers, must be taken in accordance

with the Electricity at Work Regulations 1989.

CITB "CONSTRUCTION SITE SAFETY" package (GE700) together with HSE

Guidance Notes/Codes of Practice etc to be used as technical references.

**FIRE**

The company will provide appropriate fire fighting equipment in all workplaces

and make arrangements for it to be checked at regular intervals by a

competent person.

Procedures in the use of firefighting equipment, means of escape, fire alarms

and fire drills shall be established by the company at each workplace and

effective steps will be taken to ensure that all employees are familiar with the

procedures.

Retail staffs see Appendix 1 for fire procedures.

CITB Publication "FIRE - LEGISLATION, PREVENTION AND CONTROL"

(GE700/17) and HSE Guidance Notes to be used as technical references.

**DISPLAY SCREEN EQUIPMENT (VDUs)**

The company will provide the necessary equipment and instruct in working

procedures for VDUs, and make provision for eye and eyesight tests upon

request.

**LIFTING AND CARRYING**

Staff is required to take extreme care when lifting items to avoid accidents.

When lifting from low level, "KNEES BENT, BACK STRAIGHT"

Use mechanical aids where available (e.g. sack truck) or get assistance from

another employee.

See Appendix 2 attached for more ways to avoid back problems.

**MEDICAL AND WELFARE FACILITIES**

The company will ensure that adequate facilities and arrangements are

provided in respect of First Aid and Welfare and that these facilities are

adequately maintained in a satisfactory condition.

Employees will be informed of the location and arrangements made for First

Aid treatment at all workplaces.

The company will nominate sufficient qualified "First Aiders" and "Appointed

Persons" as required by the Health and Safety (First Aid) Regulations 1981

and the Approved Code of Practice.

Construction only:

Nominated "First Aiders" and "Appointed Persons" will:

∙Maintain the contents of the First Aid boxes to the standards

recommended in the Approved code of Practice.

∙Ensure prescribed notices and statutory guidance for First Aid are

displayed.

∙Administer, where necessary, basic First Aid treatment and record

details of the incident in the company's accident book-(BI 150) and

record details of First Aid Treatment given.

**RECORDS**

The company will maintain at each appropriate workplace registers for

keeping statutory records relating to inspections, facilities, premises,

personnel etc.

CITB Publication GE 700, Annex C to be used as a technical reference.

**EMERGENCY PROCEDURES / DANGER AREAS**

The company will:

∙Establish and where necessary, give effect to appropriate procedures to

be followed in the event of serious and imminent danger occurring in the

workplace.

∙Nominate a sufficient member of competent persons to implement

these procedures in so far as they relate to the evacuation of company

premises and workplaces.

∙Ensure that none of its employees has access to any danger/restricted

area unless the employee concerned has received adequate Health and

Safety Instruction.

The company will make arrangements to carry out full and thorough

investigations into accidents involving major or serious injuries to persons and

major damage to plant or equipment, in order that immediate actions may be

taken to avoid a recurrence.

CITB Publication "SAFETY INSPECTIONS, ACCIDENT INVESTIGATION,

PROVISION OF SAFETY INFORMATION" (GE 700/4 (1&2), GE 700/25) will

be used as a technical reference by the company in relation to accident

reporting and investigation.

**COMMUNICATION**

The company will provide its employees with comprehensive and relevant

health and safety information on the following:

∙Statement of Company Safety Policy

∙Any risks to their health and safety as identified by the company in

COSHH and Risk Assessments

∙Preventative and protective measure needed to eliminate or control

identified hazards and risks

∙Company procedures relating to serious and imminent danger and

danger areas

∙Personnel nominated as being responsible for the Planning,

Organization, Control, Monitoring and Review of Health and Safety

within the Company.

The CITB Publication: "CONSTRUCTION SITE SAFETY" (GE 700) - will be

used by the company as a technical reference in the communication of Health

and Safety matters.

The company will provide adequate facilities, time and communication

channels for consultation directly with its employees as required by the Health

and Safety (Consultation with Employees) Regulations 1996.

**SECTION 4**

**STATEMENT OF SAFETY POLICY**

I confirm that I have received a copy of the **Bosco Building LLC**

**Statement of Safety Policy** in respect of the Health and Safety at Work etc

Act 1974 and undertake to read, comply and co-operate with the company to

achieve the objectives of the Policy.

NAME (Please Print)

..................................................................................................

SIGNED..............................................................................................................

.........

DATE......................................................

Appendix 1

FIRE EQUIPMENT AND ROUTINES

**1)** FIRE EXTINGUISHERS

a) 2 gallon water (red cylinder) for use on “solid fires”, i.e. furnishings

fabrics, wood paper etc.

b) CO2 gas extinguishers (black cylinder)for use on fires in the

electrical equipment and liquid fires.

**2)** FIRE PROCEDURES

If you discover a fire, or suspect there is a fire in the building:-

a) inform everybody on the premises, by the internal phone system, or

in person of the fire.

b) If customers are in danger, your priority is to evacuate them to a

place of safety.

c) Attack the fire, if it safe for you to do so, using the correct fire

extinguisher.

d) Call the fire brigade. A member of staff should meet the brigade on

arrival and guide them to the location of the fire.

**3)** FIRE PREVENTION

a) You should know the location of the fire extinguishers, and how to

use them.

b) Report any defects that that you consider could become a fire risk.

c) When you leave work, make it a safe place, i.e. switch off electrical

equipment, shut doors etc.