



## **Herts EV Specialists Ltd. WORK AT HEIGHT POLICY**

The Directors and Management of Herts EV Specialists Ltd recognise that work at height presents significant risk to employees and others involved. Accidents resulting from work at height are potentially fatal and Herts EV Specialists Ltd places the highest priority on managing these risks. All employees are required to comply with the safe systems of work and instructions for working that may be in place from time to time. All employees are required to report any circumstances where they or their colleagues may be put at risk. In order to implement this policy, managers and employees at all levels are allocated certain duties and responsibilities.

### **Managers Duties and Responsibilities for Work at Height**

All managers and supervisors will:

- Identify all work activities that involve work at height within their areas of responsibility. This will include activities carried out by persons other than their direct reports, such as maintenance staff or contractors.
- Put in place measures which eliminate the need to work at height, where reasonably practicable.
- Ensure that all activities which involve work at height are subject to a risk assessment.
- Implement controls and necessary monitoring procedures identified within the risk assessment.
- Continuously monitor the effectiveness of control measures and review risk assessments after any significant change, incident or accident.
- Ensure that all equipment necessary to ensure safe working is provided, in good working order and properly inspected and maintained.
- Ensure that all equipment and plant in use conforms to current standards.
- Liaise with buying/purchasing department to identify specific safety requirements for plant and equipment.
- Ensure all staff have received necessary training, information and instruction to allow safe working.
- Ensure all work at height is properly planned and undertaken by competent persons.
- Ensure that all personnel involved in work at height have completed a health questionnaire or medical evaluation of suitability for the tasks at hand.

### **Employee Duties and Responsibilities**



All employees are required to:

- Report any circumstances that they believe put themselves or their colleagues at risk.
- Use all control measures and equipment provided for safety.
- Ensure, so far as is reasonably practicable, that they do not interfere or misuse any safety equipment.
- Comply with safe systems of work and safety rules in place from time to time.
- Only undertake work at height where they have read and understood the risk assessment, plan and rules for working.
- Only undertake work at height where they are competent to do so.