

NMT Crane Hire Limited Hazard Identification Policy

1. Purpose

The purpose of this policy is to outline the procedures for identifying, assessing, and managing workplace hazards. This policy aims to ensure that all potential hazards in the workplace are identified and controlled, thereby preventing accidents, injuries, and occupational diseases.

2. Scope

This policy applies to all employees, contractors, visitors, and other individuals who may be affected by the operations of NMT Crane hire Limited across all locations.

3. Definitions

– Hazard:

Anything that has the potential to cause harm, injury, illness, or damage to people, property, or the environment.

– Risk:

The likelihood of the hazard causing harm and the severity of the consequences.

– Control Measures:

Actions taken to eliminate or reduce the risks associated with identified hazards.

4. Responsibilities

– Management:

- Ensure adequate resources are allocated for hazard identification and risk assessment activities.
- Ensure compliance with health and safety legislation and best practices.
- Regularly review and update hazard identification procedures.

– Employees:

- Be proactive in reporting hazards they encounter in the workplace.
- Participate in training and hazard identification exercises.
- Follow health and safety instructions and control measures in place.

– Health and Safety Officer:

- Lead hazard identification processes and risk assessments.
- Maintain records of identified hazards and the measures taken to mitigate them.
- Monitor and review the effectiveness of hazard controls.

5. Hazard Identification Procedure

The following steps outline the process of hazard identification:

1. Inspection and Observation:

- Regular workplace inspections and audits will be carried out to identify potential hazards.
- Employees will be encouraged to report any unsafe conditions they observe.

2. Risk Assessments:

- A risk assessment will be conducted for all identified hazards. This assessment will evaluate the potential risks, considering the severity and likelihood of harm.
- Risk assessments will be reviewed regularly and updated if necessary, especially when there are significant changes in work practices, equipment, or legislation.

3. Consultation:

- Employees will be consulted and involved in hazard identification through regular health and safety meetings, risk assessment reviews, and safety briefings.
- Feedback from employees regarding potential hazards will be taken into account in the hazard identification process.

4. Reporting Hazards:

- Employees must report any hazards to their supervisor or designated health and safety officer immediately.
- A formal reporting system will be available (e.g., a hazard reporting form or online system).

5. Documentation:

- All identified hazards and the subsequent risk assessments will be documented and maintained by the Health and Safety Officer.
- Hazard identification records will be reviewed regularly to track progress and ensure compliance with safety standards.

6. Risk Control Measures

Once a hazard is identified, the following actions will be taken:

1. Eliminate the Hazard:

- If possible, the hazard will be removed entirely from the workplace (e.g., changing equipment or processes).

2. Substitute the Hazard:

- Where elimination is not possible, the hazard will be substituted with something less harmful (e.g., using less toxic chemicals).

3. Engineering Controls:

- Where elimination or substitution is not possible, engineering controls (e.g., ventilation systems, machine safeguards) will be implemented to reduce exposure.

4. Administrative Controls:

- These include safe work procedures, training, job rotation, and maintenance procedures to minimize the risk.

5. Personal Protective Equipment (PPE):

- In cases where other control measures are not sufficient, appropriate PPE will be provided to employees (e.g., gloves, helmets, eye protection).

7. Training and Awareness

- All employees will receive training on hazard identification, risk assessment, and the procedures for reporting hazards.
- Training will be provided during induction and periodically throughout employment.
- Employees will be kept informed about any changes to hazard identification procedures and new risks introduced to the workplace.

8. Monitoring and Review

- The effectiveness of the hazard identification and risk control measures will be regularly monitored.
- Health and safety performance will be reviewed, and any trends or issues identified will be addressed.
- This policy will be reviewed annually or after any significant workplace changes, accidents, or changes in legislation.

9. Compliance

Failure to comply with the hazard identification policy may result in disciplinary action in line with the company's disciplinary procedures.

10. References

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations
- The Provision and Use of Work Equipment Regulations (PUWER)

Signed: *G White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:
09.12.2024

Next Review Date:
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