

Catena

Inspection & Engineering Services Ltd
Lifting Solutions & Supplies

www.catenais.co.uk

CHS016

S.T.O.P for Safety Policy



S.T.O.P for Safety Policy

Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- Defect and Failures Policy
- Drivers Policy
- Accident, Near Miss & Dangerous Occurrences Reporting Policy
- Investigations Policy

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Version Control	Document Location If using a printed version of this document ensure it is the latest published version. The latest version can be found on the company Intranet site.
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Version	Date Approved	Publication Date	Approved by	Summary of Changes
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INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges the importance of having workers that are competent to do their job. We appreciate that this doesn't only mean that they have the skills and knowledge required for their job role, but that it is also about understanding the job behaviours that make the difference between good and bad health and safety performance (e.g. walking on by an obvious hazard versus doing something about it).

This policy and associated documents is to ensure the safety and welfare of all employees and visitors, minimal downtime and damage to buildings and equipment and to ensure legislative compliance where appropriate.

OBJECTIVES

The objectives of this policy are:

- To be part of a structure that engages our workers in risk assessments and encourages them to communicate risks with each other.
- To raise the awareness of all employees about the importance of inductions, safety briefings and toolbox talks and the role they have in making all employees aware of health and safety and the risks and hazards in their jobs?
- To provide guidance and heighten awareness of all our employees of their surroundings and associated hazards/risks.
- Highlight the pathway to follow that will enable our workers to stop work in unsafe situations.

SCOPE

This policy applies to all persons working at the offices and workshop at Brookhill Road, Brookhill Ind Est, Pinxton

It also applies to employees who are required to work off site in order to conduct work on behalf of CATENA.

If an event gives rise to or has the potential to produce unexpected or unwanted effects involving the safety of staff, visitors' contractors or others it must be reported.

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RESPONSIBILITIES

MANAGING DIRECTOR

Is responsible for ensuring that Catena complies with all health and safety regulations and approved guidance. This will include ensuring that risk assessment for activities within the workplace are conducted and where appropriate recorded and that the measures put in place to reduce any associated risk is communicated to the staff

In recognising that our workers deal directly with the hazards and risks associated with their job on a daily basis the Managing Director will actively engage with them when conducting risk management. We acknowledge that they will have a good understanding of what can go wrong and why, and they will also understand what will help make their job safer.

The Managing Director will also ensure that the staff receive the appropriate information, instruction and training to enable them to recognise risks in the workplace and to take the appropriate action.

EMPLOYEES

CATENA employees will be required to comply with our health and safety procedures and safe systems of work in order to ensure their own safety as well as the safety of other.

INDIVIDUALS

Improve your situational awareness

Get in the habit of regularly pausing to make a quick mental assessment of your working environment. When doing so, consider the following questions:

Is there anything around you that poses a

- threat to your health and safety and if so, to what extent?
- Is the threat big enough that you should stop working?
- Is there anything you can do to safely reduce that threat in order that you can carry on working safely?

If you see something unsafe or spot a hazard, don't walk by – take responsibility to deal with it.

Where and when should situational awareness techniques be used?

Assessment of your working environment should occur continually, but especially in the following situations:

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- When beginning work on a new project/contract.
- When you think the work-environment has changed since a risk assessment or method statement was written.
- When working with new or different workmates.
- Before complacency has set in – it can be a silent killer

In addition, all of our employees will be encouraged to get involved with the development of our health and safety culture.

Worker involvement: The benefits

Why is worker involvement so valuable in promoting health and safety?

If everyone does a bit of thinking about health and safety in the workplace, it can make a real difference.

You know the risks in your workplace better than anyone and you can help manage them.

Ten Key Messages

1. Health and safety is the responsibility of everyone on site.
2. Get involved. Doing your bit will help to make your workplace safer.
3. Be alert. Mistakes are easy to make and hazards are not always obvious.
4. Keep informed. You have a legal right to health and safety information.
5. Be competent. Make sure that you have the correct behaviours, skills and knowledge to do your job safely.
6. Talk to managers. Workers are often the people who are most aware of the health and safety issues and solutions on their site, so it makes sense for managers to listen to you.
7. Listen to feedback and act on it.
8. Be assertive. If you speak up and everyone else around you does the same, you're more likely to improve your workplace's health and safety.
9. Be aware. Constantly assess potential risks.
10. **Stop** work if necessary. If you feel unsafe performing a task, then don't do it.

CATENA recognises that health and safety is everyone's responsibility and because of that everyone needs to be involved in developing the health and safety culture at CATENA

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In order to achieve successful involvement by all of our employees CATENA is promoting the following 10 key principals as identified by the HSE:

Key principles

- 1. Don't walk by**
It is everyone's responsibility on site to prevent any unsafe acts and conditions that they witness from turning into accidents as soon as they see them. Talk to the person(s) involved and draw their attention to the risks.
- 2. STOP**
All workers should be encouraged to stop working whenever they feel unsafe, no matter if their reasons for doing so turn out to be unfounded. Better to STOP than to have an accident.
- 3. A safe working environment drives safe behaviour**
If you expect your colleagues to work in a safe way, you need to make sure that you do all you can to make the environment they work in as safe as possible.
- 4. "Don't blame the worker until you have accounted for all causes"**
The causes of unsafe ways of working, accidents, incidents and ill health do not always stop with the worker. The problem can often be traced back to less obvious causes such as decisions made by management and the wider organisation. Avoid blaming the worker without having considered the full range of possible causes.
- 5. Use your workforce for ideas**
Our workers can have a more accurate idea of which efforts to improve health and safety may or may not work than management or other experts. They have to deal with the issues every day. We will use and include them.
- 6. Change does not usually happen overnight**
We should not expect quick wins. Improvements are likely to emerge over time, but only if we stick with it.
- 7. Knowledge is not enough**
Simply telling workers that something is wrong, or is a risk, is not enough. They also

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need to know why, and how to avoid harm if they are to act on the information that is provided.

8. Management must lead by example

Management behaviour sends strong signals to our workers as to how they should behave. If management carry out our jobs in a safe way, our workers are more likely to work in safe ways. If management do not then our workers will not.

9. Encourage co-operation

Treat our sub-contractors in the same way as direct employees. Encourage different sub-contractors and trades to proactively communicate with each other. Getting consistency in standards will then be that much easier.

10. Don't neglect occupational health

We look after the health as well as the safety of your workers now, as we are less likely to store up problems for either the company or our workforce in the future.

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S.T.O.P PROCEDURE

Stop at the beginning of every job

Engage your mind before your hands. Look at the task in hand.

Think what could go wrong and take precautions

Look at your workplace and find the hazards to you and your teammates. If there are any areas of concern, report these immediately to your manager.

Observe and follow your safety training and regulations

Assess the effects that the hazards have on you, the people you work with, equipment, procedures, pressures and the environment. Ask yourself if you have the knowledge, training and tools to do the task safely. Do this with your manager.

To assess the risks before you start, discuss the task with experienced workers and managers who are familiar with it – and also with less experienced workers (who can be a ‘fresh pair of eyes’).

Proceed with care

If you feel unsafe stop working. Tell your supervisor and workmates. Tell your supervisor what actions you think are necessary to make the situation safe.

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<p>Stop the task and think. Look at each step. Ask:</p> <ul style="list-style-type: none"> • Is this a new task? • Has the task changed? • When was the last time I did this task? • Do I feel comfortable doing this task? • If not, do I need training?
<p>Think Look before, during and after completion of the task. Always:</p> <ul style="list-style-type: none"> • inspect the work area for potential hazards, eg unsecured ladders, untidiness; • identify the hazards for each step of the job/task; and • evaluate what to do about them.
<p>Observe Are workers equipped to perform the task safely? Check they have the correct:</p> <ul style="list-style-type: none"> • Knowledge; skills; training; and tools. • What else do they need to perform the task safely? • Help? (Workers should be encouraged to ask for help.) • More training? (Workers should not perform the task until they have been trained.)
<p>Proceed Managers and employees should proceed with care and take appropriate action to eliminate or minimise any hazards on site by:</p> <ul style="list-style-type: none"> • ensuring the proper equipment is used and is well maintained; • and thinking about the task just completed and ask, “What went well? What did not go well?” <p>Ask yourself:</p> <ul style="list-style-type: none"> • Did anything unexpected happen? • How can I be better prepared and plan for this in future?

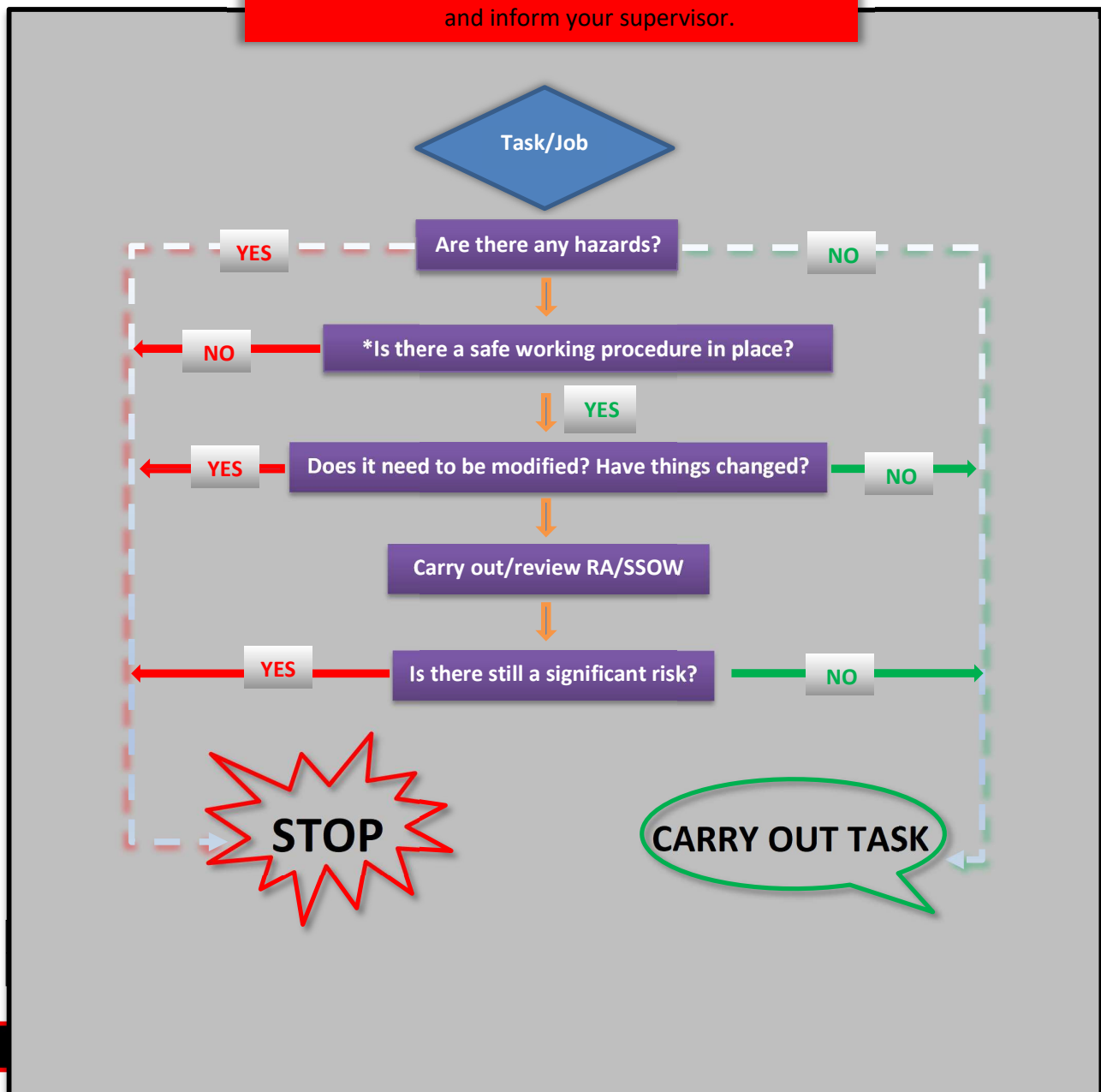
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ARE YOU SAFE?

If you feel you are in any immediate danger to your health or safety STOP work immediately and inform your supervisor.



When existing controls measures are **NOT** sufficient, you must stop and speak to your manager and workmates

When existing controls measures are sufficient, carry out the task in a safe manner

* Are there any risk assessments or safe systems of work in place for this task?
If you have identified hazards associated with this task that have not been assessed, then you need to carry out or review the existing documentation with your manager

Manage and apply the correct controls and wear the correct PPE. If you feel unsafe, stop working. Tell your manager and teammates. Tell your manager what actions you think are necessary to make the situation safe.

COMMUNICATION AND CONSULTATION

It is a legal requirement for the company to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective, we will:

- establish effective lines of communication
- involve and consult with employees through:
 - individual conversations
 - notice boards
 - internal publications
 - staff meetings
 - health and safety meetings
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

MONITORING COMPLIANCE AND EFFECTIVENESS

Overall responsibility for policy implementation and review rests with the Managing Director. However, all employees are obliged to adhere to and support the implementation of the policy. The Company will inform all employees of the policy and any amendments to the policy

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