

Company Rules, Policies & Procedures

Legislation may change before, during or after these Rules, Policies & Procedures have been issued or revised. In all cases legislation wording takes precedence.

DWT - 05 Health, Safety & Welfare Policy 2026

HEALTH & SAFETY at WORK etc. ACT 1974

Policy Statement

David Watson Transport Ltd is fully committed to ensuring the health, safety, and welfare of all employees, contractors, visitors, and anyone affected by its activities. Our objective is to provide a safe and healthy work environment by minimising risks and complying with all relevant legislation, codes of practice, and standards.

Our Commitment:

- Prevent accidents and work-related ill health.
- Maintain safe and healthy working conditions.
- Ensure that all employees are adequately trained, informed, and supervised.
- Engage and consult with employees on health and safety matters.
- Review and improve our policies and procedures regularly.
- Provide information, instruction and training where necessary for our workforce.
- Provide and maintain safe plant and equipment.
- Ensure the safe handling and use of substances.
- Have access to competent advice.
- Provide the resource required to make this policy and our Health and Safety arrangements effective.
- Ensure a continuous improvement approach to health and safety by proactively managing risks and enhancing safety culture.

Responsibilities for Health & Safety

Overall Responsibility

Managing Director:

- Overall responsibility for health & safety management within the organisation, including setting objectives and ensuring adequate resources are allocated.
- Ensures a positive health & safety culture is embedded throughout the company.

Specific Responsibilities

Department Directors / Depot Managers:

- Ensure health and safety procedures are followed within their areas of responsibility.
- Ensure that all employees and contractors are aware of their responsibilities.

QHSE Manager / Health & Safety Manager:

- Responsible for the implementation, monitoring, and review of health & safety practices.

Fire Wardens and First Aiders:

- Designated individuals trained to respond to emergencies and provide first aid.

All Employees:

- Responsible for following health & safety procedures and reporting any hazards or unsafe practices.

- Must not override or tamper with any safety devices (e.g., stability control systems, crane lockouts, cameras, or other safety-critical equipment).
- Use safety equipment and personal protective equipment (PPE) as required.

Arrangements for Health & Safety Accident/Incident Reporting and Investigation

- All incidents, including near-misses, must be reported immediately to the line manager.
- Investigations will be conducted by the Health & Safety Manager or an appointed investigator to identify root causes and implement corrective actions.
- Incident reports will be reviewed periodically to identify trends and prevent future occurrences.
- Report incidents under **RIDDOR** (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) as required.

Communication

- Health & safety updates are communicated during Health & safety meetings and via internal bulletins.
- A hazard reporting form is available for employees to raise health and safety concerns.

Fire and Emergencies

- Fire risk assessments are conducted annually or as required due to changes in work activities or premises
- Emergency evacuation plans are displayed, and fire drills are conducted every 6 months.
- Fire alarms, extinguishers, and emergency exits are regularly inspected.

First Aid Arrangements

- First aid kits are available at all sites including company vehicles.
- Trained first aiders are always on-site.
- All incidents requiring first aid will be recorded in the accident book and reviewed for future prevention.

Risk Assessments & COSHH Risk Assessments

David Watson Transport Limited is committed to ensuring the health, safety, and welfare of all employees, contractors, and visitors by identifying and managing workplace risks. To achieve this, we conduct comprehensive Risk Assessments to evaluate hazards, assess potential risks, and implement appropriate control measures.

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Revision	16	Next Review Date	To be reviewed during March 2027

- Risk Assessments are conducted for work activities, processes, and equipment to minimize the risk of harm.
- Assessments are reviewed regularly and updated when significant changes occur, such as new equipment, processes, or legislation.

Training, Information, and Supervision

- Induction training is provided to all new employees.
- Specific training includes ALLMI Lorry loader training, lifting operations, working at height, manual handling.
- Fire safety and first aid training will be given where required.
- Refresher training is conducted regularly to ensure skills and knowledge remain up to date.

Right to Refuse Unsafe Work

- **Safety Assurance:** David Watson Transport Ltd recognises that every employee has the right to refuse to carry out work if they have a reasonable belief that it poses a serious and imminent danger to their health or safety, or the safety of others.
- **Reporting Procedure:** Any employee who feels that a task or working environment is unsafe must stop work immediately and report their concerns to their Line Manager or the Health & Safety Manager
- **Protection from Detriment:** No employee will be subjected to disciplinary action or any other detriment for exercising their right to refuse work on genuine health and safety grounds, provided they have followed the internal reporting procedure
- **Resolution:** Work will not resume until a dynamic risk assessment has been conducted and appropriate control measures have been implemented to ensure the task can be completed safely.

Selection and Use of Subcontractors

- Subcontractors will be assessed prior to engagement to ensure they meet the required health & safety standards.
- They must demonstrate compliance with relevant legislation, industry standards, and best practices.
- Subcontractors are required to comply with all organisational policies and procedures, including health & safety, environmental, and quality management systems.
- Subcontractor performance will be monitored regularly, and non-compliance may result in termination of the contract. This ensures that subcontractors work to the same high standards as the organisation, safeguarding the health, safety, and welfare of all individuals on-site.

Provision of Welfare Facilities

All David Watson Transport Ltd locations are equipped with welfare facilities for all staff and visitors,

- including clean and hygienic toilets, washing facilities, and access to drinking water.
- Regular checks are conducted to ensure the adequacy, cleanliness, and functionality of welfare provisions.

- Drivers and other employees visiting client locations must have access to suitable facilities, in line with the Workplace (Health, Safety, and Welfare) Regulations 1992.
- Clients and subcontractors are expected to provide welfare facilities that meet these regulatory requirements when hosting our employees.

Sick Pay & Personal Accident Insurance

The Company recommends that employees take out personal accident/sickness insurance tailored to their needs.

The Company contributes to personal accident/sickness insurance as follows upon evidence of payment of the premium policy:

- Office Workers: £15.00 per annum.
- Lorry Drivers: £60.00 per annum.
- Yard Workers: £42.00 per annum.

This contribution is classified as a Benefit in Kind and is taxable.

If you are unable to attend work through an accident at work or in your own time, or through sickness, the Company pays sick pay in accordance with the Terms and Conditions of Employment.

The Company, as required by law, holds Employer's Liability Insurance but this only applies if negligence is proven in court.

This policy should be arranged through your own Insurance Broker as individual circumstances vary considerably and the Company is unable to suggest a 'one size fits all' policy. The actual premiums payable will depend on the level of cover you require, your outgoings, medical history and your occupation.

Life insurance is a personal matter and is not something the company contributes towards.

Car Parking

All David Watson Transport Ltd depots have designated parking areas for staff and lorries. Where additional spaces are not available for lorry driver's cars, the same space their lorry is parked in must be used to park their car.

Employees must park sensibly, without causing unnecessary risk to yourself or others, and without causing obstruction or inconvenience to others.

Vehicles and contents are parked at owners risk.

Strict disciplinary action will be taken against any employee found to be endangering the safety of themselves or others.

This policy is communicated to all employees and is available for review upon request. It will be monitored and reviewed annually or whenever significant changes occur


MANAGING DIRECTOR

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