



## **HEALTH AND SAFETY INFORMATION**

### **Health and Safety Policy Statement.**

#### **General Policy**

It is the policy of this Company to regard the health and safety of its employees while at work, as of the highest importance. The Company fully accepts their legal responsibility to provide and maintain safe and healthy working conditions. Health and safety matters will be considered equally along with production, quality, environmental, costs, and all other relevant activities.

Management will take all reasonably practicable steps to avoid risks to health or personal injury in the design, construction, operation and maintenance of its equipment, machinery and facilities.

The Company will ensure that adequate instruction, supervision, information and training is given to all employees. Employees will be encouraged individually and collectively to participate in the preparation and implementation of accident prevention procedures.

It is recognised that this policy can only be effective if everyone in the Company commits themselves to a positive and co-operative attitude to health and safety matters. The importance of health and safety at work and the duty placed on each employee means that we are not only responsible for our own safety, but also for the safety of those around us.

In following this policy, it is the Company's intention to:

1. Comply with the requirements of all relevant legislation and approved codes of practice, making adequate financial provision to meet such requirements.
2. Maintain good general working conditions by the provision of adequate facilities such as heating, lighting, ventilation, seating and sanitary accommodation as and where necessary.
3. Define the organisation and arrangements in force for making this policy effective.

The Directors of the Company will monitor the operation of this policy and will display the relevant sections of the policy in prominent positions in the office and workplace. This policy shall be kept up to date and reviewed at least annually.

Signed

A handwritten signature in black ink that reads "S Webster".

**S Webster (Compliance Director)**

**Date 06/03/12**

## **Organisation**

The overall control of the company unit is vested in the Directors, who are accountable for all health and safety aspects of Company operations.

In turn authority is delegated to Section Managers, to enable them to take any necessary action for ensuring the health and safety of those employees working in the areas under their control.

## **Responsibilities.**

### Directors

**Directors are directly responsible for achieving the objectives of the Company's Health and Safety Policy within their department, and have the principal responsibility for ensuring that the Company's obligations are met. The health and safety Director has ultimate responsibility for the implementation of the health and safety policy.**

**In particular the Directors shall be responsible for the following matters:-**

- 1 The provision and maintenance of safe and healthy working conditions for the workforce, and any others who may be affected by their operations. These conditions will conform at least to the minimum laid down by statute and associated codes of practice.
- 2 The preparation of instructions for the organisation and administration of this policy.
- 3 Ensuring, via effective line management, that each person is aware of his or her individual responsibilities and duties (via appropriate training), and that instructions on and easy access to this policy is provided.
- 4 Ensuring that sound and safe working practices are both understood and observed (via appropriate training) and that regular safety inspections are carried out.
- 5 The provision of the necessary instructions to enable employees and contractors to perform their work safely.
- 6 The provision of appropriate safety equipment and protective clothing, as set out in the appropriate legislation, and ensuring that arrangements are in place for all Company employees to use the equipment correctly.
- 7 Arrangements for effective consultation with the employees of the company on matters relating to health, safety and welfare in all the company activities.
- 8 The setting up and administration of an adequate system of accident reporting and investigation.
- 9 Ensuring that regular and frequent workplace inspections of equipment, materials and working methods are carried out and that corrective action is taken when unsafe conditions are identified.
- 10 The implementation of appropriate discipline for cases where a breach of this policy occurs, or where duties are not properly carried out.
11. Setting a personal example by the wearing of suitable personal protective clothing, where appropriate, when visiting a workplace.
- 12 Modifying this policy, as required, and in conjunction with the Company Health and Safety Consultant at least annually, or as and when required.
- 13 The appointment of a competent person to undertake risk assessments, and to devise and apply control measures deemed to be necessary as a result of the written assessments.

- 14 Putting into operation effective arrangements and resources for the implementation of adequate protective and preventive measures resulting from risk assessment.
- 15 Co-operating with the Company's Health and Safety Co-ordinator and Consultant in all matters affecting health and safety.

### Managers and Team Leaders

**Managers and Team Leaders are directly responsible to the Directors for achieving the objectives of the Company Health and Safety Policy within their department.**

**The responsibilities of Managers and Supervisors within the Company shall be:-**

- 1 To read and understand the Company's Health and Safety Policy and to ensure that its provisions are being met.
- 2 To have an understanding of health and safety legislation applicable to their department.
- 3 To co-operate with the Company's competent person and the Health and Safety Co-ordinator in order to ensure a safe place of work and operations
- 4 To ensure that plant and equipment is inspected and checked on a regular basis and that any defects found are promptly rectified.
- 5 To ensure that all accidents and incidents are correctly reported and to investigate all accidents and incidents that occur in their department and to ensure that effective corrective action is taken to prevent recurrences.
- 6 To implement the appropriate disciplinary measures where breaches of the Health and Safety Policy and Procedures have occurred.
- 7 To assist in the development of the Health and Safety Policy and advise on the practical implementation
- 8 To organise the workplace and operations under their control so that the tasks are carried out with the minimum risk to employees and according to the methods specified by the appropriate risk assessment.
- 9 To monitor the operating conditions within their department and ensuring that operations or work carried out is to a satisfactory standard of safety - particularly by inexperienced personnel.
- 10 To set a personal example with regard to health and safety matters at all times - particularly in respect of protective equipment.
- 11 To ensure that adequate information, instruction and training is given to the staff in their department.
- 12 To assist in the completion of risk assessments and the compilation and communication of safe systems of working for the operations under their control.
- 13 To ensure adequate supplies of protective equipment and that the equipment is being correctly used.
- 14 To ensure that fire control and first aid facilities within their area are in good condition and not abused.

### Employees

Tradesmen, Operatives and Administration staff are responsible and accountable to their Managers/Supervisors for achieving the objectives of the Company Health and Safety Policy within their department.

**These employees have a duty to:-**

- 1 Read and understand the company health and safety policy statement and to carry out the requirements of the policy as it applies to them.
- 2 Inspect all machines and plant in their work area regularly and report any defect to their supervisor.
- 3 Use the plant and equipment only for the purposes for which it was designed and in accordance with the operating manuals.
- 4 Use the appropriate safety equipment and protective clothing as may be necessary to safely carry out their duties, maintain the equipment and clothing in good condition and report any defects or loss.
- 5 Maintain a tidy work area and good housekeeping standards
- 6 Take responsibility for their own safety and ensure that others working within the vicinity of their equipment or process are not endangered by its use or associated activities.
- 7 Report all accidents, incidents and near-misses to their immediate supervisor or other nominated person, whether or not that accident or incident results in injury.
- 8 Follow all agreed health and safety procedures, practices and rules and suggest ways in which working practices can be made safer.
- 9 Keep themselves informed of the risks associated with the equipment and materials that they are working with and be aware of the requirements in order to prevent injury to themselves and others. Not to take short-cuts or unnecessary risks.
- 10 Inform their supervisor of any condition - health or other limitation - which could affect their ability to work safely.
- 11 Not to take part in 'horseplay' or dangerous practical jokes in the workplace.

**All Employees are reminded that they have a duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for their own safety, and the safety of others who may be affected by their acts or omissions. Also to co-operate with the company in its arrangements to perform or comply with statutory safety obligations, which includes adherence to the Company Safety Policy.**

## **Extract of health and safety arrangements**

### Machinery

Employees must use guards and safety devices fitted to the machines they operate. Under no circumstances may a guard be made inoperative or removed.

Any defect or failure of a machine guard must be reported immediately to a Team leader / Section Manager and the machine MUST NOT be run unless proper guards are in position or isolation notices are in place.

### Personal Protective Clothing

You will be issued with appropriate personal protective clothing by your section manager. Employees must wear protective equipment in designated areas and on jobs for which it is specified, e.g. ear defenders, glasses, gloves, etc. Refusal to use such equipment is a breach of the Company's Safety Rules.

### Chemical Handling

You may be required as part of your job to handle chemicals. You will be given instruction in the safe use of these chemicals along with any assessment information. Employees are required to wear appropriate personal protective equipment (PPE) when handling these products. The principal equipment is:-

Gloves/Spectacles/Goggles/Face Shields - obtainable from the Section Manager.

### Signs and Notices

Some signs are displayed to meet the Company's legal obligations - others are provided for information or instruction. All of them are displayed solely for the purpose of the health and safety of employees and must be observed and not damaged or obscured.

### Accident Reporting

Any injuries received should be treated immediately by a first aider to prevent complications caused by infection.

All injurious accidents must be reported in the company Accident Report Book. The incident must be investigated and corrective action taken to prevent recurrence. All completed copies of accident reports must be passed to the Health & Safety Director who shall decide if further investigation or action is required. Any near misses must be recorded on a near miss form which should then be passed to the health and safety director. Accident figures are periodically analysed and discussed by the Directors.

### Fire

Anyone discovering a fire must raise the alarm immediately. All employees must leave the building by the nearest available exit and make their way to the fire assembly point situated at the main gate. Attempts to put out the fire should only be made if doing so poses no risks to an employee's own safety. Fire drills will be held twice a year and fire extinguishers will be regularly maintained.

### First Aid

First Aid stations are located in the main office, drum shop, plywood section, winding section and production office. A list of registered First Aiders is available on all company notice boards. Employees must get first aid treatment for all injuries no matter how small.

### Noise and vibration

Every effort has been made to eliminate high noise levels at source and reduce vibration in work equipment.

Where further reduction is not reasonably practicable, notices are displayed requiring the use of protective equipment. This is mandatory in all production areas. For noise, employees have the choice of ear plugs or defenders.

### Risk assessments

All activities have been risk assessed and the safe operating procedures are located on the appropriate work station. These procedures will be covered in your training and must be followed at all times.

### Manual handling

All activities involve some level of manual handling and information on safe handling will be provided by your section manager. Do not try to lift anything beyond your capability. If in doubt get help.

### Training

You will be given appropriate training in the health and safety requirements of your job by your section manager or an approved trainer.

### Workplace – Transport

When moving around the site, keep to designated walkways and crossing points. Hi visibility jackets/vests must be worn at all times in work shops, factory and the yard. Parking must only be done in the designated area. Smoking is only allowed in the smoking shelter provided.

### Waste management

Facilities are in place for the segregation of waste materials – metal, plastic, cardboard/paper, timber, oils and greases. You must make sure that the waste is put in the appropriate containers and not mixed.

**A FULL COPY OF THE HEALTH AND SAFETY POLICY IS AVAILABLE FROM YOUR SECTION MANAGER**

### Company Safety Rules

#### FIRST AID AND ACCIDENT REPORTING

- In the event of injury - no matter how slight - first aid treatment must be obtained;
- A first aider must administer the first aid treatment;
- All accidents and 'near-misses' must be reported to supervision and the accident book completed where appropriate;
- In the event that the injury results in lost time, the supervisor must be kept informed;

#### TRANSPORT

- A 5 mph speed limit is in force in all areas on the Llay site;
- Only authorised and qualified drivers may operate fork lift trucks, grabs, shovels or any other power operated vehicles;
- Fork lift trucks must not be used as a ladder or lift except with the special lifting cage, correctly fitted;
- Reversing of wagons in the yard must only be carried out with a 'banksman' present;
- Engines must be switched off and keys removed from vehicles when unattended;

- All sheeting and un-sheeting activities must be done wearing a harness attached to the gantry

#### PROTECTIVE EQUIPMENT

- Protective equipment must be worn at all times when in designated areas or on specific activities ;
- Any damage to protective equipment must be reported to the supervisor and replacement equipment obtained;
- Only the designated protective equipment for specific activities must be used - equipment must not be modified;
- ‘Walkmans’ or similar entertainment equipment must not be used under ear defenders or when driving powered equipment;

#### FIRE CONTROL

- Fire equipment must not be moved from its location or used as a door stop;
- If fire equipment is used or accidentally discharged, it must be declared to the supervisor who shall arrange replacement;
- Fire exits must not be blocked by plant or equipment;

#### EQUIPMENT

- Compressed air lines must not be used for cleaning machines or blowing dust off clothes;
- Guards must never be removed from machinery except for maintenance work when a safe system of work must be followed;
- All damaged guards must be reported to supervision and the machinery stopped until the guard is repaired;
- All safe systems of work developed for machine operation and maintenance activities must be followed explicitly;
- No personal electrical equipment is allowed on site;
- All 240 volt handheld portable equipment must be supplied from a residual current device (RCD);
- All hand tools must be kept in good condition and suitably stored when not in use;
- Any damage to compressed air system components must be reported and repaired;

#### SUBSTANCES

- Hazardous substances must only be handled and stored according to the manufacturer’s instructions, COSHH assessments and training information;
- All new substances brought on site must be assessed before use;
- Flammable gases must be kept in the correct location in the gas bottle stores and handled according to the supplier’s instructions;

#### GENERAL

- ‘Horseplay’ is prohibited. No practical jokes such as throwing items, tripping other people, directing an air jet at someone, any act which is likely to startle or distract someone, firing nail guns at people, etc
- Signs and labels must not be covered by materials, plant or equipment and should not be defaced;
- Do not run in the office, workshop or yard. There are many dangerous materials and items of equipment around the site and the possibility of slips, trips and falls;
- Smoking is only allowed in the designated smoking shelter;
- No one is allowed on site under the influence of drugs or alcohol;

- All drums must be stored such that they cannot roll uncontrollably around the yard or workshop - chocks must be used where necessary;
- Materials must be stored in designated areas when not in use;
- Waste materials must be disposed of using the appropriate route;
- A good standard of housekeeping must be maintained at all times. Areas around machines must be kept clear of waste and welfare facilities must be kept tidy;
- Materials and equipment must be kept within the demarcated areas of the workshop or yard. Passageways must be kept clear to prevent tripping hazards;
- Mechanical handling devices must always be used where possible to prevent manual handling injuries;
- In the event that manual handling is necessary, always ensure that good manual handling technique is used and get help if necessary;
- All visitors to the company must be accompanied by a representative of the company unless alternative arrangements have been made. Report any unauthorised persons to supervisors;

### **Employees Obligation**

The Health and Safety at Work Act places a responsibility on every employee not to damage, remove or interfere with guards or safety equipment and to make proper use of the safety equipment provided. Employees who knowingly and willfully act in a way which endangers themselves or others are guilty of an offence for which they can be prosecuted or fined. Any infringement of the rules associated with the company Health and Safety Policy could lead to disciplinary action being taken

Any employee who is in any doubt about the Company Health and Safety Policy and associated rules, should speak to the Health & Safety Director.

The Company reserves the right to institute amended/ revised or additional rules as found to be necessary to discharge their responsibilities as defined in Law.