

Health & Safety Policy

1. Organisation and Lines of Responsibility

Overall responsibility for the health and safety of all persons within the company rests with the Board of Directors of This Corporation.

The Board of Directors delegates this responsibility to the individual operations managers for the purposes of the day to day running of the operation with the direct assistance of individual line managers and supervisors.

This Corporation has a nominated safety officer who has overall group responsibility for reviewing and making recommendations on all matters relating to health and safety.

The safety officer who has overall responsibility for the day-to-day safety operations will be Andy Hui.

The safety officer will ensure through the management organisation that:

- All persons employed by the company receive adequate health and safety training. In addition employees will receive adequate instruction and supervision to enable them to undertake their work in a safe manner.
- All plant and equipment are suitable for their intended purpose and that it is maintained in a safe condition at all times.
- All persons working on site, whether or not employees of the company, are adequately notified of all known hazards and protective measures.
- That the company risk assessments, along with all other safety documentation, are brought to the attention of all relevant parties.
- All employees are required to comply with their legal requirements under current National statutory provisions. All staff must co-operate with the management of the company to allow it to comply with the legal requirements for health and safety.
- Individual members of staff, who have any concern regarding their own safety, or that of a third party, are responsible for reporting the matter to their manager without delay.

All members of staff will receive a copy of this safety policy and will be required to sign to state that they have read and understood it. New members of staff will be required to read and sign a copy of this safety policy before they start work and their manager will familiarise, explain and assist them to begin work in a safe manner.

2. Fire Safety

The company will provide the necessary fire fighting equipment in accordance with the requirements of the local Fire Authority. It is the policy of the Company to over rather than under provide such facilities. All employees are required to familiarise themselves with the fire drill before commencing work. Exercises will be arranged at regular intervals. Existing fire fighting equipment will be inspected by a supervisor appointed by the safety officer on a weekly basis and by the external contract engineers on an annual basis. Alarms will be tested weekly. Fire fighting equipment will be inspected and a certificate issued by a competent authority on an annual basis.

Fire exits must be kept clear at all times. No fire door to or from an occupied room may be locked. Smoking is only permitted in designated areas.

No doors are to be wedged or propped open in any way. All personnel will be trained by their safety supervisor in the safe use of fire fighting equipment.

You should know which extinguishers are available in your immediate place of work. In particular you should ensure that combustible materials do not accumulate around your place of work.

Flammable materials must never be exposed to hot surfaces or direct heat sources.

In the event of a gas leak switch off all equipment and evacuate the premises immediately. Contact the Emergency Services immediately.

In the event of a fire the premises should be evacuated immediately following the information provided on the fire notices.

Fire extinguishers should only be removed from their wall brackets in an emergency. The removal of fire extinguishers in other cases without good reason will be considered as misconduct.

3. Electrical Safety

Ensure that all electrical equipment you use is in good order. Do not use any electrical equipment that does not appear to be in good order but report it to your supervisor without delay.

Changes to the electrical system (including new plugs) should only be undertaken by competent persons who have been trained and all works required should be reported to the safety officer.

Work on 3 phase electrical systems or live plant must never be undertaken by unqualified personnel and live working requires a specific risk assessment to be undertaken.

General Safety Requirements For Electrical Systems

- Switch off all electrical equipment after use. Do not overload sockets.
- Do not allow wires to project into the walkways where they present a tripping hazard.
- Use a residual circuit breaker when operating a portable hand tool.

4. First Aid

The company will provide first aid facility in accordance with the requirements current National standards. The nominated first aiders will be published on the notice board.

If you suffer an injury, however slight, report it to your manager and the nominated first aider at once. The injury must be entered in the accident book and you will be required to provide a full explanation of the events surrounding the accident.

If a serious accident occurs the first aider should be contacted at once. The first aider will arrange for an ambulance to be summoned immediately.

If chemicals come into contact with your skin or eyes or if they are swallowed or inhaled then seek immediate first aid. Your supervisor will have access to the company assessments within this manual which provide detailed advice on the measures to be taken to counteract the effects of each chemical used by the company.

5. Training

General induction training will be provided for all new members of staff. Additional training will be provided for nominated members of staff as required.

The planning of training in health safety is the responsibility of the safety officer. Documented training records will be maintained. If any member of staff feels that he/she could benefit from specific safety training in addition to that which has been assessed as relevant by the Company then they should approach their supervisor.

6. Cleanliness

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents.

Staff working in all areas must have regard to the following:-

- Ensure that loose and worn flooring is reported to your supervisor.
- Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times.
- Close all cabinets, cupboards and drawers after use.
- Never overload shelving or store heavy items above head height except on load bearing purpose built racking.
- Never leave a lit cigarette unattended in the designated smoking area.
- Clear away immediately any dangerous substance or spillage. Dangerous substances are marked and are defined as toxic, harmful, irritant, flammable or oxidizing.
- Dust and fumes should not be inhaled. If dust or fumes are produced by any activity then cease the task immediately until protective measures have been put into place.
- Equipment must not be left where it can be a tripping hazard.

7. Manual Handling

Lifting and moving loads by hand is the biggest cause of injury in the work place. Lifting should be carried out in accordance with the following guidelines:

- If a load is awkward or beyond your capability you must get help.
- Check all packaging and articles for sharp edges and projections before lifting.
- Ensure that there are no obstructions in your path before lifting any article.
- Ensure that you can see around a load when lifting it.
- Ensure that there is adequate room to put down a load when you have moved it.
- When lifting stand close to the load with your feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying position).
- Always use your entire body weight in a controlled manner when pushing a load.

Heavy goods are to be lifted in accordance with the Company assessments for manual handling. Do not use lifting equipment unless you have been specifically authorized.

8. Control Of Substances Hazardous to Health

The law requires the company to control the use, disposal and transportation of all hazardous materials.

A formal assessment has been carried out of all materials used by the company and this is available on site at all times for reference purposes. Employees are not permitted to purchase or to bring to work substances which are not included on the chemical safety register. If a formal assessment has not been made then that product may not be brought onto site.

Disposal of chemical products must only be carried out on the direct instruction of the safety officer.

It is a strict requirement of the company that when any person handles a chemical they never mix it with any other chemical product. The mixing of chemicals can lead to harmful chemicals being formed inadvertently.

9. Protective Clothing

Where protective clothing is provided it must be worn. It is a strict legal offence for an employee to abuse or disregard safety equipment. You are obliged to use all personal protective equipment which has been provided following a detailed assessment.

One of the major causes of injury in the work place is a cut to the hand. Personal protective clothing in the form of gloves is a significant method of protection from such injuries. Gloves should always be worn when handling sharp items and when moving loads.

Persons wishing to handle chemicals must first read the material assessment to determine the precise nature of the clothing required for any particular product.

10. Visual Display Screen Equipment

The company will carry out formal assessment of all workstations where visual display screen equipment is used. It is the policy of the company to provide eye tests for visual display screen work where an employee is required to work with this equipment.

11. Machinery

Only trained personnel may use machinery provided in the work place. If you have not received training then under no circumstances should you attempt to operate it. Prior to authorization being given to operate machinery an assessment of your competence will be carried out.

If at any stage whilst using any item of machinery you begin to feel unwell you must stop what you are doing, isolate the plant concerned via the remote electrical supply switch and report to your supervisor.

Never talk to another member of staff when you are operating machinery. Do not approach or distract any other employee operating machinery.

12. Guarding

It is not only dangerous but also illegal to remove a guard from a machine unless you need to clean or repair it.

Only trained personnel may clean or repair items of plant which require guarding to be removed. Equipment which is to be cleaned must be isolated electrically. The electrical supply should be locked out and a notice should be fixed to the switch point advising that re-connection of the supply can be hazardous.

If any part of the equipment you are using is unguarded you should stop work immediately, isolate the plant concerned, and report the matter to the safety officer without delay.

13. Visitors & Contractors

All visitors and contractors must report to the main reception.

Any contractor carrying out work at the premises may be required to provide the following details to the safety officer in advance of the work commencing:

- Health and Safety Policy
- Risk Assessments
- Chemical Safety Assessments
- Liability Insurance Cover.

Contractors carrying out electrical, gas or hot works will be issued with a permit to work before commencing work. A permit to work will also be required for persons working at height or in confined spaces.

All contractors working for the company are required to comply with this safety policy and with all other written safety instructions.

14. Risk Assessments

The company has produced detailed written risk assessments for all members of staff.

All staff are required to read the This Corporation risk assessments and abide by their requirements at all times.

IF AT ANY TIME YOU ARE CONCERNED BY ANY ASPECT OF SAFETY IN THE WORK PLACE THEN STOP WORK AND MAKE IMMEDIATE CONTACT WITH THE SAFETY OFFICER. IF YOU CANNOT CONTACT THE SAFETY OFFICER THEN MAKE CONTACT WITH YOUR SUPERVISOR.