

HEALTH & SAFETY
GENERAL POLICY
MANN McGOWAN

HEALTH & SAFETY
SAFETY HANDBOOK

MANN McGOWAN

HEALTH AND SAFETY

EMPLOYEE RECOGNITION

The Company recognises its responsibility to ensure safety and has formulated this policy documentation to provide all employees with standards to which they are required to abide.

As an employee of Mann McGowan I have read the Safety Handbook and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this handbook may be altered from time to time and that the Company will ensure that I am informed of any changes therein.

Name_____

Signature_____

MANN McGOWAN

SAFETY HANDBOOK

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MANN MCGOWAN

POLICY

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MANN MCGOWAN

GENERAL POLICY STATEMENT

Mann McGowan regard the promotion of Health and Safety measures as a mutual objective for Management and Employees at all levels.

It is therefore the Management's Policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with the Company, its operations and buildings. In particular, this Management has a responsibility:-

- To provide and maintain safe and healthy working conditions taking account of any statutory requirements;
- To provide training and instruction to enable employees to perform their work safely and efficiently;
- To make available all necessary safety devices and protective equipment and to supervise their use;
- To maintain a constant and continuing interest in health and safety matters applicable to the Company's activities, in particular, by consulting and involving employees or their representatives wherever possible.

All employees have a duty to co-operate in the operation of this policy:-

- By working safely and efficiently;
- By using the protective equipment provided and by meeting statutory obligations;
- By reporting incidents that have led or may lead to injury to people or damage to property, plant or equipment;
- By adhering to the Company Procedures for securing a safe workplace;
- By assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

A copy of this statement, together with procedures will be displayed in suitable areas. The Policy will be continually reviewed by the Management and amended or added to as appropriate.

SIGNED BY.....

TITLE: Managing Director

DATE.....

IMPLEMENTATION OF POLICY

The Policy will be implemented in the following way:-

1. Planning production or any other work, or where planning and tendering for contracts, where appropriate, provision will be made for the health and safety of employees and all others.
2. In the Factory the Company's Safety Policy will be implemented by:-
 - Providing and maintaining plant and systems of work which are carefully designed and monitored.
 - Ensuring that maximum safety standards are complied with when using, handling, storing and transporting articles and other substances.
 - Ensuring that a high standard of instruction, training and supervision is given to all employees and all necessary information regarding health and safety at work is provided.
 - Ensuring the place of work is maintained in a high standard of cleanliness and hygiene and housekeeping and there are safe and proper means of access to and from places of work.
 - Ensuring that adequate protective equipment and clothing, bearing in mind the nature of work involved, is provided for all employees and used by them.
 - Ensuring that there are specific arrangements entered into when sub-contracting work so that the policy is adhered to by sub-contractors.
 - Ensuring that adequate facilities and arrangements are to be provided for welfare at work.
 - Ensuring that all employees must comply with the relevant laws and regulations and co-operate with those responsible for enforcing them. A system will be maintained for the prompt reporting of accidents and their investigations together with preventative measures and statistical appraisals where necessary.
 - Ensuring that the responsibilities of employees in connection with health and safety will be specified clearly in writing.

INDIVIDUAL RESPONSIBILITIES

POLICY

It is the Policy of this Company that all possible actions will be taken to ensure the maintenance of a safe and healthy working environment, and the health and safety of all persons, and to prevent damage to Company property, by promoting awareness of legal, personal and economic responsibilities.

It is the duty of all employees to conform to Company Policy and safe systems of work, and to accept and carry out their responsibilities, failure to do this will result in disciplinary action being taken against the employee. In this connection employees are reminded of their own duty under section 7 of the Health and Safety at Work Act, to take responsibility for their own safety and that of other workers, and to co-operate with the Company so as to enable it to carry out its own responsibilities successfully.

All employees who authorised work to be carried out at any time must ensure that sufficient information, instruction, supervision and welfare facilities are provided to enable employees to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control to maintain standards.

All employees should contribute towards making the work area, and access to it, as safe as possible. All working practices should be periodically appraised to ensure that the safest procedures are adopted.

All sub-contractors employed by the Company will be required to comply with, and adhere to Company Policy of Safety.

GENERAL ARRANGEMENTS

1. What to do IN CASE OF FIRE is covered by separate instructions posted throughout the premises. (See Fire Procedure Section)
2. All employees must report ALL ACCIDENTS where necessary. This will be followed by an investigation to determine the cause of the accident so as to remedy any faults and prevent recurrence. (See Accident Reporting Section)
3. FIRST AID

The location of the first aid boxes and the names of first aiders will be published on the notice board.
4. INSTRUCTION of employees in safe working methods and the maintenance of these methods are amongst the duties of management/supervision, who also initiate any steps necessary to improve unsafe conditions.
5. The TRAINING OF EMPLOYEES in health and safety matters necessary to their work and in operation of emergency procedures is undertaken by the appropriate supervision concerned.
6. GOOD HOUSEKEEPING is considered to be the foundation of our Safety Programme in which everyone must play a part. There are arrangements for:-
 - The proper storage of clothing, tools and waste and the removal of waste;
 - The provision of adequate space for machinery and plant and working materials
 - Maintaining clean workrooms, offices, washing, toilet and first aid facilities.
7. MAINTENANCE of equipment on which personal safety depends is the responsibility of supervision. All defective equipment must and will be withdrawn from use until faults are rectified, and all work carried out will be by competent personnel.
8. Regular SAFETY INSPECTIONS of all areas will be undertaken in accordance with a timetable agreed by Management. Remedial action as a result of the inspections to correct potentially harmful situations will be carried out if reasonably practical to do so.

9. Every effort is made to provide the most suitable type of PERSONAL PROTECTIVE EQUIPMENT for the job in consultation with the employee and Management.
10. Safety procedures and rules for CONTRACTORS when working within the premises are under a separate section.
11. Risk Assessments will be carried out as required under the Management of Health and Safety Regulations, any changes or new production/maintenance requirements will be assessed.
12. Safety procedures and rules for working on site are under a separate section.

THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

Under these Regulations the employer has a duty to consult in good time on matters relating to their Health and Safety in particular with regards to:-

- The introduction of any measure at the workplace which may substantially affect the health and safety of those employees
- The arrangements for appointing or nominating persons who will act as representatives.
- Any health and safety information which is required for those employees.
- The planning and organisation of any health and safety training required for those nominated.
- The health and safety consequences for those employees of the introduction of new technologies into the workplace.

Persons to be Consulted

As an employer you may consult:

- (a) directly with employees; or
- (b) one or more persons who are elected by the employees and are representatives of the group within the Company.

(These persons will be known as Representatives for Employee Safety).

Where (b) applies the Company must inform all employees of the name of the representative and the group represented by that person.

Duty of Employer to provide information.

Where the Company uses method (a) above the employer shall make available such information as necessary to enable employees to participate fully and effectively in the consultation.

Where the Company uses method (b) it must provide such information as in (a), plus:-

- (i) such training in respect of the representatives function under the Regulations and the employer must meet the cost of this training;
- (ii) where those representatives are appointed permit them to take such time off with pay during that representatives working hours shall be necessary for the purpose of performing his functions under the Regulations; and
- (iii) to provide any information as is contained in any record which is required to keep by Regulation 7 of the RIDDOR Regulations 1995.

WHERE EMPLOYERS ARE ALREADY CONSULTING WITH SAFETY REPRESENTATIVES UNDER THE 1977 REGULATION THIS WILL SATISFY THE CONSULTATION REGULATIONS.

HEALTH AND SAFETY AT WORK

ORGANISATION AND RESPONSIBILITY

OVERALL RESPONSIBILITY

The Managing Director has overall and final responsibility for Health and Safety within the Company and its operation.

He will ensure the Company has an overall effective policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of the current Health and safety legislation are being satisfied.

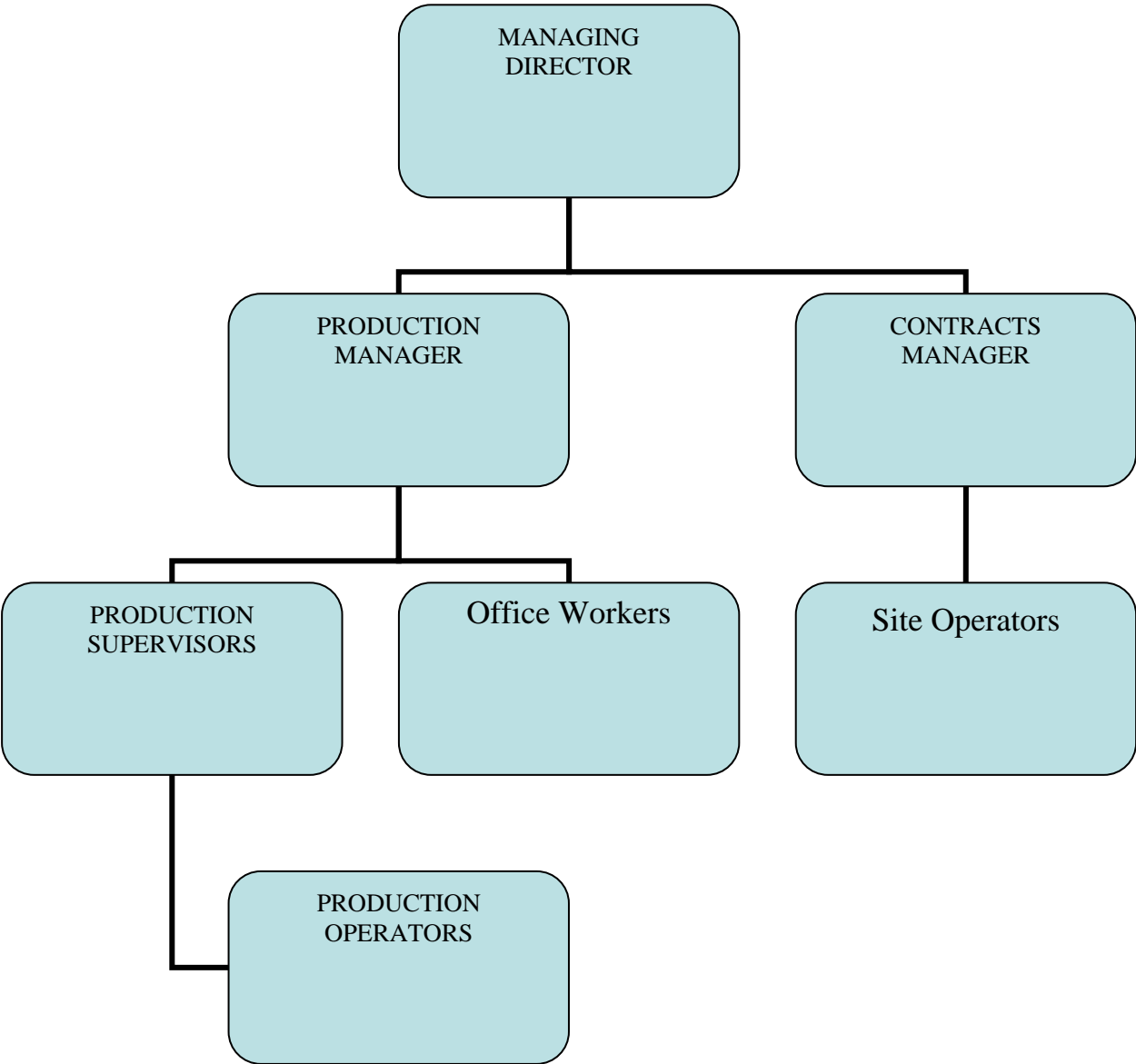
SPECIFIC RESPONSIBILITIES

RESPONSIBILITY

NAME

Training:	Managing Director
Inspections:	Managing Director
Plant & Equipment Maintenance and Operating Procedures:	Production Manager
First Aid Provision:	Production Manager
Fire Equipment:	Production Manager
Computer Equipment:	Managing Director
Cleaning:	Production Manager
Fork Lift & Pallet Trucks:	Production Manager
Accident Investigation:	Managing Director
Visitors including Sub-Contractors:	Production Manager
Risk Assessments (Factory)	Managing Director
Risk Assessments/Method Statements (site)	Contracts Manager
Site Supervision	Contracts Manager

HEALTH & SAFETY MANAGEMENT STRUCTURE



SPECIFIC RESPONSIBILITIES

MANAGING DIRECTOR

Responsibilities are:-

- (a) To initiate the firm's policy for the prevention of injury, damage and wastage, set targets for reduction of accident rates.
- (b) To administer the Policy, or appoint a senior member of staff to do so.
- (c) To understand the requirements of the Regulations, relevant parts of the Act and other appropriate Regulations and ensure that they are observed on site.
- (d) To ensure that all levels of staff receive adequate and appropriate training.
- (e) To insist that sound working practice are regularly observed.
- (f) To make certain that in tendering, at planning stages and in production processes allowance is made for adequate welfare facilities and equipment to avoid injury, damage and wastage.
- (g) To co-ordinate safety activities between main contractors, sub-contractors and any other individual contractors who may be working on the same site.
- (h) To institute proper reporting, investigation and costing of injury, damage and loss; promote action to preclude recurrence and initiate analysis to discover accident trends.
- (i) To reprimand any member of staff failing to discharge satisfactorily the responsibilities allocated to them.
- (j) To arrange for funds and facilities to meet requirements of the policy.
- (k) To ensure that the appropriate insurance cover which embraces both statutory and general requirements are met and maintained and that adequate copies of the insurance certificate are conspicuously displayed for all employees to see.

CONTRACTORS MANAGER

- (a) To understand the companies policy an appreciate the responsibility allocated to each grade
- (b) To see that tenders are adequate to cover sound methods of working and reasonable welfare facilities
- (c) To determine at planning stage
 - The most appropriate order and method of working
 - Provision of adequate lighting
 - Allocation of responsibility with sub contractors and others
 - Hazards which might arise
 - Facilities for welfare and sanitation
 - Basic fire precautions
- (d) To provide written instructions to establish working method, to explain the sequence of operations, to outline potential hazards at each stage and indicate precautions to be adopted (Risk assessment)
- (e) To check over working methods and precautions with site management before work starts
- (f) To ensure that work, once started, is carried out as planned and that the regulations are observed on site
- (g) To ensure that adequate safety checks are carried out

PRODUCTION MANAGER

- (a) To understand the companies policy and appreciate the responsibility allocated to each grade
- (b) Ensure all machinery and tools are maintained according to the specific schedules and withdrawn from use if found to be defective
- (c) Carry out quarterly checks as dictated by the schedules
- (d) Maintain safe operating procedures and ensure any changes are communicated
- (e) Encourage employee involvement
- (f) Maintain first aid supplies and ensure all certificates are up to date
- (g) Ensure all fire fighting equipment and alarms are maintained and that fire drills are carried out at the appropriate intervals
- (h) Ensure all areas of the building are clean and tidy and that rubbish is disposed of in the correct manner
- (i) Ensure all lifting and access equipment and machinery are maintained to the specified level
- (j) Ensure all sub contractors working in the building are aware of the safety policy and that they are properly qualified to carry out the work allocated to them.
- (k) Carry out the company's induction program on all new employees ensuring full understanding before allowing them to commence work.

SUPERVISOR

- (a) To understand and implement the Company Safety Policy.
- (b) To ensure that safety is an integral part of the work and that those responsible to you are aware of and understand any current safety instructions, rules and method statements, and that these are adhered to.
- (c) To report accidents and incidents immediately.
- (d) To prevent employees from taking risks.
- (e) To ensure that new employees learn to take safety precautions. Identify training requirements of individuals and report this.
- (f) To ensure that protective clothing and equipment is maintained and used where appropriate.
- (g) To encourage operatives to identify and eliminate hazards.
- (h) To discourage horseplay and discipline those who fail to consider safety.
- (i) To ensure that plant and equipment is operated by trained and authorised persons and that it is maintained in accordance with the planned maintenance scheme.

RESPONSIBILITY OF ALL EMPLOYEES TO:-

- (a) Be familiar with the Safety Policy and endeavour to implement it at all times.
- (b) Use the correct tools and equipment for the job, use safety equipment and protective clothing which is made available and issued when required.
- (c) Keep tools and equipment in good condition.
- (d) Report to immediate supervisor any defects in plant or equipment and ensure that plant and equipment is in a safe and secure state when unattended.
- (e) Develop a concern for safety personally and for others, particularly new employees.
- (f) Avoid improvising.
- (g) Co-operate with the Company in maintaining a safe working environment and make your contribution to reducing accidents.
- (h) Report any personal injury or industrial disease.
- (i) Take care of Company property entrusted to you, refrain from horseplay and abuse of welfare facilities.
- (j) Suggest ways of eliminating hazards.
- (k) Operate only items of plant or equipment for which you are trained and authorised.
- (l) Obey Company Safety Rules and always work in accordance with Method Statements where necessary.
- (m) Report all incidents which could result in personal injury or property damage.
- (n) Set a personal example.
- (o) Comply with any risk assessments which have been undertaken.

MANAGEMENT SAFETY NOTICE

Under the Health and Safety (Consultation with Employees) Regulations 1996 we are required to seek nominations for the position(s) of “representatives of employee safety” (RES).

These RES’s will be consulted and informed as regards such health and safety matters which may substantially affect the health and safety of those employees. The RES’s are:

<u>NAME</u>	<u>REPRESENTING/AREA</u>
J A Scott	Large Guillotine/Gluing/General Assembly/Woodgrain/Grilles/Granulation/Goods Inwards/Storage/Fork Truck/Engineering and Test
M Warner	Extrusion/Coiling/Palusol/Graphite Extrusion/Wrapround
J Scott	Office

MONITORING PROCEDURES

MONITORING PROCEDURES

The Company recognises the need for regular safety inspections and will ensure that these inspections are undertaken and that these inspections are documented.

The following will ensure that area under their control is inspected at the frequency shown:

<u>NAME</u>	<u>AREA/ACTIVITY</u>	<u>FREQUENCY</u>
Managing Director	All	6 monthly
Production Manager	All	3 Monthly
Supervisor	Works	monthly
Contracts Manager	Site	As Contract

[Health & Safety Monitoring Checklist](#)

RISK ASSESSMENTS

RISK ASSESSMENTS

Under the Management of Health and Safety at Work Regulations 1999, Construction Design and Management Regulations (CDM) 2007 and the Regulatory Reform (Fire Safety) Order 2005 we are required to carry out risk assessments.

The purpose of risk assessments is to identify any significant hazard and to ensure that the risk is where possible eliminated or controlled to minimise the potential of injury.

Our aim is to:

1. Identify the hazard.
2. Identify the staff or third party that might be affected by that hazard.
3. Ensure that our controls are adequate.
4. Where necessary action further controls.
5. Periodically review to maintain controls for the purpose of risk assessment. You should look solely to such hazards that constitute a significant risk.

As a minimum, risk assessments must be carried out in the following areas of the business

Description	Frequency
General Factory and office procedures	Yearly
Use of work and office equipment	Yearly
Access and lifting equipment	Yearly
Engineering equipment and procedures	Yearly
Working from heights	Yearly
Display screen equipment	Yearly
Noise	Yearly
Fire Risk	Yearly
Site risk assessment	Per Contract

RISK ASSESSMENT

FOUR STEPS TO TAKE

1. HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:-

- Slipping/tripping hazards (e.g. poorly maintained floors or stairs)
- Fire (e.g. from flammable materials)
- Chemicals (e.g. battery acid)
- Moving parts of machinery (e.g. blades)
- Ejection of material (e.g. from plastic moulding)
- Pressure systems (e.g. steam boilers)
- Vehicles (e.g. fork lift trucks)
- Electricity (e.g. poor wiring)
- Dust (e.g. from grinding, cutting or machining)
- Fume (e.g. welding)
- Manual handling
- Noise
- Poor lighting
- Low temperature
- Working at height
- Cuts from incorrect use of tools or handling glass

2. WHO MIGHT BE HARMED?

There is no need to list individuals by name – just think about groups of people doing similar work or who might be affected, e.g.:-

- * Office Staff
- * Maintenance Personnel
- * Contractors
- * People sharing your workplace
- * Operators
- * Cleaners
- * Members of the public

Pay Particular Attention To:-

- * Staff with disabilities
- * Visitors
- * Inexperienced staff
- * Lone workers

They may be more vulnerable.

3. IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- * Adequate information, instruction or training?
- * Adequate systems or procedures?

Do the Precautions:-

- * Meet the standards set by a legal requirement?
- * Comply with a recognised industry standard?
- * Represent good practice?
- * Reduce risk as far as is reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules, etc. giving this information.

4. WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first aid)

[RISK ASSESSMENT FORM](#)

[COSSH INVENTORY FORM](#)

FIRE PROCEDURE

1. The person discovering the fire will telephone the emergency services by dialling 999.
2. When the exchange operator answers, ask for the FIRE SERVICE and give the telephone number 01252 333601.
3. When connected to the Fire Service state:

This is: Mann McGowan Fabrications Ltd

Address: Unit 4
Brook Trading Estate
Deadbrook Lane
Aldershot
Hants
GU12 4XB

Repeat the telephone number: 01252 333601, we have a fire.

4. Do not replace the receiver until this information has been correctly acknowledged.
5. Where applicable remove the Visitors Book and evacuate the building by the nearest available exit and proceed to the evacuation assembly point which is in the Car Park at the front of the building.
6. Notify the Production Manager that you have called the Fire Service and hand over the Visitors Book.
7. DO NOT re-enter the building until told to do so by the Senior Fire Officer.

ACCIDENT REPORTING/ FIRST AID PROVISIONS

ACCIDENT REPORTING PROCEDURE

Under the RIDDOR Regulations 1995 it is the responsibility of Mann McGowan to investigate all accidents and dangerous occurrences to prevent recurrence and to report to the pertinent authority any of those accidents which, according to RIDDOR must be reported. (The Regulations are covered in the Health and Safety Reference Manual).

RESPONSIBILITIES

The persons listed are responsible for investigating all accidents involving personal injury, accidents involving damage to property, machinery equipment, fittings/fixtures together with all near misses in those areas under their control and reporting on the appropriate form to the Managing Director.

SUPERVISOR

The Accident Book will be kept in the Production Office and it will be the responsibility of the Supervisor to ensure that these records are correctly maintained.

NOTIFICATION OF ACCIDENTS/DANGEROUS OCCURRENCES

The Managing Director will be responsible for reporting and notifiable injuries, diseases or dangerous occurrences to the enforcing authority.

1. CONTRACTORS (Factory)

All Contractors are responsible for ensuring that persons under their control are aware of the following Company Procedures:

Fire Procedure

First Aid Arrangements

Permit to Work System

The Contractor must ensure that all equipment brought on to the premises is fit for the purpose and in a good state of repair.

The Company reserve the right to order off site any Contractor not complying with the safety and/or safe systems of work.

It is the responsibility of this Company to inform the Contractor of any known hazards, it is the responsibility of the Contractor to provide Method Statements, or Safe Systems of Work which must be adhered to in all aspects of safety.

We will inspect all equipment and procedures before the commencement of the work and at regular intervals during the period of work.

WORKING ON SITE

Contractors

A contractor is anyone who works on site or provides a service that is not an employee. It is Mann McGowan's responsibility to ensure that all contractors are competent to carry out the work required and that they are aware of any hazards that they may come in contact with and what action to take in an emergency.

Selection of contractors

Contractors should be selected on the basis of what safety and technical competence is required.

- Contractors must provide a copy of their health and safety policy. This policy must refer to the arrangements for putting the policy into practice and will contain their procedures for safe working practices.
- Contractors must have the necessary CSCS cards (or equivalent) to prove their competence
- Contractors must provide written evidence that they are adequately insured for employee, public and product liability
- Contractors must fill in Mann McGowan's health and safety questionnaire to enable them to be assessed and placed onto an approved contractors list.

All contractors and employees entering a site need to be controlled. Each site will have its own procedures but as a minimum, the following must be carried out

- All employees and contractors must be made aware of the risk assessments and method statements and sign as evidence of understanding and compliance.
- Before starting work, they must attend a site induction to be informed of site safety rules, welfare facilities, PPE, emergency procedures and any hazards they may encounter.
- Contractors and employees should be signed in and out of site each day
- All accidents or near misses must be recorded to enable preventative measures to be put in place

VISITOR RULES

INTRODUCTION

The following rules are designed to control all visitors to the premises. It is important that persons should not be permitted to wander freely around the premises, for health, safety and security reasons. In case of fire, it is imperative to know the number of persons in the building and their location.

This can be achieved by maintaining a record of the name, time of arrival and departure and whereabouts of visitors. A suggested format for the control of visitors is outlined overleaf.

The relevant employees should ensure that:-

1. Visitors enter their details in the 'Visitors' Record Book' on arrival and book out on departure.
2. Visitors remain in the reception area until they are attended to.
3. All accidents suffered to Visitors are reported to a member of Management without delay.
4. Visitors read and comply with the Fire Procedures.

1. All visitors must read these rules and by entering their details in the 'Visitors' Book' on arrival and departure indicates they understand their obligations.
2. **Parking**
 - a. Visitors must ensure that their vehicles are left in approved parking areas
 - b. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.
3. **Reception Area**
 - a. Visitors must remain in the reception area until collected.
 - b. Visitors must be either (i) accompanied or (ii) authorised to enter the premises.
4. **Security**
 - a. Nothing may be taken from the premises without permission.
 - b. We reserve the right to request to search bags, packages and vehicles.
5. **Health and Safety**
 - a. Visitors must use all protective clothing and equipment provided.
 - b. Visitors must not enter any area without permission of an authorised representative.
 - c. All visitors (including contractors) must report any accident, injuries or dangerous occurrences to the authorised representative immediately.
6. **Fire**
 - a. Visitors must obey the Fire Procedure and Instructions.
 - b. Visitors must comply with any "NO SMOKING" controls.

SAFE SYSTEMS OF WORK

Under the Health and Safety at Work Act 1974 part of the employer's general duty is to provide safe systems of work that are so far as is reasonably practicable safe and without risk to health. The system must take account of:

The organisation;

The co-ordination of the work of those involved;

Training, instruction and supervision;

Layout of plant and appliances;

Method to be used; and

General conditions of work.

This is further endorsed by the requirements to carry out risk assessments to identify hazards, evaluate risks and implement necessary control measures under the Management of Health and Safety at Work Regulations 1992.

Safe systems of work are contained within the Work Instruction documents which forms part of the companies ISO 9001-2000 Quality System

Other guidance notes on safe working procedures are:-

Fire Instructions and Drills

Fork lift trucks

Storage of flammable liquids

Safe manual handling

Ladder safety checklist

Milling operation

Grinding operation

Lathe turning operation

Noise at Work

Workplace health & safety welfare

Protecting your health at work

Fire and explosion

Managing vehicle safety at work

Personal protective equipment

Electrical safety

Work related stress

Abrasive wheels

Safe use of Power Hand router

Safe use of circular rip saw

Safe use of air power tools
Safe use of chop saw

Other reference documents available are

The Glass Charter (GGF)
Construction Site Safety GE 700 Manual (CITB)
Croner Health & Safety Training Resource
Sage Health & Safety on line help and advice
MMG Health & Safety Reference Manual

RULES COVERING HEALTH AND SAFETY AT WORK

A WORKING PRACTICES

1. Employees must not use any equipment unless they have been trained and authorised to do so.
2. Employees must report to management immediately any fault or damage to equipment.
3. Employees must use all substances, chemicals, liquids etc. in accordance with all written instructions.
4. Employees must dispose of chemical waste in the correct manner.
5. Employees must return all substances, chemicals, liquids etc. to their designated safe storage area when not in use.

B WORKING CONDITIONS/ENVIRONMENT

1. Employees must make proper use of all equipment and facilities provided to control working conditions/environment.
2. Employees must keep all areas clear and in a clean/tidy condition.
3. Employees must dispose of all rubbish, scrap and waste materials using the facilities provided.
4. Employees must clear up any spillage of liquids immediately.

C PROTECTIVE CLOTHING AND EQUIPMENT

1. Employees must use all items of protective clothing/equipment provided as instructed.
2. Employees must not misuse or wilfully damage any item of protective clothing/equipment provided.

3. Employees must store and maintain protective clothing/equipment in the approved manner.

D FIRE PRECAUTIONS

1. Employees must comply with all laid down emergency procedures.
2. Employees must not obstruct and fire escape route, fire equipment or fire doors.
3. Employees must not interfere with or misuse any fire equipment provided.
4. Employees must report any use of fire fighting equipment to the Production Manager.

E ACCIDENT/INCIDENT

1. Employees must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. Upon returning from treatment they must report the incident to the Supervisor.
2. Employees must report all accidents as soon as it is practicable to the Production Manager.
3. Employees must notify any incident in which damage is caused to property or equipment to the Production Manager.

F WORK AREAS

1. Employees must keep all work areas, access areas and aisles clear of obstructions likely to cause trips and falls.
2. Employees must return all tools and equipment to the correct storage area.

G RULES COVERING GROSS MISCONDUCT

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:

1. A gross breach of preceding safety rules.

2. Unauthorised removal of any item of first aid equipment.
3. Wilful damage to, misuse of, or interference with any item provided in the interests of health and safety or welfare at work.
4. Unauthorised removal or defacing of any label, sign or warning device.
5. Misuse of chemicals, flammable or hazardous substances or toxic materials.
6. Smoking in any part of building.
7. Horseplay which could cause accidents.
8. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
9. Dangerously overloading and item of lifting equipment.
10. Non compliance with any controls provided in the pursuit of safety.
11. Failure to comply with any risk assessments undertaken.