

# **CONFILL (MIDLANDS) LIMITED**

## **HEALTH & SAFETY POLICY**

### **PART I**

The company, through management at all levels, has a responsibility to ensure the Health and Safety of all its employees while at work and to provide, as far as is reasonably practicable, a working environment which is safe and with minimum risk to employees, visitors and members of the public. In accepting this responsibility we will, as far as is reasonably practicable:

1. Provide and maintain plant and systems of work which are safe and without risks to health.
2. Provide such information, training and supervision as is necessary to enable employees to perform their work safely and efficiently.
3. Make available all necessary safety and protective equipment and enforce their use.
4. Ensure the safety and absence of health risks in the handling, storage and transport of articles and substances.
5. Maintain the working environment in a safe and risk-free condition and provide safe means of access to and egress from the workplace.

While the overall responsibility for Health & Safety rests with top management, ALL EMPLOYEES AT EVERY LEVEL HAVE A DUTY TO:

1. Take reasonable care for the health and safety of himself/herself or other persons who may be affected by his/her acts or omissions.
2. Co-operate with the company to comply with any company safety rule and/or duty or requirement imposed under legislation or relevant code of practice.
3. Ensure that all safety equipment is used and maintained in good order and that any defects are reported immediately to supervisor/foremen/managers.
4. Not to misuse or interfere with any protective equipment.
5. Maintain safe and clean conditions in his/her working area according to the company's housekeeping standards.

The responsibilities, organisation and arrangements for implementing the above policy are contained in PART II of the safety policy. A copy of this is available through your manager.

This policy will be kept up-to-date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

J S BLEWITT

Signed:

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Director

Date.....

## CONFILL (MIDLANDS) LIMITED

### SAFETY POLICY PART 11

#### RESPONSIBILITIES

1. The overall and final responsibility for Health and Safety in the company is that of Mr D Thorpe, Managing Director.

2. Mr J S Blewitt, Financial Director, is responsible as Safety Adviser for assisting the company management in health and safety matters and for co-ordinating the company health and safety programme. He will also be responsible for liaison with the management of Confill (Midlands) Limited on health and safety matters.

The Safety Adviser's duties and responsibilities are detailed in Appendix 1.

3. The following Managers/Supervisors/Foremen are responsible for safety in particular areas.

<u>MANAGER</u>	<u>TITLE</u>	<u>AREA</u>
Mr. K McNamara	Depot Manager	Depot
Mr. C Bosworth	Foreman	Unit 1
Mr. R N Rowland	Foreman	Unit 2 Export Packing

For each area the Manager/Foreman will be delegated responsibility for:

- i) Health and Safety in his/her section.
- ii) Ensuring compliance with the company health and safety policy and other relevant legislation which applies to the workplace.

- iii) Ensuring, in conjunction with management, that all employees in his/her section has adequate training to perform the tasks they
- iv) are assigned and is aware of any special safety rules which apply to that section.
- v) Taking prompt action to correct any unsafe condition, practice or system.
- vi) Shall ensure that personal protective equipment is kept in good condition and used, where appropriate.

4. All employees have a responsibility to co-operate with management to maintain a healthy and safe workplace and to take reasonable care of themselves and others.

5. When an employee or manager notices a health or safety problem which they cannot put right, they MUST REPORT IT IMMEDIATELY TO THE APPROPRIATE PERSON NAMED ABOVE.

### SAFETY INSPECTIONS

The Safety Representative, accompanied by the Manager or Foreman of the section will be responsible for carrying out checks on a regular basis using the safety checklist. The finding will be discussed at the safety meetings and actioned by management.

The function of the Safety Representative is detailed in Appendix 2.

The remit for safety meetings is found in Appendix 3.

### ACCIDENTS

First Aid Unit is located in the OPERATIONAL OFFICE, UNIT 2

ALL ACCIDENTS, HOWEVER MINOR, MUST BE REPORTED AND ENTERED INTO THE ACCIDENT BOOK.

The Safety Adviser will report serious accidents to the Health and Safety Authority and, in conjunction with management, will investigate reportable accidents and dangerous occurrences.

### GENERAL FIRE SAFETY

In the case of fire, all employees will evacuate the buildings and assemble at the designated fire assembly point (Front Car Park in adjacent Unit 2)

Fire escape routes, fire equipment and fire doors will be checked regular during safety inspections. In addition all fire extinguishers will be checked at 12 monthly intervals by the appointed contractor

A fire drill will be held TWICE YEARLY.

### TRAINING

Mr J S Blewitt will be responsible for induction training for all new employees and for ensuring that all employees are trained or re-trained to do the job for which they are employed, safely and efficiently. He will also be responsible for identifying and advising management of any special training needs.

### CONTRACTORS AND VISITORS

On arrival all contractors must report to the Safety Adviser, who will inform them of the health and safety standards they will be expected to maintain at all times to ensure the safety of the company's employees as well as the contractor's own employees.

The contractor will also be expected to advise the Safety Adviser of any hazardous substances, flammable materials/liquids, electrical power tools/cables, ladders/scaffolding, vehicles etc., which will be necessary to bring on-site to carry out the work. This will enable the Safety Adviser to monitor that statutory requirements and safe systems of work are operational.

The safety of sub-contractors working on Confill (Midlands) Limited premises is the responsibility of the manager/foremen of the section in which the contractor is working.

The company safety rules for sub-contractors is shown in Appendix 4.

## ELECTRICAL INSTALLATION AND EQUIPMENT

All portable electrical equipment is numbered, entered on a register and inspected by the company contract electrician at regular intervals. General electrical installations are inspected at routine interval with the results recorded.

Personal electrical equipment MUST NOT be brought on site without the permission of the depot manager.

### Rules for extension leads and portable equipment

Frayed and/or damaged leads and/or damaged equipment must be taken out of use and reported IMMEDIATELY.

Portable Tools must be unplugged before cleaning or being adjusted.

Appliances MUST be switched off before plugging in.

## DANGEROUS SUBSTANCES CONTROL

Mr C Bromley will be responsible as COSSH Co-ordinator for co-ordinating and implementing the control of hazardous substances and for obtaining the necessary information from the suppliers. He will arrange for the necessary information, instruction and training to be given to employees under the Control of Substances Hazardous to Health Regulations 1988.

The company's policy on hazardous substances is to:

1. Reduce the different types of hazardous substances to a minimum.
2. Reduce the quantity of each hazardous substance stored or in use to a minimum.
3. Substitute for a less hazardous substance, wherever possible.
4. To comply with COSHH regulation on hazardous substances used or brought onto the premises.

It is the responsibility of each manager/foreman to ensure that the above company policy is complied with in their area.

For all hazardous substances, and before any new hazardous substances are introduced the company COSSH Co-ordinator will ensure:

1. An assessment of the risks to health of each substance has been carried out.
2. Each hazardous substance is clearly labelled.
3. Clear instructions and information is available to every person who may come into contact with the hazardous substance and/or its effects.
4. That the necessary training has been given to every person in the vicinity so that they are fully aware of the hazards and how to work alongside them in a safe manner.

#### MACHINES/WORK EQUIPMENT

Mr K McNamara will be responsible for monitoring machines for safety and guarding.

- a. You **MUST NOT** operate any item of plant or equipment unless you have been trained and authorised to so do.
- b. Before using a machine you **MUST** check that all fixed guards are fitted correctly and that all mechanical guards are operating correctly.
- c. Report to your foreman if you think that a machine is not operating correctly.
- d. You **MUST NOT** clean any part of the plant or equipment whilst it is in motion.
- e. You **MUST NOT** make any repairs or carry out maintenance work of any description unless authorised to so do.
- f. **DO NOT** wear any loose clothing, dangling chains, long hair, gloves or rings which might get caught up in moving parts.

## COMPRESSORS

These are checked regularly and tested annually. Records are kept in the main office.

Serious or fatal injury can be caused by the accidental or deliberate injection of compressed air through the skin. Ordinary working clothes do not significantly reduce or restrict penetration.

Take care to avoid accidental injections when using compressed air equipment.

Horseplay involving compressed air and/or ancillary equipment is **STRICTLY FORBIDDEN** and is a cause for summary dismissal.

## FORK-LIFT TRUCKS

These will be checked daily by the operator using a check list. They will be serviced regularly by the company.

**ONLY TRAINED AND AUTHORISED PERSON MAY DRIVE A FORK-LIFT TRUCK.**

DO's:

Know and observe the rated capacity of the truck

Avoid sudden stops

Watch overhead clearances

Operate at a safe speed

Sound the horn and drive slowly around corners

Remove key when truck is not in use

DONT's

Travel with the fork elevated above 6-8 inches

Block fire exits or fire fighting equipment

Use trucks as personnel lifts

## GENERAL PRACTICE AND PROCEDURES

### WORKING PRACTICES

Areas around the warehouse, stores and export packing department can be hazardous, therefore pedestrians MUST:

a. ALWAYS WALK and keep to designated walkways and access

routes, wherever possible.

b. Keep out of the way of moving trucks and respond to their warning signals, especially when walking around blind corners or entrances.

### HAZARD/WARNING SIGNS AND NOTICES

Employees must comply with all hazard/warning signs displayed on the premises.

## WORKING CONDITIONS/ENVIRONMENT

- a. Clutter, obstruction or spillages are symptoms of carelessness, which usually lead to accidents and personal injuries, therefore:
- b. Work areas and work surfaces must be kept clear for the efficient movement of materials and people.
- c. Make sure there is adequate working space around the machine.
- d. Do not place objects where they can protrude into gangways or create tripping dangers.
- e. Spills must be cleared up IMMEDIATELY
- f. All substances, chemicals etc. must be used in accordance with written and verbal instructions.
- g. All chemicals, solvents etc. , must be returned to their designated safe storage area, when not in use.
- h. Waste chemicals, empty containers, oils must be disposed of in accordance with the manager's instructions.
- i. DO NOT POLLUTE water courses, drains, sewers with chemicals, oils or hazardous substances.

## MANUAL HANDLING

- a. Check load for sharp edges, splinters etc.
- b. User proper lifting techniques.
- c. DO NOT lift or carry any more than you can handle.
- d. Get help, if necessary.
- e. Where possible ALWAYS use mechanical equipment.

## STACKING AND STORAGE

Stack and store all materials so that they are easy to access. Make sure that objects cannot fall from the tops of racks etc. Do not climb on stacked material or on racking.

## FUNCTION OF THE SAFETY REPRESENTATIVE

- a. Will report to management any hazardous conditions.
- b. Will liaise with the depot manager/supervisor/foremen and the Safety Adviser in accident investigation and safety inspections.
- c. Will fully familiarise himself/herself with the company safety policy and practices and the arrangements whereby that policy is implemented.
- d. Will take all reasonably practical steps to keep himself/herself informed of the particular hazards of the workplace and measures deemed necessary to eliminate or minimise the risk deriving from those hazards.
- e. Will attend safety meetings.
- f. Will endeavour to promote safe working practices among his/her fellow workers.