

HEALTH AND SAFETY

CODE OF CONDUCT

AND

EMERGENCY PROCEDURES

FOR



HEALTH AND SAFETY POLICY STATEMENT

This statement of intent should be read in conjunction with the full Health and Safety Policy which details the arrangements and responsibilities of our Occupational Health and Safety Management System.

It is our aim to ensure, so far as is reasonably practicable, the health and safety of our employees and third parties who may be affected by our work activities. We are committed to:

- complying with all legal and other applicable requirements
- the prevention of injury and ill health, and
- continually improving our occupational health and safety management and performance.

Progress towards these objectives will be monitored and subject to periodic review by management.

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. The Director Responsible for Safety has ultimate responsibility for health and safety.

Nominated employees have been assigned duties as Health and Safety Co-ordinators and specific responsibilities for health and safety matters have been assigned to line managers.

Communication between all levels of employees within the Company is paramount. We will ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities. All our employees will be given adequate supervision, information, instruction and training as is necessary to carry out their duties on behalf of the company.

We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

We will ensure that the resources necessary to achieve the objectives of this policy are made available.

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know. The full Health and Safety Policy is available on request to interested parties.

COMMUNICATING THE HEALTH AND SAFETY POLICY

The company has established a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy all levels of management have general and where applicable, specific responsibilities to enable the company to comply with its legal obligations. Of necessity, it is a large, working document and as such it is impractical and unnecessary for everyone to read it. However, all the relevant sections for ensuring your health and safety will be communicated to you and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and safety equipment.

On the preceding page and on official notice boards you will see displayed our general Health and Safety Policy Statement. This statement is based on accident prevention and is required for compliance with health and safety legislation. It is very important that you understand and comply with the statement.

To enable the company to fulfil our legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have a legal duty to:

- Co-operate with the company on all health and safety related issues.
- Ensure your health and safety and that of others, and be accountable for your actions.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- Report accidents, incidents or anything which might cause danger.

For your own health and safety you **MUST** follow this code of conduct. Any deviation from it may lead to personal or the company's prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the company.

To implement the Health and Safety Policy, we are required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this. You should not carry out any task which means deviating from the agreed methods of work.

Finally, please follow the guidance provided within this booklet and advise your Line Manager of any health and safety problems.

CODE OF CONDUCT AND EMERGENCY PROCEDURES

Please Report:

- Anything which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- The discharge of any fire extinguisher.
- Any medical condition which may affect your or others safety at work.
- All accidents no matter how small and ensure they are recorded in the accident book.
- All incidents including near-misses regardless of any lack of damage or injury.
- Any damaged equipment which you become aware of.

General

Please ensure that you:

- Comply with safety signs and follow any warnings which may be given.
- Keep your work place clean and tidy.
- Mop up or report spillages.

Please Don't

- Leave equipment in a condition or position where it may later injure you or someone else.
- Let any person operate work equipment for which you are responsible unless they are competent to do so.

Hygiene

Please ensure that you:

- Wash your hands before and after using the toilet.
- Wash your hands and remove all safety equipment before eating.

Please Don't

- Eat or drink in any area where dust, dirt or fumes are present.
- Leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition.

Electrical

Please ensure that you:

- Know the location of your equipment's electrical switches.
- Inspect portable electrical equipment for signs of misuse, damage or wear prior to use.
- Unplug/switch off electrical equipment when not in use.

Please Don't

- Bring any personal electrical equipment onto the premises unless authorisation has been given by company management.
- Leave trailing cables which you or others may trip over.
- Use 240 Volt equipment outside or in wet environments.
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify or maintain any equipment for which you are not authorised and competent to do so.

Work Equipment

Please Don't

- Drive or operate any vehicle unless you are competent and have been authorised to do so.
- Ignore or remove guards.
- Operate, clean, modify, maintain or repair any equipment, plant or item unless you are competent and authorised to do so.
- Wear gloves when using machinery with exposed rotating parts.
- Use tools that are damaged or incorrect for the task.
- Operate any work equipment whilst under the influence of drink or drugs, which also includes prescribed drugs if those prescribed drugs may affect your judgement or co-ordination i.e. drowsiness.
- Use any equipment without wearing the appropriate specified personal protective equipment.
- Wear loose clothing, long hair, rings or necklaces which may become entangled in the equipment (where rings cannot be removed they should be taped over).

First Aid

Please ensure that you:

- Know who the first aiders are.
- Report any accident to the first aider who will record it in the accident book.
- Report to the first aider anything used from the first aid kits.

Please Don't:

- Use the first aid cabinets to store any medicines, ointments, tablets etc.
- Use the pins, bandages, plasters etc. for any other purpose.

Substances

Please ensure that you:

- Return left over or unused substances to their correct and safe storage area.
- Follow the procedures for the safe use, transportation, handling and storage of chemicals given in the COSHH assessments provided.
- Keep all lids on substances between applications and when not in use.
- Use fume/dust extraction equipment where provided and wear all necessary personal protective equipment issued to you.
- Report all faults with extraction and personal protective equipment.
- Do not empty any hazardous substance down the drains.

Personal Protective Equipment

Please ensure that you:

- Wear items of protective clothing/equipment provided. In particular these may include, eye, head, hearing, feet, gloves and personal respiratory equipment that are appropriate to your duties.
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- Maintain all protective clothing and equipment properly and inform the company of any loss or damage to such clothing and equipment.
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- Store protective clothing/equipment properly and do not remove it from the premises unless authorised to do so.

Safe Access

Please Don't:

- Work at height unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
- Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces.

Fire

Please ensure that you:

- Know your fire escape routes and the relevant evacuation procedures.
- Know where the extinguishers are and how to use them.
- Raise the alarm on discovering a fire.
- Report to the assembly point on hearing the fire alarm or any person shouting 'Fire'!
- Know the correct type and operation of extinguishers.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Fire Safety Co-ordinator.
- Know your Fire Wardens.

Please Don't

- Smoke in unauthorised areas.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are trained and confident that you can put it out without endangering yourself or others.
- Re-enter a building after a fire until authorised to do so.

Remember - You must accept responsibility for your own health and safety whilst at work by co-operating with the company

If you do not understand any part of this health and safety code of conduct, please contact the Health and Safety Co-ordinator.

This Code of Conduct booklet is to be kept at work for your reference

FURTHER INFORMATION

Stress

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with staff and representatives based on openness, honesty and trust. Systems will be in place locally to encourage Managers to support their staff and to support their colleagues.

We recognise that non-work problems can make it difficult for people to cope with the pressures of work. All employees are encouraged to discuss any matters that may affect their work with their Manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

Violence at work

The company aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those working for the company but most importantly to take care of their own health and safety and that of others.

Any form of bullying, verbal or physical, will not be tolerated in any form and we will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or person's visiting/working on our premises.





If you feel you are being subjected to any such treatment you should contact any Manager to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

Ideas and Suggestions





You are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the company

CHEMICAL HAZARD CLASSIFICATION SYMBOLS






These are the older hazard symbols that are being replaced. You may still see these on older product labels for the next few years

	TOXIC/VERY TOXIC May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin
	CORROSIVE May on contact cause destruction of living tissue or burns
	HARMFUL May cause limited health risk if inhaled or ingested or if it penetrates the skin
	IRRITANT May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled

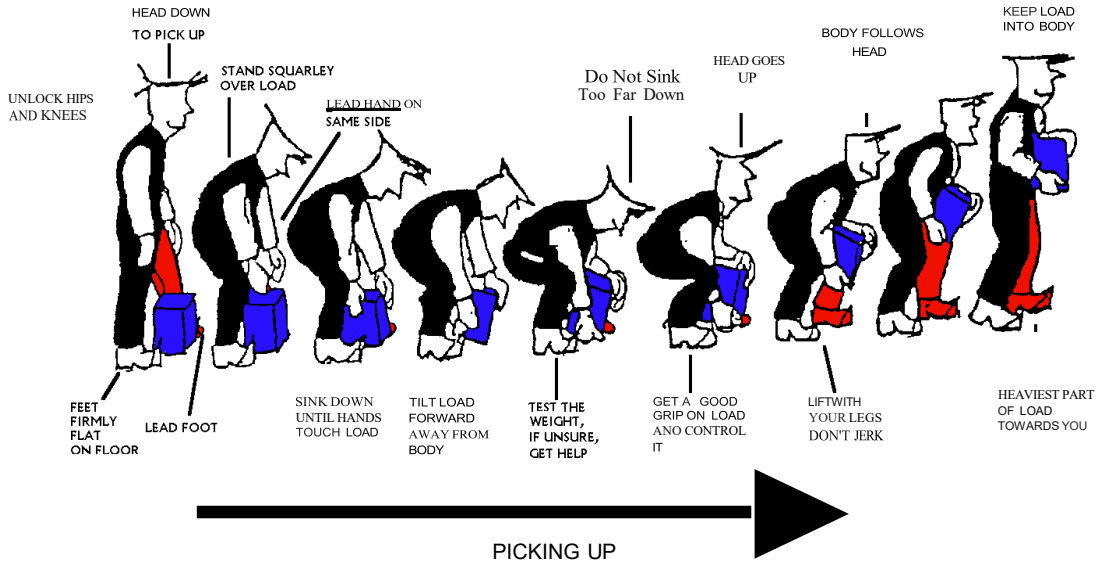
These are the new symbols that will be appearing on product labels and will replace the older symbols completely within the next few years

	<p>ACUTE LETHAL TOXICITY</p> <p>Materials which in low quantities may cause death or serious damage to health</p>
	<p>CHRONIC TOXICITY</p> <p>Chronic health effects. Germ cell mutagenicity. Carcinogenicity. Reproductive toxicity. Aspiration hazard. Respiratory sensitisation</p>
	<p>CORROSIVE EFFECTS</p> <p>Materials which on contact with living tissues may destroy them</p>
	<p>OTHER HEALTH EFFECTS</p> <p>Lower level acute toxicity. Skin, respiratory and eye irritation. Skin sensitisation</p>

Other new hazard symbols related to COSHH are as follows:

				
<p>Self Reactives. Organic peroxides</p>	<p>Oxidising gases. Liquids and solids</p>	<p>Flammable gases, aerosols, liquids or solids</p>	<p>Compressed gasses</p>	<p>Hazardous to the Aquatic environment</p>

DO YOU NEED TO LIFT?
CAN YOU USE MECHANICAL MEANS?
IF YOU **ARE** IN DOUBT GET HELP!
CONTROL THE LOAD, DO NOT LET IT CONTROL YOU!



IT IS YOUR RESPONSIBILITY TO LIFT CORRECTLY
AND TO SEEK ASSISTANCE IF IN DOUBT

