

<b>COMPANY OPERATING PROCEDURES</b>				
<b>Health and Safety</b>				
Created:	17/May 1995	VM3/COP/19	Issue	3
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## **HEALTH AND SAFETY**

### **1.0 SCOPE**

**1.1** The purpose of this procedure is to describe the basic Health and Safety policies in operation within the company. All relevant requirements are laid down in the company's Health & Safety Framework. This procedure is used in conjunction with the Company Personnel Manual and all other relevant procedures and practices currently in operation and accessible in Intrastats.

### **2.0 RESPONSIBILITIES**

**2.1** It is the responsibility of each individual within the company to ensure that they abide by all the dictates laid down in this and other related procedures. It is the responsibility of the Managing Director and the Directors to oversee and maintain the workings of this procedure.

### **3.0 PROCEDURE**

**3.1** When the company employs new personnel, whether permanent or temporary, then they must first undergo an initial induction into the company's Health and Safety procedures. This induction will include the location of the fire extinguishers, fire escape routes Manual Call points and respective assembly points. As well as the First-aider and First aid box locations.

**3.2** When introducing new documentation into the company's system, it must first be reviewed. To ensure that no misinterpretation of its contents that could lead to Health and Safety problems with the personnel conducting the tasks.

**3.3** When introducing new products / services / equipment into the company's system. All relevant literature, specifications and COSHH data sheets, must be reviewed to determine the impact on the company's current customs and practices within Health and Safety guidelines. Should any aspect fall outside these areas, then Training and Health and Safety requirements must be updated and implemented to address these factors.

**3.4** All personnel must at all times be aware of the following:

- There is to be NO Smoking, Eating or Drinking in areas where stock is processed or stored, in the workshops or any areas where there are signs and posters.
- Be aware of signs and posters giving instructions or warnings.
- Work clothing must be appropriate to the job - as dictated in the Company Personnel Manual.
- An operative must be fully trained on any item of machinery prior to using such machinery
- Gloves are to be used at all times when product is received in an unclean state, particularly when booking the product into the building.
- Hands must always be washed before and after break times and after using the toilet.
- All passageways and access / exit doors must be clear of any / all obstacles.

**3.5** Where not stated above, personnel also have duties and responsibilities, towards themselves, their colleagues and to the company. These duties and responsibilities are to be found in the Company Personnel Manual.

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**3.6** Where accidents, injuries or incidents occur, then they must at all times be reported to a First-aider and / or Immediate Supervisor who will deal with the matter. Any items of equipment that has the potential to cause harm will have warning notices placed in suitable locations. Issues should be added to the Report Accidents and near Misses heading in Intrastats.

#### **4.0 ASSESSMENTS**

**4.1** The Managing Director or designated person, will conduct a Risk Assessment of all operations within the company at least once every 12 months. A report will be produced, HSE Review Premises and be available on Intrastats categorising all hazards found. Issues are produced, if needed, to the persons responsible. Who must then correct all areas prior to a re- assessment being undertaken.

**4.2** The Accident Book and Accidents and Near Misses is reviewed annually as part of the Management Meetings. Any resultant corrective actions will result in Issues to the relevant Team Leader or person.

**4.3** Each department will complete a regular issues, assessing those potential risks attributing to their relevant processes.

### **Associated Documents:**

Company Personnel Manual  
COSHH Data sheets  
HSE Booklets  
Relevant Forms

All documents are available in Intrastat Document Index.