

<b>COMPANY OPERATING PROCEDURES</b>				
<b>Health &amp; 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. This procedure is used in conjunction with the company personnel manual and all other relevant procedures and practices currently in operation.

### **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 General Director 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 and respective assembly points, as well as the First-aiders 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 could lead to injurious Health and Safety problems by any person conducting tasks within that document.
- 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 & Safety requirements must be updated and implemented to address these factors.

- 3.4.1 All personnel must at all times be aware of the following:

- a) There is to be NO Smoking, Eating or Drinking in those areas where there are posters in place.
- b) Follow the stipulated guidance in those areas where there are posters in place.
- c) Work clothing must be appropriate to the job - as dictated in the company manual.
- d) An operative must be fully trained on any item of machinery prior to using such machinery
- e) Gloves are to be used at all times when product is received in an unclean state, particularly when booking the product into the building.
- f) Hands must always be washed before, and after, break times and the use of the toilet.
- g) All passageways, and access / exit doors must be clear of any / all obstacles.

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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.

3.6 Where accidents, injuries or incidents occur, then they must at all times be reported to a First-aider and I or an immediate Supervisor who will deal with the matter and record it appropriately.

#### **4.0 ASSESSMENTS**

4.1 The Managing Director and / or the General Director will conduct a Risk assessment of all operations within the company at least once every 12 months. A report will be produced and distributed — categorising all hazards found. All persons responsible must then correct all areas prior to a re-assessment being undertaken.

4.2 Each department will complete a regular monthly checklist, assessing those potential risks attributing to their relevant processes.

#### **Associated Documents:**

Company Personnel Manual  
COSHH Data sheets  
HSE Booklets  
Relevant Forms

All available in Technical Library, MD's office, General office, or workshops, and Electronically