



## **ON-WOOD PRODUCTS LIMITED HEALTH AND SAFETY POLICY**

### **INTRODUCTION**

Section 2 (3) of the Health and Safety at Work Act 1974 states:

“Except in such cases as may be prescribed, it shall be the duty of every employer to prepare as often as may be appropriate a revised written statement of his general policy with respect to the health and safety at work of his employees and the organization and arrangements for the time being in force for carrying out that policy, and bring the statement and any revision of it to the notice of all his employees.”

The Company Policy is a statement of intent by On-wood Products Ltd, so as to comply with current legislation to provide a safe place of work for employees and to ensure an adequate system of communication on all matters affecting health and safety at work. The overall responsibility rests with Management that all employees at every level must accept degrees of responsibility for carrying out this Policy and ensuring safe methods of work.

Every attempt will be made to bring to the attention of all employees that they have a responsibility to safeguard themselves and that their actions do not place others at risk.

The Management of the Company undertakes to make every employee aware of his legal obligation to comply with statutory legislation and to provide all necessary documentation. A safe system of work is to be employed so as to avoid risk or possible injury to all employees and members of the public.

### **General Statement of Policy**

The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

It is the intent of the company to provide safe and healthy working conditions for all our employees by:-

- providing and maintaining safe plant and equipment
- providing safe systems of work
- providing for the safe use, handling, storage and transport of all particles and substances
- providing a safe working environment
- providing adequate and sufficient information, instruction, training and supervision



It is also the intent of this Company to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

The Company accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

**Signed:**

**Date:**

**Name:**

**Position:**

#### **NOTE**

Within this Policy the term "health and safety" is defined to mean:

- a) The prevention of injury to individuals and dangerous occurrences
- b) The control of all situations and procedures likely to cause injury, damage to plant, property and materials.
- c) The application of measures to promote occupational health and hygiene.
- d) The investigation of "near miss" situations that could have resulted in injury. damage to plant, property and materials.
- e) Fire prevention and fire control.
- f) The identification and elimination of hazards.

#### **GENERAL**

**Company Management undertakes the following:**

1. To promote responsibility and accountability for each level of employee in the prevention of injury and damage.
2. To promote awareness of legal, personal and economic responsibility.
3. To provide the necessary training at all levels to enable each individual to carry out his responsibilities as laid down.
4. To take into account, at tendering and work planning stages, those factors which help eliminate injury, damage and waste.
5. To make specific arrangements with sub-contractors and any other individual contractors who may be working on the same site.
6. To ensure that dangerous occurrences, fatalities and major injuries are recorded and reported to the Health and Safety Executive and that investigation and costing is carried out as applicable

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### **GENERAL (Cont'd)**

7. To provide the correct equipment and protective clothing.
8. To liaise with external accident prevention organizations and to circulate information at all levels within the Company.
9. To encourage discussion of health and safety matters at all levels.
10. To provide sufficient funds to implement this policy.

### **EMPLOYEES**

All employees have duties imposed on them by the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and other legislation.

In particular they must:

- a) Take reasonable care of their own safety and that of others who may be affected by their acts or omissions at work.
- b) Co-operate with the Company in its arrangements for complying with its legal duties.

- c) Neither intentionally nor recklessly interfere with anything provided for their health, safety or welfare.
- d) Use any work equipment, substance or system of work provided by their employer in accordance with the training and instruction given to them.
- e) Inform their line management or safety officer of any work situation which they may reasonably consider to be a serious and immediate danger to health and safety or of any serious shortcomings in the companies protection arrangements for health and safety.

All employees must make themselves familiar with this policy, and, in particular with their responsibilities as detailed in the following pages.

## **Training**

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

## **Emergencies**

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

All staff are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

## **ACTION TO BE TAKEN UPON DISCOVERING A FIRE**

- Do not try to tackle the fire yourself (unless trained to do so)

- Activate the nearest fire alarm to raise the alarm
- Leave the building by the nearest fire exit and proceed to the muster point
- Do not re-enter the building for any purpose until the all clear has been given

### **ACTION UPON HEARING THE FIRE ALARM**

- Stop working and calmly leave the site/workshop by the nearest fire exit
- Go directly to the meeting point and await instructions
- Do not leave the meeting point until the all clear is given

Do not re-enter the building for any purpose until the all clear is given

### **Co-operation and Coordination**

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

### **Staff Welfare**

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities

### **Work Equipment**

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: Anthony Bean, in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.



No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

### **Personal Protective Equipment (PPE)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to; .....A Olver.....

### **Risk Assessments**

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice

from the H&S Co-ordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

### **Policy review**

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 implemented will



be reviewed every year. In addition, reviews of risk and COSHH assessments and site safety inspections etc will take place from time to time.

### **First Aid and Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

Head Office – the first aid box is located at reception

The Qualified First Aider / Appointed Person; Anthony Bean.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive



The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

### **Hazardous Substances (COSHH)**

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held at head office.

### **Manual Handling**

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower
- through the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

## **INDIVIDUAL RESPONSIBILITIES CONTRACT MANAGER**

1. Understand and comply with the Company's policy and appreciate the responsibility allocated to each grade of employee.
2. Be aware of the requirements of the Health and Safety at Work Act, Construction Regulations, other appropriate legislation and codes of practice and ensure that

they are complied with in the Company's work areas.

3. Ensure that contract conditions are adequate to cover safe systems of working and adequate welfare facilities.
4. At the Planning Stage:
  - a) Determine the most appropriate safe system of work.
  - b) Clarify responsibilities with Sub-Contractors and others, as defined by the Company Safety Policy for Sub-Contractors.
  - c) Liaise with Safety Officer on possible hazards, relating to safety, health and welfare.
5. Review the sequence of operations at each stage, completing the hazard assessment form, ensure that adequate precautions are taken and be responsible for ensuring that method statements and assessments required under COSHH and other Regulations are adequately carried out and implemented. Co-operate with the Main Contractor in preparing, updating and enforcing the project safety plan.
6. Ensure that work, once started, is carried out safely, that the requirements of all relevant legislation and codes of practice are being complied with, and that safe systems of work are maintained.
7. Co-ordinate safety activities between Main Contractor, and other individual contractors who are working on the same site and ensure that the Group's Safety Policy is complied with including the prior provision of method statements and assessments required under COSHH and other Regulations.
8. By personal example ensure that all subordinates recognize the importance of fully complying with the requirements of the Company safety policy.
9. Be responsible for ensuring that all dangerous occurrences, fatalities and major injuries are notified to the Health and Safety Executive, as specified under the current legislation and in accordance with the Company instructions, plus notifying the appropriate Director and the Safety Officer.
10. To provide information to the Main Contractor to enable him to regularly update the project safety file.

1. Be familiar with and conform to the Company safety policy at all times.
2. Have a working knowledge of the Health and Safety at Work Act, Construction Regulations and other appropriate legislation and codes of practice, including the Working Rule Agreement.
3. Organize and control sites so that work carried out is to the safety plan, as defined by the above regulations and legislation.
4. Ensure that all registers, records and reports are completed at prescribed intervals and that the “competent person” appointed has sufficient knowledge of the plant or machinery to evaluate all aspects of its safe operation.
5. Carry out assessments in consultation with Contracts Manager and safety department, where appropriate, and ensure that the conditions of the assessment and of method statements are complied with.
6. Give all Trade Operatives precise instructions on their responsibilities for safe systems of work and see that they do not require or permit anyone, particularly young persons, to take any risks which would endanger health or safety.
7. Ensure that adequate supervision is provided at all times, particularly where young or inexperienced workers are concerned.
8. Plan and maintain a tidy site.
9. Ensure that all machinery and plant, including power and hand tools, are maintained in good condition and comply, where applicable, with Company Policy.
10. Ensure that all plant operators and other operatives are only employed on equipment for which they have been trained.
11. Check that hired plant is suitable for the work in hand and that, where appropriate, copies of current statutory documents are made available.
12. Ensure that suitable protective clothing and equipment is available where



appropriate and that it is used.

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13. Ensure that all items of first aid equipment, as required by Construction Regulations,

are available and their location known to employees.

#### **INDIVIDUAL RESPONSIBILITIES FOREMAN**

14. Ensure that details of where to obtain medical help and ambulance service in the event of a serious injury, are displayed at all times. (Nominate others to act in an emergency).
15. Accompany H.M.Factory Inspector on site visits, make note of and act on his recommendations. H.M.F.I. visit to be recorded and Safety Officer notified.
16. Liaise with the Safety Officer; act on his recommendations, and release supervisors and operatives, where necessary, for on or off site safety training.
17. Be personally responsible for notifying the Contracts Director of any dangerous occurrence, fatality, or major injury, as defined in current legislation.  
Attention is drawn to the Company's instructions in respect of these incidents and that a Safety Officer or similar responsible person must be informed immediately by telephone.
18. Ensure accident reports forms are fully completed for accidents on site involving injury, damage or lost time and forwarded to the Company's office, as soon as possible.
19. By personal example ensure that all subordinates recognize the importance of fully complying with the requirements of the Company safety policy.  
of fully complying with the requirements of the Company safety policy.

## INDIVIDUAL RESPONSIBILITIES – OPERATIVES

1. Be familiar with and conform to the Company Safety Policy, the Health and Safety at Work Act, current legislation and the Working Rule Agreement.
2. Use the correct tools and equipment for the job; follow the safe system of work  
and use safety equipment and protective clothing as specified in the method statements and hazard assessments.
3. Keep tools, equipment and plant in good condition and report any defects immediately to supervisors.
4. Develop a personal concern for safety – for others and particularly newcomers and young people. Take no action which would put others at risk.
5. Avoid improvising which entails risk to health and safety.
6. Refrain from horse-play and the abuse of welfare facilities.
7. All personal injuries must be reported to the Project Co-Ordinator, or nominated person. Details must be entered in the Accident Book and additional information given to enable the Company's accident form to be completed. Attention is drawn to the current legislation which requires all employers to inform the Health and Safety Executive of any dangerous occurrence, fatality or major injury, immediately.  
Each person must assist the supervisors by bringing to their attention any incidents of this nature that have occurred, to enable the authorities to be notified at once.

## INDIVIDUAL RESPONSIBILITIES SAFETY OFFICER



1. Advise and up-date Management on legislation affecting Health and Safety at Work.
2. Carry out periodic inspection of work places to ensure compliance with current legislation.
3. Monitor and ensure that adequate testing and inspection of plant and equipment is carried out as required by statute and by the Company's policy.
4. Advise on suitable and correct items of personal protection and equipment.
5. Liaise with H.M. Health and Safety Inspectorate. Local Authorities and other relevant organizations.
6. Advise on suitability of method statements and hazard assessments and assist in their preparation and that of the safety plan.
  
7. Carry out investigation of accidents, ensure the necessary reports are completed and submitted, and advise on measures to prevent recurrence of accidents.
8. Ensure adequate fire protection where required and arrange necessary evacuation drills and testing of fire alarms.
9. Assist in training and promoting good practice for health and safety generally.
10. Maintain or monitor such reports as are necessary and required by the Company and by legislation.
11. The Safety Officer is authorized to take steps to stop dangerous or illegal practices and, where necessary, to require the stoppage of work when, in his opinion, an extreme hazard exists for personnel. Where such ultimate action is taken, the Safety Officer must immediately inform the Contracts Director.

Signed for and on behalf of On-Wood Products Ltd on 11/04/12

Mr A.C.Bean & Mr A.Olver