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HEALTH & SAFETY POLICY

Health & Safety Policy Index

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General Policy Statement

Nationwide Flooring accepts its responsibility under the Health and Safety at Work etc. 1974 Act and other various legislation's applicable to its operations and intends to take all reasonable steps to fulfil its obligations.

It is the policy of the Company that its operations are carried out at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all it's employees and all persons likely to be affected by its operations.

In particular, the Company will do all that is reasonably practicable to identify hazard areas, assess any risk and provide and maintain safe places of work, to use safe methods of working and provide safe plant and equipment, and a healthy working environment.

This policy will be reviewed on an annual basis by the Director, who is responsible for monitoring its operation and effectiveness, by analysis of accidents/incidents, audits and site safety reports.

All employees are required to read and understand the Company's Health and Safety Policy/procedures and ensure that they are observed . This will include among other things adequate welfare facilities, first aid and fire arrangements and accident prevention and reporting procedures.

The law states that every employee has a duty to look after his/her own health and safety whilst at work and that of others who may be affected by his/her work and the Company requires employees to recognise and accept this responsibility.

Signed

S Charnley
Director Responsible for Safety

Part One

Individual Responsibilities

Director with Special Responsibilities for Safety

The Director with special responsibilities for health and safety is Mr S Charnley, and his main responsibilities are to:-

- Implement the Company's Safety Policy and the arrangements for the prevention of accidents, the maintenance of a safe and healthy working environment.
- Review and amend the policy on an annual basis or when a change in legislation requires it and bring any revision to the attention of all employees.
- Administer and monitor the policy personally or appoint a senior member of staff to do so. Carry out personal checks to ensure compliance.
- Ensure that all levels of staff receive adequate and appropriate training and insist that safe working practices are regularly observed. Ensure that personal protective clothing is identified, supplied and worn.
- Make certain that in tendering, at planning stages and production processes, allowance is made for adequate welfare facilities plant and equipment including personal protective equipment to aid in reducing accidents or spoiling the environment.
- Ensure the procedures for the reporting of injuries, disease and dangerous occurrences, are actioned when necessary.
- Reprimand any member of staff failing to discharge satisfactorily the responsibilities allocated to him/her.
- Set a personal example

Main Responsibilities of Foremen / Team Leaders **for Health, Safety and Welfare**

- Read and understand the Company's Health and Safety Policy and his/her responsibility on it.
- Be familiar with your obligations under the Health and Safety at Work etc. Act 1974 or other Regulations applicable to the work on which employees are engaged and insist that those Regulations are observed.
- Incorporate safety instructions in routine orders and see that they are observed and when materials are purchased from a local supplier all relevant information in the use, hazards and the precautions to be taken, if any, are available and understood by the user.
- Restrain men from taking unnecessary risks and ensure appropriate orders where safety rules are not being observed.
- Ensure that new employees, especially young persons, learn to take safety precautions and are instructed on the hazards associated with the work before they are set to work in areas which may be hazardous.
- Ensure that suitable protective clothing and equipment is available and used correctly at all times.
- Set a personal example by wearing or using the correct safety equipment or procedure for each operation.

Main Responsibilities of General Operatives **for Health, Safety and Welfare**

- Read and understand the Company Safety Policy.
- All employees have a duty to co-operate with his/her employer to enable the employer to fulfil his legal obligation. It is therefore a condition of employment that all employees should observe the following.
- Use the correct tools and equipment for the job, use safety equipment and protective clothing supplied.
- Keep tools in good condition.
- Report all accidents and dangerous occurrences. Unsafe and unhealthy conditions should be reported as soon as they develop. All defects in plant and equipment must be reported as soon as they appear.
- Develop a personal concern for the safety of yourself and others who may be affected by your actions.
- Avoid any short cuts which cause unnecessary risks.
- Warn others, especially young persons or new starters, of known hazards and suggest ways of eliminating them.
- Refrain from horseplay and the abuse of welfare facilities of safety devices which have been provided for your safety, e.g. fire extinguishers, first aid etc.
- Suggest ways of eliminating hazards.
- Ask your Foreman / Team Leader if in doubt.

Company Policy on Health & Safety at Work

Part Two-Arrangements

Accident Reporting Procedure

1. A Death, Major Injury or Condition, or Dangerous Occurrence shall be reported by the quickest possible means (normally telephone) and confirmed in writing within 7 days on Form F2508 to the Local Authority Environmental Health Officer and H.S.E.
2. All injuries resulting from accidents at work which cause incapacity for more than 3 days must be reported direct to the enforcing authority (by telephone).

Definitions of Events Which are Reportable

1. The death of any person as a result of an accident arising out of or in connection with work.
2. Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work.
 - A. Fracture of any skull, spine or pelvis
 - B. Fracture of any bone:
In the arm or wrist, but not a bone in the hand or
in the leg or ankle, but not a bone in the foot
 - C. Amputations of a hand or foot, of a finger, thumb or
toe or any part thereof if the joint or bone is completely
severed
 - D. The loss of sight of an eye, a penetrating injury to an
eye or a chemical or hot metal burn to an eye
 - E. Either injury (including burns) requiring immediate
medical treatment, or loss of consciousness resulting
in either case from an electrical shock from any electrical
circuit or equipment, whether or not due to direct contact
 - F. Either acute illness requiring treatment or loss of
consciousness, resulting in either case from absorption of
any substance by inhalation, ingestion or through the skin
 - G. Any other injury which results in the person injured being
admitted immediately into hospital for more than 24 hours

Keeping Records

A RECORD MUST BE MADE AND KEPT OF ALL REPORTABLE INJURIES AND DANGEROUS OCCURRENCES, THE RECORD MUST CONTAIN IN EACH CASE:-

1. Time and Date of the Accident
2. Particulars About the Person Affected by the Accident
 - A. Full Name
 - B. Occupation
 - C. Nature of Injury or Condition
3. Place Where the Accident Happened
4. A Brief Description of the Circumstances

THE NATURE OF THE RECORD IS NOT STIPULATED BY “RIDDOR” IT IS LEFT TO THE RESPONSIBLE PERSON TO USE A FORM OF RECORD WHICH BEST SUITS HIS PURPOSES. A PHOTOCOPY OF EACH COMPLETED FORM F2508 MUST BE KEPT IN A FILE AND ALSO ANY ENTRY ABOUT AN INJURY IN HSE BOOK F2509 (RECORDS OF ACCIDENTS AND DANGEROUS OCCURRENCES AND ILL HEALTH (DISEASE) ENQUIRIES) WHERE KEPT BY AN EMPLOYER WOULD SUFFICE.

Highly Flammable Liquids

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers. No materials will be allowed to be stored at the workplace unless they have current instruction sheets from the suppliers. The Foreman / Team Leader will ensure that such instructions are supplied and each member of staff is familiar with its contents.

Dangerous Chemicals

These will be handled strictly according to the manufacturers instructions. Protective clothing/equipment will be issued to all employees handling such materials and must be worn at all times.

Plant & Machinery/Electrical Appliances & Power Tools

1. All plant and machinery used and operated by the company is manufactured to approved safety standards and must be used in accordance with the manufacturers instruction. It is the responsibility of the Foreman / Team Leader to ensure that machines are only operated by those employees who have the authority to do so and who are sufficiently trained and competent in the handling/operation of the particular machine.
2. All electrical equipment on the company sites and other workplaces will be supplied, installed, maintained or used in accordance with current Regulations.
3. The Foreman will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.
4. No power tools or electrical equipment of greater voltage than 110 volt shall be used in sites unless special arrangements are made.

Welfare Facilities

1. Prior to work commencing, the Company will enter into a contract with the main contractor for providing welfare facilities.
2. The Company employees will maintain these facilities in a clean and tidy condition.

Protective Clothing & Equipment (PPE Regulations 1992)

The Foreman will ensure that adequate supplies of all necessary protective clothing and equipment are available on site/workplace for issue as required.

The Foreman will ensure that before employees are set to work that any necessary protective clothing is provided.

Any person observed carrying out any process which required the use of protective clothing or equipment will be informed of statutory or company policy requirements and instructed not to continue working until protective clothing or equipment is obtained.

The Foreman will ensure that the protective clothing or equipment is suitable for the specific purpose for which it is provided.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary.

Safe Systems of Work

The Company will provide a safe system of work and to this end will ensure that detailed instructions and information is made available for all works/operations carried out by the Company. This will enable all employees to carry out their tasks in a safe and efficient manner.

Monitoring the Effectiveness of the Policy

The Company will discuss the effectiveness of its Health and Safety Policy and procedures on a quarterly basis. Priority will be given to any action and expenditure that it is required to maintain or improve the overall safety performance of the Company.

Communication

The Company will encourage the active participation of all employees in promoting good health and safety practice within the Company.

Before commencing works on site/workplace, all personnel are required to attend a site induction/briefing session at the designated site/workplace. In addition, all personnel whilst on site are to attend any 'Tool Box Talks'.

Out of Hours Working

Where operatives are required to work outside normal working hours, special attention will be paid to the need for their safety in respect of lighting, access and egress and the need for supervision for employees working on their own in isolated areas of the workplace.

Waste Management - Duty of Care

The Company will comply fully with the provisions of the Environment Protection Act 1990 (The Act), Section 34, in respect of the storage, transfer and disposal of controlled waste. The Company will also ensure that all employees are made aware of the obligations under 'The Act' and comply fully with the requirements therein.

Noise

The site/workplace Foreman will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing doors are used.

Supplies of ear defenders or other hearing protection will be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels to a safe limit. These will be issued to operatives as required and must be worn at all times when the operative is exposed to noise.

The Foreman will ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the hire company immediately.

Risk Assessment

The Company will undertake to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by its undertaking and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to take the relevant actions to protect health and safety.

The Company employees will comply with any written assessment carried out by the Company or by the main contractor.

Housekeeping

All Company employees must keep their areas clean and should not allow rubbish and scrap etc. to build up. They must make sure that they leave the working area in a tidy and safe condition.