

## HEALTH & SAFETY POLICY STATEMENT

### Health & Safety statement of Intent:

The Directors of Greenfield Engineering (Sheet Metal) Ltd, regard the promotion of Health & Safety measures as a mutual objective for management, employees, and contractors at all levels.

It is the declared company policy to do all that is reasonably practicable to prevent personal injury, ill health, and damage to property and to protect everyone from foreseeable work hazards within their control, including the public in so far as they come into contact with the company activities either on or off site.

The company commit to providing all employees with a safe working environment by conducting frequent health and safety risk assessments and providing adequate personal protective equipment.

It is the policy of the company, where it is reasonably practicable to ~

- Provide plant and systems of work that are safe and without risk to health.
- Provide a safe handling and transport of articles and equipment.
- Provide comprehensive information, instruction, training, and supervision, ensuring in so far as it is reasonably practicable, the health, safety and welfare of every employee.
- To maintain, so far as is reasonably practicable a safe and risk-free site and provide safe means of access to and egress from the workplace areas within the site.
- Provide and maintain a safe and healthy working environment with adequate welfare facilities and arrangements.
- Eliminate hazards and control OH&S risks.
- Continually improve the OH&S management system
- Promote consultation and participation of workers, and, where they exist, workers' representatives.

The Health & Safety at Work Act and other relevant legislation are to be complied with at all times. All employees and contractors are encouraged to contribute towards work areas as safe as possible by continually appraising working practices and ensuring that the safest possible methods are adopted. The company is committed to comply with applicable legal requirement to which they subscribe. This includes ~

- Providing the framework for setting and reviewing Occupational Health & Safety objectives.
- Ensuring that the Occupational Health & Safety system is available to interested parties.
- Ensuring that the Occupational Health & Safety system is reviewed annually and remains relevant.

Employees / contractors also have a duty to cooperate in this objective ~

- By working safely and efficiently.
- By using any equipment provided in a safe and efficient manner.
- By using the correct PPE including ear defenders, which supports the company's "mandatory ear protection policy"
- By reporting any incidents that have led or may lead to injury or damage.
- By adhering to site safe procedures for securing a safe place of work.
- By assisting in the investigation of accidents with the objective of introducing measures to prevent reoccurrence.
  - By taking a positive attitude to accident prevention, being vigilant at all times to prevent any mishaps however trivial or seemingly improbable and bringing them to the attention of management for action.

Signed.....

Date.....

Simon Walker (Operations Director)



## HEALTH & SAFETY AT WORK ACT 1974:

The Health and Safety at work act imposes statutory duties on all employers and employees; the company will carry out these duties. The company will ensure that the responsibilities for Health & Safety are properly assigned, accepted, and fulfilled at all management levels. This will ensure that all practical steps are taken to safeguard the health, safety and welfare of all employees and visitors to the premises, or operations under the control of the company.

The business will endeavour, as far as is reasonably practical, to ensure the following:

- (a) Activities and processes are risk assessed with control measures defined and implemented.
- (b) Arrangements for the use, handling, storage and transport of articles and substances for use at work are safe with risk to health suitably controlled.
- (c) That adequate information is available with respect to articles and substances used at work, detailing the conditions and precautions necessary to ensure that when properly used, they will be safe with risk to health minimised. These details are available from the Health & Safety Advisor.
- (d) The company will provide such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees.
- (e) The maintenance of all plant, machinery and equipment at any premises or operation under the company's control are safe for employees, contractors and any other person who may be affected by its undertakings.
- (f) The working environment of all employees is safe and adequate provision is made with regard to facilities and arrangements for their welfare at work including safe access and egress and suitable arrangements for emergency situations.
- (g) The Health & Safety Policy is appraised and updated as and when necessary. All changes will be communicated to employees via the staff intranet, Team Leaders, and Managers.

It is the duty of every employee at work:

- (a) To take reasonable steps for the Health & Safety of themselves and others who may be affected by their acts or omissions at work.
- (b) To co-operate with the management so far as is necessary to enable that duty or requirement to be performed or complied with. To achieve the above, the company will provide appropriate training for Managers and employees and participate in joint consultation on matters of Health & Safety. The company will provide protective clothing if and when necessary and will at all times engage fully in its responsibilities in Health & Safety matters.



## Health & Safety

In common with all other industrial organisations the Company is faced with general hazards relating to fire, means of entrance and exit to the buildings, guarding of machinery, general working conditions, operation of forklift trucks, noise and manual handling and intends to continue to take appropriate action to deal with them. Updated detailed instructions will be issued from time to time and employees will be notified via the intranet, Team Leaders, and Managers.

## Handling of Substances

The company provides suitable protective equipment for use when handling materials and substances, on site, all substances are labelled, and CoSHH (control of substances hazardous to health) Health & Safety Material Safety Data Sheets (MSDS) are on the MRP System 123. There is also access on a shared drive.

If you are about to handle a substance with which you are not familiar, you must ask your Team Leader/Manager to show you the appropriate Material Safety Data Sheet and comply with the recommended handling procedure and wear the appropriate protective equipment.

## First Aid and Medical Examinations

First aid facilities are available throughout the company, and the names of the first aiders are posted on the noticeboards. All injuries must be treated as necessary and recorded in the accident book, by an appointed first aider.

Any injury requiring 7 days off work, a broken bone (except fingers or toes), an overnight stay in hospital, or other categories of accident/illness as specified by the Health & Safety Executive (HSE) will be reported to the HSE under the RIDDOR (2013) Regulations.

If you sustain an injury at work and it is not reported to a First Aider or recorded in the accident book, sick pay will not be made to you for any time absent from work as a result of the injury.

All employees will be requested to complete a medical questionnaire form prior to commencing employment and will be asked to update it every three years. It is your responsibility to report major changes to your health situation so that the company is aware of any special risk that might attach to you undertaking a specific job and can take appropriate action.

Greenfield Engineering operate a successful occupational health assessment program which is a contractual requirement and is not optional. All employees must attend an OH clinic when invited to do so.



## Responsibilities of Individuals

The Health & Safety at Work Act 1974 places a specific responsibility on you as an employee.

It is your duty while at work:

- a) to take reasonable care for the Health & Safety of yourself and of others who may be affected by your acts or omissions at work.
- b) co-operate with employers and co-workers to help everyone meet their legal requirements.
- c) to not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, and welfare.
- d) wear ear protection at all times when on the shopfloor.

In practice the following summarises some of these responsibilities. More detailed Health & Safety instructions will be issued from time to time.

(a) You will be expected to wear adequate workwear supplied by the company and ensure that they are intact. T-shirts cleaned regularly and sweatshirts, safety footwear must be worn as provided. Permanent staff will be provided with safety footwear at the start of employment (where possible) and replaced as required at the expense of the company.

Any employee who arrives at work unsuitably dressed (i.e. not in the correct workwear) will be sent home unpaid.

(b) Personal protective equipment (PPE) is a company requirement for specific operations and failure to wear equipment provided could result in disciplinary action being taken against you. Approved PPE must be worn when specified in the risk assessment and/or safe system of work. Welding visors are provided and must be used for the specific process.

(c) Hearing protection must be worn at all times on the shopfloor. This will also apply to office staff when in the factory.

(d) Smoking, including electronic cigarettes is totally prohibited in all working areas, storage areas, offices and company vehicles also include the operations of all forklift trucks both inside and outside the buildings; not only does smoking constitute a health risk but has severe fire implications. A formal warning will be issued if the "no smoking rules" are not complied with. Smoking is only permitted in designated smoking areas.

(e) Consumption of food in the workshop is prohibited between breaks and owing to the materials in use and oily environment, food must be consumed in the designated area in a sealed container for sweets/drinks etc. Hygiene procedures must be followed; hands should be washed thoroughly before and after visits to the toilet and before the consumption of food.



(f) You are working in an environment that involves the movement and handling of sharp materials correct gloves must be worn as appropriate. Inevitably cuts may be sustained and it is your responsibility to ensure you have an anti-tetanus injection on a regular basis. If you have any doubt as to your cover check with your doctor.

## Risk Assessments

Risk assessments are a legal requirement under the Management of Health & Safety Regulations (1999). Every eventuality must be assessed, and a risk rating or statement made.

Each job process will carry a risk rating. All employees have been made aware of the risks they are exposed to in the working day as the risk assessment is printed and kept in the departmental information points and also stored electronically on the company server.

Risk assessments are carried out for the sole purpose of protecting employees and ensuring that, in your normal working day, you are not exposed to excessive risk that you may be unaware of. Any task involving high risk must be reduced to the minimum amount possible and every reasonably practicable option must be used to protect yourself.

## Further Advice and Administration

If you are in doubt about, or do not understand any of the above requirements or statements please express your concerns in the first instance to your manager.

The Company Health & Safety Advisor will assist in any areas of concern with reference to hazardous substances used on site, machinery safety, personal protective equipment, and any other matters in relation to Health & Safety.

## Detailed Safety Instructions

### Machinery Safety

The machines that are used in the workplace all have their own inherent hazards. A risk assessment for each machine is stored in the departmental information points and must be read when using a machine that you are not familiar with.

Full training will be given before unsupervised operations can be carried out.



## Eye Protection

1. In the interests of safety and to meet statutory requirements, eye protection must be worn for all manufacturing operations, where the risk assessment states.
2. Full face visors are available for grinding, painting degreasing, and using the saw. New visors can be replaced if damaged or scratched, however care must be observed when using this equipment; they must be hung up after use and not laid down on their visor. Safety glasses are provided to all machinists, for use when operating machine tools. If for medical reasons you already require glasses appropriate over goggles are provided and must be worn.
3. The company advises that you attend routine eye tests, to ensure optical health, however the company accepts no costs for such tests.

Failure to wear protective eye equipment for an operation designated above will lead to a formal recorded warning.

## Skin Protection.

Skin protection is very important in the engineering industry. Occupational Dermatitis is very common if certain procedures are not followed. Wear gloves to protect your hands and apply barrier cream before handling oily parts.

The company provides gloves for use when moving and handling materials in the workshop.

Hand wash is available in each of the toilet areas and should be used by way of squirting a marble sized amount onto the skin prior to wetting, work into the hands, rubbing hands together, and forming lather. Rinse off thoroughly and remove all residues.

It would also be advisable to apply a moisturising hand cream to replace the natural oils lost throughout the working day.

It is very dangerous to wear clothing that has been contaminated with hydraulic oils or cutting fluid and they must be changed at the earliest opportunity.

If you require further information on skin care in the engineering environment, please contact the Company Health & Safety Advisor. (Add Hyperlink)



## Work Wear

You will be provided with work wear within one month of commencement of your employment. You will receive 2 pairs of trousers, 5 T-shirts, 2 sweatshirts and overalls if required for your specific job. You are expected to wear the workwear supplied to you when at work.

You will be supplied with safety footwear to the appropriate British Standard, and it is expected that boots will last a 12-month period.

Minor repairs on clothing and overalls will be your own responsibility. If clothing is beyond repair replacement must be requested via your manager. You must show the damaged clothing to your manager prior to replacement being issued.

On cessation of your employment with the Company work wear must be returned. Failure to return your work wear will result in appropriate deduction from your final wage packet.

## Ear Defenders

Noise generated in some areas of the factory goes above the action level of 80db(A).

Ear defenders are provided and must be worn in all areas to remove the risk of irreparable damage to your hearing.

In-ear and over-ear type defenders are supplied dependant on the job being carried out so as not to interfere with any other PPE being worn such as a welding helmet.

Failure to wear ear protection on the shopfloor may result in disciplinary action.

The requirements to wear ear defenders set out above also apply to all office staff when entering the shopfloor.

## Substances in the Workplace

In the workshop area we use cutting oils, grease, powders, paints, and other industrial and household chemicals. Material safety data sheets (MSDS) are held for all substances in use, which set out how the substances must be used also, what personal protective equipment is required and any other relevant Health & Safety requirements.

MSDS's are held in departmental information points and if you are not already familiar with the requirements for a specific substance that you have been asked to use, you must refer to your Team Leader.



The data sheets also contain information on First Aid requirements should the substance come into contact with your skin or eyes or become ingested or inhaled.

## Workshop Housekeeping

Workshop areas are to be kept as clear as possible and pallets and materials must not be placed on gangways, walkways and near exits. Consideration must be taken so as to not block access to fire exits, fire extinguishers, first aid kits, call points and any other safety related device.

Office areas are to be kept clean and tidy with pedestrian routes kept clear of obstructions and good cable management practiced. Desks and storage cabinets are to be kept clean and tidy.

Housekeeping is everybody's responsibility; if liquid or oil is spilt on the floor it must be soaked up with absorbent pellets and removed, to reduce the risk of slips.

Team Leaders of each area has the responsibility to ensure that their own work area is kept to an agreed standard.

Steel must only be stored inside or covered fully if moving outside, for loading only, extremes in weather can seriously damage the steel, resulting in wastage of components or time spent cleaning and re-oiling materials.

Tools and equipment must be cleaned and returned or replaced at the end of each job or day, thus ensuring equipment remains in good condition.

NOTE - Good housekeeping is a requirement of the Health & Safety at Work Act 1974 and more recent legislation in the form of Management of Health & Safety Regulations 1999.

Failure to maintain good standards of housekeeping may result in disciplinary action.