

Sterling Filtration Limited

***HEALTH & SAFETY
POLICY***

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STERLING FILTRATION LTD – *The Company*

Health & Safety Policy Statement (Health & Safety at Work (etc.) Act 1974)

The Company regards the health and safety and welfare of both the Company's employees and those who may be affected by the Company's activities as being of prime importance and undertakes to comply fully with the provisions of the Health and Safety at Work (etc.) Act 1974, including any Regulations and Approved Codes of Practice additional to the Act. The Company also undertakes to comply with any new legislation which may be forthcoming.

The Company undertakes:

- to provide and maintain safe equipment,
- to require all employees to exercise a duty of care and to co-operate in setting up and maintaining, as far as is reasonably practicable, safe and healthy conditions, avoiding actions which may be detrimental to the health and safety of themselves and others,
- to make adequate provision for, and maintain, a healthy and safe working environment in premises under its control,
- to give all information, instructions, training and supervision as necessary for the establishment and maintenance of safe places of work,
- to ensure safe use, handling, storage and transportation of articles and substances which are inherently or potentially dangerous,
- to encourage employees to develop an awareness of health and safety as an integral part of their duties,
- to ensure that any persons other than employees in the Company's premises are not exposed to any hazards from the work therein,
- to allocate sufficient resources to enable these aims to be met,
- to bring this policy to the attention of all of *the Company's* employees and persons working on or visiting the site,
- to review regularly and amend the policy as necessary.

Signature: _____

Date: _____

THE BOARD OF DIRECTORS

The Board of Directors is responsible for the Health and Safety policies of the company.

THE MANAGING DIRECTOR

The Managing Director is responsible for the overall control of the management of health and safety of the Company, and is responsible for the implementation of this policy by agreeing a programme of work for health and safety including:

- compliance with all statutory obligations in relation to health, safety and welfare, including Codes of Practice or instruction sheets,
- ensuring that those to whom health and safety responsibilities are delegated fully understand and meet those responsibilities,
- enlisting the advice/recommendations of consultant safety specialists where necessary,
- monitoring the Company's safety performance and giving advice on any areas where improvements may be possible; such monitoring will include site inspections, accident and dangerous occurrence data collection, processing and investigation.

ALL EMPLOYEES

All employees are responsible for actively co-operating with Management in the application of this Health and Safety Policy, and particularly:

- practising safe working procedures at all times and ensuring as far as possible that others do so,
- bringing to the attention of their immediate supervisor any hazardous situation which comes to their notice,
- reporting immediately to Management all accidents and injuries,
- wearing of protective clothing and safety equipment where specified or where conditions warrant its use, and being responsible for its condition and maintenance,
- not interfering with any equipment provided in the interests of health and safety,
- accepting responsibility for any visitors they receive and ensuring that the visitor is issued with appropriate personal protective equipment e.g. ear protection

Failure to comply with this Health and Safety Policy may mean that disciplinary action will be taken.

"It shall be the duty of every employee while at work:-

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with." (Health and Safety at Work (etc.) Act 1974 Sec.7).

Management of Health and Safety Regulations 1992

- “(1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.
- (2) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees:-
- (a) of any work situation which a person with the first-mentioned employee’s training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and
 - (b) of any matter which a person with the first mentioned employee’s training and instruction would reasonably consider represented a shortcoming in the employer’s protection arrangements for health and safety, insofar as that situation or matter affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.” Reg. 12

GENERAL ARRANGEMENTS

The policy statement establishes the Company's commitment to ensuring the health, safety and welfare of employees and others in general terms.

Sterling Filtration Limited will display a copy of the Policy, or an abstract, in a prominent position at each of the Company's sites.

Visitors, customers and contractors to **Sterling Filtration Limited** will be informed of and must comply with the Policy. The provisions of the Policy will also protect them.

Essential information for people with special responsibilities will be available as necessary.

All reasonably practicable measures will be adopted to identify, eliminate or otherwise control hazardous conditions which present risks to the health and safety of anyone on **the Company's** premises or anyone likely to be affected by **the Company's** activities.

The drafting of codes of practice or instruction sheets will be done by the Managing Director and other relevant persons and will form the basis by which that area of work shall be conducted.

Copies of specific relevant legislation will be displayed; where safe working practices have been prepared they will be on display at the appropriate machines or work area or be otherwise easily available to employees.

The Company, so far as is reasonably practicable, will ensure that contractors employed on **the Company's** premises are competent and that they conduct their operations in accordance with **the Company's** Health and Safety Policy.

All tools and equipment brought onto **the Company's** premises, either hired or purchased by the company, will be of a design and condition to meet statutory requirements for safety and will have a risk assessment carried out beforehand.

The Company will provide all necessary training and instruction to enable the management, staff and others to achieve healthy and safe working conditions.

New employees will undergo routine training in safe working practices and any special training requirements will be provided as necessary.

Accidents and incidents are recorded and will be reviewed by the Managing Director.

Fire precautions are particularly important and safe means of access to and egress from the workplace will be maintained at all times.

SPECIFIC ARRANGEMENTS

ACCIDENTS

Investigation & Recording

Should a major injury or dangerous occurrence happen it will be reported to the relevant Local Authority by the quickest possible means, usually by telephone.

All accidents, however small, will be reported in the first instance to the First Aider and to the Managing Director who will consider all accident and dangerous occurrence reports.

Any case of work related disease will be reported to the Managing Director.

In the event of an accident or dangerous occurrence an investigation will be carried out by the Managing Director.

The aims will be to: (1) identify the cause or causes, and (2) establish means of preventing a recurrence.

A written report must also be sent to the respective Local Authority within ten days if, as a result of an injury at work, an employee is unfit for work or unable to carry out normal duties for more than three days. (This includes days that would not normally be working days: e.g. weekends.)

All other requirements of RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) 1995 will be complied with.

Employees are requested to report all “near misses” to the Managing Director in order that action can be taken to prevent a potential dangerous occurrence or accident.

Prevention

The Company is aware that the majority of accidents are preventable by good safety management. The Company’s policy, therefore, is to plan all activities and work procedures with safety in mind and to provide appropriate instruction and information to all employees.

This will be actioned by management, calling upon outside specialists where required.

Employees are required to look for any potential hazards and to report them to management.

All employees are responsible for their own safety and that of others and ignoring a potential hazard will be considered as an act of negligence.

CONTRACTORS

All contractors and sub-contractors shall adhere to the Health and Safety Policy of **the Company** and that of their own company at all times. All contractor and sub-contractor employees must be made aware of these requirements prior to commencement of work.

The contractor and sub-contractor must ensure that all equipment brought to site is in good condition and complies with the relevant statutory legislation and is used or erected safely.

The contractor or sub-contractor must provide personal protective clothing and they must ensure their employees make full and proper use of such equipment.

Contractors and sub-contractors must keep the site of their work tidy and clear from obstructions. All floors and walkways must be kept clear in order that a secure footing can be maintained.

Contractors and sub-contractors will ensure that safe means of access and egress at the place of work is maintained at all times.

They will also ensure that suitable precautions are taken so as not to pollute the atmosphere, ground or waters.

Contractors and sub-contractors must at all times comply with the respective Director's instructions and report all accidents, dangerous occurrences or near misses.

ELECTRICAL

The Electricity at Work Regulations 1989 will be complied with, in particular those relating to "absolute duty" i.e. Reg. 4(4),5,8,9,10,11,12,13,14,15 and 16.

Electrical work will be carried out by qualified and reputable electrical contractors.

Good access to mains switchboards and individual isolators will be maintained.

All plugs, sockets, cables and electrical equipment are permanent fixtures. Any faults will be isolated and corrected by a qualified electrical contractor.

All individual isolators and machine controls are clearly labelled.

Where necessary tripping devices or residual circuit breakers will be incorporated into the system and residual circuit breakers will be used with all portable tools and equipment

Extension leads will only be used for maintenance work on a temporary basis. Cables will be positioned to prevent tripping hazards.

A full electrical inspection as required by the Electricity at Work Regulations 1989 will be carried out as necessary.

An inspection record will be affixed to the switchgear for each circuit to show the date of the last inspection and the proposed date of the next inspection.

All electrical appliances, whether fixed or portable, will be tested for safety at suitable intervals by a competent electrician. This will include any authorised personal items brought onto the Company's premises by employees, which must be tested prior to their being used on the premises. Personal items not authorised by the Company will not be permitted on the premises.

Residual circuit breakers will be used with all portable tools and equipment.

ENVIRONMENT / WELFARE

All requirements of The Workplace (Health, Safety and Welfare) Regulations will be complied with as far as is reasonably practicable.

Clean areas for eating are provided and facilities for making drinks.

Toilet and washroom facilities are provided and maintained in a clean, hygienic condition.

Floors, steps and gangways are maintained in a safe condition providing safe access and egress.

Consideration is given to heating, lighting and ventilation arrangements with regard to personal comfort and any special requirements of the task being performed.

FIRE ARRANGEMENTS

Any person discovering a fire will raise the alarm and will summon the fire service, if required.

In the event of fire all employees will evacuate the building as quickly as possible but in a controlled manner - no running or other dangerous behaviour - without stopping to collect personal belongings.

All fire fighting equipment is clearly labelled and must not, in any circumstances, be obstructed or interfered with.

Fire exits are labelled and must not be obstructed.

Fire extinguishers are tested and serviced by an appropriate company once a year.

FIRST AID

The Company will comply with the First Aid Regulations 1981 which require adequate supplies of First Aid materials to be available, based on the number of people on the premises, the size of the premises and the type of work involved.

The persons responsible for administering first aid will have a current First Aid Certificate awarded on a course approved by the Health and Safety Executive. Expiry dates of such certificates will be recorded and refresher courses will be attended before the expiry time is reached.

The name of the qualified First Aider will be displayed together with their location.

When employees are working outside of normal hours arrangements for emergency contact will be made.

An Accident and First Aid Log will be maintained. This will include name of treated person, date, time, treatments and signature of First Aider.

The telephone number of the nearest hospital accident and emergency unit will be displayed by the first aid box.

The electric shock treatment placard will also be displayed where appropriate.

FORK LIFT TRUCKS

All fork lift trucks will receive a thorough examination by a competent person at least every twelve months and be checked before use by the driver and records kept. Certificates and inspection records will be made available when required.

Only qualified persons will be appointed to operate lift trucks and measures will be taken to prevent unauthorised use. Re-training will be provided as necessary.

No employee will be carried on, or allowed to work from, the forks of a lift truck.

Accessories for lifting eg slings and shackles, will be examined every six months.

All safe-working loads will be marked where appropriate and will not in any circumstances be exceeded.

HAZARDOUS SUBSTANCES

The Company carries out assessments on all hazardous substances as required by the COSHH (Control of Substances Hazardous to Health Regulations) 1999. All assessments will be documented and records kept and maintained. Reassessment will be undertaken as necessary, in accordance with the regulations.

No new substances will be introduced into the company without a risk assessment being carried out.

All hazardous substances will be stored, used and disposed of in a safe manner. Minimum quantities only will be kept at the point of use.

MAINTENANCE

All maintenance will be carried out at suitable intervals by a suitably qualified and experienced contractor. Appropriate records will be kept.

MANUAL HANDLING

The Company will, in compliance with the Manual Handling Operations Regulations 1992, carry out an assessment to determine the risk of injury on all tasks involving manual lifting and carrying operations.

Wherever possible alternative operations or means of moving the items concerned will be introduced. Where this is not practicable, training will be given in safe lifting and carrying techniques.

All assessments will be documented and records kept and maintained. Reassessment will be carried out as necessary, in accordance with the Manual Handling Operations Regulations 1992.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

In compliance with the Personal Protective Equipment Regulations 1992, **the Company** will carry out risk assessments to determine the need for providing personal protective clothing and equipment and also assessments of what is the most appropriate PPE.

Protective clothing and equipment must be maintained by the employee to whom they are issued and any losses or defects reported as soon as possible to the immediate supervision.

Appropriate records will be kept of issue and maintenance and of training given.

Training is given in the use and maintenance of all Personal Protective Equipment issued and also information regarding the reasons why it is needed in the particular circumstances for which it is issued.

Employees are instructed that they have a duty to wear/use the equipment provided at all times and to maintain it in good condition. Signatures will be obtained for receipt of such equipment by employees and also as a record of training given.

Failure to wear may result in disciplinary action.

Contractors, sub-contractors are responsible for the provision, assessment, maintenance, and use of personal protective equipment for their own work.

SAFETY SIGNS

Safety signs, conforming to the Safety Signs Regulations, will be displayed wherever required e.g. eye/ear protection, forklift truck passageways, and upon any barriers or screens

erected around hazardous or restricted areas. Failure to comply with these may lead to disciplinary action.

TESTS AND INSPECTIONS

Machinery and equipment which is subject to mandatory checks and inspections will have these carried out by a "competent person" at the prescribed intervals.

TRAINING

The Company will endeavour to carry out sufficient training and instruction to ensure that all persons engaged in work on the premises:

- work safely and do not endanger others,
- are aware of the hazards and risks associated with their employment,
- know the reasons for controls and how to use and maintain them,
- are aware of the requirement to co-operate with the company in fulfilling its legal obligations.

Training will not be used to compensate for inadequacies in other aspects of health and safety. Training will be carried out internally or externally as deemed necessary, taking into account statutory requirements and internal company requirements. Refresher training will also be undertaken where deemed necessary or as stipulated by statutory requirements.

e.g. - "On the job training", R.T.I.T.B. training course for Fork Lift Truck Operators

The training cycle will be as follows:

- decide if training is necessary,
- identify training needs,
- identify / determine training objectives,
- develop learning activities,
- carry out training,
- evaluate effectiveness,
- record achievements.

Induction Training

The induction programme for employees of **the Company** will include an appropriate introduction to the Company's Safety Policy. Sufficient information and / or training will be given to enable employees to commence work safely and meet their obligations under sections 7 and 8 of the Health and Safety at Work (etc.) Act 1974.

A tour of the premises will be included pointing out hazards and necessary precautions.

Visitors, including work placements, or any persons working on the premises, will be advised of their personal responsibilities and informed of the hazards and precautions applicable to their visit and be informed of the Company's Safety Policy..

TRANSPORT

The Company's vehicles comply with Road Traffic legislation with regard to their serviceability, annual testing and use.

Drivers are assessed as being competent and hold a current driving licence as appropriate and should have received correct loading and unloading instructions for the vehicle being operated.

Road Regulations regarding hours worked must be observed.

The Managing Director will check driver's licences at intervals.

All company vehicles are serviced regularly and maintained in a roadworthy condition, and are tested according to statutory requirements.

VISUAL DISPLAY SCREEN WORK STATIONS

In compliance with the Display Screen Equipment at Work Regulations 1992, assessments will be carried out on all display screen workstations. All factors involving risks to health will be considered, including ergonomic, environmental, work schedules, human factors etc., and records of such kept and maintained. Assessments will be recorded and records kept and maintained. Reassessments will be made in accordance with the regulations.

- Eye tests will be provided where necessary.
- Information and training will be given on all aspects of display screen use.
- No new equipment will be purchased without an assessment of its suitability first being carried out.

WASTE DISPOSAL

All waste is disposed of in a proper manner according to the Environmental Protection Act 1990 - Duty of Care.

Where necessary hazardous waste will be disposed of by a specialised contractor.

Waste skips will be emptied on a regular basis in line with good housekeeping. The waste disposal licence for the appointed contractor will be checked and monitored by the relevant company within the group.

The Company will endeavour to make safe any waste on the company's premises so that neither people, animals nor the environment are put at risk by its presence.

The Company will endeavour to minimise the amount of waste generated by the Company and will opt for re-use or re-cycling wherever possible.

WORK EQUIPMENT

All work equipment currently in use will be assessed as to its suitability and safe use, according to the Provision for Use of Work Equipment Regulations, 1998. All assessments will be recorded and records kept and maintained.

All those using the work equipment will be given appropriate information, written instructions where necessary and adequate training.