



**ACCESS FLOORS LIMITED**

**HEALTH & SAFETY  
POLICY**

# ACCESS FLOORS LIMITED

## Health & Safety Policy – Part One – General Statement

The Company shall ensure that, as far as is reasonably practicable, it will provide for:-

- a) The Health, Safety and Welfare of its employees at work.
- b) The Health and Safety of anyone who may be affected by its work operations.

To achieve this it will, as far as is reasonably practicable provide: -

1. Safe and well maintained plant and systems of work.
2. Suitable arrangements for the use, handling, storage and transport of articles and substances.
3. Adequate information, instruction, training and supervision.
4. Safe premises and work places, including access to and egress from them.
5. Safe working environments and adequate welfare facilities.
6. Communication and advisory facilities as required.

The Company have nominated a Director to be responsible for the implementation of this policy. As part of this Policy that Director has had prepared a document detailing the organisation and arrangements for the carrying out of the Policy.

All levels of management and all employees must be aware of and comply with their responsibilities as defined in the aforementioned document.

Signed:



S Cuthbertson  
Managing Director

3<sup>rd</sup> Dec 2011

## **Health & Safety Policy - Part Two- Organisation and Individual Responsibilities**

### **Organisation Chart**

**Stan Cuthbertson - Managing Director**

**Ian Carter – Sales Director**

**Stephen Forman - Director**

### **Safety Organisation**

#### **1. Consultation**

The Company recognises its responsibility to maintain and improve safe conditions at work for all its employees. Under the provisions of the Health & Safety at Work etc Act 1974 and the Safety Representatives and Safety Committees Regulations 1977 a Safety Committee has been elected as part of the Company's safety measures. It consists of representatives from the Works, Offices and Management and has a nominated Director as its Chairman. The Committees terms of reference are:-

- a) To consider safety policy and to report on its implementation.
- b) To ensure progress on outstanding safety matters.
- c) To review accidents and recommend measures to minimise the risk of recurrence.
- d) To review safety rules as necessary, and make recommendations.
- e) To acquaint themselves adequately with current legislation and regulations.
- f) To ensure that their recommendations and management decisions thereon, are notified to the employees concerned.

#### **2. Monitoring Performance**

Each Committee member shall maintain an alert awareness of safety requirements, and shall attend as rapidly as possible to any need, which arises in his area of responsibility. Major improvements effected shall be reported to the Safety Committee.

The Minutes of each Safety Committee meeting shall indicate the nominated member to attend to particular items, and copies shall be provided to such persons. At the next and subsequent meetings, that person shall report on action taken or reasons for non-completion.

No item requiring action shall be deleted from Safety Committee meeting agenda without the consent of the Committee.

It shall be made clear to Committee Members that safety matters are an essential part of their duties, for which they are accountable to the Management.

### **3. Annual Review of Implementation & Effectiveness of Policy**

The first meeting of the Safety Committee held in each year shall be the Annual Safety Meeting; it shall be chaired by the Director, and the principal item on its agenda shall be "Annual Review".

The Heads of Department shall submit reports of the previous year's accident experience, with sufficient information for the Committee to understand what degree of improvement has been achieved.

Committee members shall each supplement the foregoing by verbal reports on the safety aspects of the activities in the respective sections.

The Chairman of the Committee shall record salient features of the Committees work over the year, noting areas where significant improvements are still required as well as those where notable progress has been made.

The Minutes of this Annual Meeting shall be submitted to the Board of Directors and copies shall be displayed on notice boards.

### **4. Changes in Safety Policy**

Prior to the Annual Safety Meeting, the Committee Chairman shall consult with his Board of Directors to ascertain whether and what changes might be necessary to ensure the Safety Policy keeps pace with changing conditions. If, after proper consideration, the Policy Statement is amended, copies of the amendments shall be issued to all appropriate persons and displayed on notice boards.

### **DIRECTORS/HEADS OF DEPARTMENTS/OPERATION MANAGERS**

Individual responsibilities in health, safety and welfare matters.

- a) To read, understand and implement the Company Safety Policy and appreciate the responsibility allocated to each grade of management.
- b) To make arrangements to bring the Company Safety Policy and other safety procedures to the attention of all employees and sub-contractors.
- c) Where appropriate, produce written Method Statement and/or Site Safety Rules and issue them to those affected. To ensure that each place of work within this responsibility has had determined and implemented safe methods of working and storage and that the necessity for specific Method Statements and other safety rules have been considered. All necessary advice and assistance shall be given in order to achieve this.
- d) To ensure that adequate arrangements have been made at each place of work to bring any Method Statement and Site Safety Rules to the attention of those affected by them.
- e) To ensure that in preparing specific Method Statements, Site Safety Rules as in c) above, the advice of the Safety Committee has been sought where required.

- f) To act immediately upon any breach of safety matters brought to their attention.
- g) Arrange for adequate discussions of safety matters at pre-contract discussion meetings, so that potential hazards can be identified.
- h) To be alert to inadequacies of the effectiveness of the Company Safety Policy, its safety procedures or rules and to bring any such inadequacies to the attention of the Director responsible for safety.
- i) To make themselves aware of legislation, codes of practice, guidance notes and safe working practices relevant to his workload. To take advice from the Safety Officer in these matters.
- j) Set a personal example.
- k) Where the word “site” is used above, this shall be taken to mean factory or construction site where work is carried out.
- l) Where work is carried out on a construction site, that all sub-contractors are aware of the need for all operations to be carried out in a safe manner and that the sub-contractors subsequently comply with this requirement.
- m) Ensure that all employees of external Companies when on the premises are adequately instructed as to the requirements and carry out their work in a safe manner.

### **NOMINATED DIRECTOR**

Individual responsibilities in health, safety and welfare matters.

- a) To oversee the effective application of the Company Safety Policy.
- b) To co-ordinate the efforts of fellow Directors and staff in matters of health, safety and welfare.
- c) To be aware of accident statistics together with accident trends, measures taken to prevent accidents and other related safety matters including progress of safety training. From these, to monitor the effectiveness of the safety organisation and taken action to remedy inadequacies when identified.
- d) To arrange for adequate funds and facilities to meet the requirements of the Policy including those required by his Safety Committee.
- e) To ensure that safety is taken into account on all tenders for work and in planning work.
- f) To be aware of legislation, codes of practice, guidance notes and safe working practices relevant to workload.
- g) To enforce the Company Disciplinary Procedures in regard to breaches of the Safety Policy or safe working practices.

- h) To act upon advice given by members of the Health & Safety Executive or other enforcing authority.
- i) To arrange for adequate safety training to meet the requirements of the Company's workload.
- j) Arrange a meeting of the full Safety Committee every three months and act as Chairman at that meeting.
- k) Set a personal example.

**INSTALLATION MANAGER: CONTRACT ENGINEER: DRAUGHTSPERSON:  
ENGINEERING MANAGER: SALES MANAGER: ESTIMATORS: SALES/PROJECT  
ENGINEER: TECHNICAL MANAGER: BUYER**

These responsibilities are in addition to those individual responsibilities allocated to you as an employee or Head of Department, Manager or Supervisor as appropriate.

- a) Ensure when tendering for work or designing plant or equipment that adequate provision is made for safe methods and systems of work and that suitable plant and equipment are allowed for in relation to safety.
- b) At planning stages see that activities between main contractor, sub-contractor and other individual contractors who may be working on the same site can be carried out safely.
- c) Be aware of any hazards relating to plant or materials to be used on the contract and bring to the notice of the Site Manager.
- d) Ensure that when tendering for work or designing plant or equipment, safety of the end user is always considered and included for. The object should always be to produce plant or equipment that is safe to use in all respects and complies with current statute and/or codes of practice. It is essential also when designing plant or equipment to ensure that arrangements are made to facilitate safe assembly and/or maintenance. To assist in this, adequate written instructions must be produced and issued with plant or equipment.
- e) Installers must ensure that nothing about the way they install, repair or maintain equipment makes it unsafe in anyway.

Installers must ensure that the end user is fully aware of operating and/or maintenance instructions and about any circumstances of use of the plant which could give rise to unsafe conditions.

## **CONTRACT BUYER/BUYERS**

Individual responsibilities in health, safety and welfare matters.

- a) Ensure that all orders to SUPPLIERS for materials, plant and equipment, include the Company health and safety requirements where relevant and that suppliers provide all necessary information and operating instructions so that their products can be safely used.
- b) Ensure that all sub-contractors quoting for work have allowed for safe methods of work in accordance with all Company and statutory requirements to health and safety.
- c) When new or unusual products are being ordered, consult with the Safety Committee in order that any special methods of use can be defined and training needs identified.
- d) Seek the advice of the Safety Committee as necessary.

## **INSTALLATION MANAGER: CONTRACTS ENGINEER: BUYER: INSTALLATION OPERATIVES**

It is the responsibility of the above:-

- a) To follow safe working methods and practices.
- b) To ensure that electric tools and other equipment they use are in good working order.
- c) To make use of protective clothing wherever it is advisable to do so in the interests of safety.
- d) To ensure that the vehicles they drive are kept in good condition as to tyres, brakes, steering, lighting etc, and are used safely and properly as to loading, driving speeds and hours of driving.
- e) To obtain Client's Safety Manual at each site, and to observe Client's rules.
- f) To install product recognising and applying safety requirements.
- g) To hand over the installation to Client's personnel in safe order.
- h) To instruct Client's personnel in safe usage.
- i) To keep abreast of legislation, Codes of Practice and regulations relating to safety in the field in which they operate.

## **Electrical Equipment**

No electrical equipment may be installed anywhere on the Company's premises without the permission and to the ultimate satisfaction of the Director of Production and the designated Safety Adviser.

This is to include where applicable the recording testing of all such equipment that is covered by the Electricity at Work Regulations (Testing of Portable Electrical Equipment).

## **Company "Noise" Policy**

As part of the Company's general policy on risk prevention, noise is a significant factor. It is increasingly recognised that excessive noise in industry, because of the possible duration of exposure, can be an important element in the aural health of personnel. However, there is a balance to be maintained as natural defects and the result of disease can also contribute to the poor quality of individual hearing, the quality of noise is a matter of a personal and subjective assessment of sound and must be distinguished from its physical effect in medical terms.

### **It is the Company's Policy:-**

1. To reduce noise in areas where personnel are regularly employed to levels which are generally recognised as being acceptable.
2. To provide appropriate personal protection where noise reduction is not possible for technical reasons or because cost factors are prohibitive. Noise hazardous zones will clearly identified and warning notices displayed.
3. To provide personal protection for employees who are asked to work intermittently in areas of excessive noise where personnel are not regularly employed.
4. Is to select the most suitable personal protective equipment available. This is carried out by consulting employees about suitability. Once this has been undertaken then ensure protective equipment is worn. This may have to be undertaken by using disciplinary procedures.
5. To designate areas within the workplace where ear protection must be worn – (EAR PROTECTION ZONES).

## **Major Emergencies**

### **Definition**

A major emergency occurring at a works is one that may effect several departments within it and/or may cause serious injuries, loss of life, extensive damage to property or serious disruption outside the works. It will require the use of outside resources to handle it effectively.

Usually the result of a malfunction of the normal operating procedures, it may also be precipitated by the intervention of an outside agency, such as a severe electrical storm, flooding, crashed aircraft or deliberate acts of arson or sabotage.



## **Objectives**

The objective of the major emergency procedure should be to make maximum use of the combined resources of the works and the outside services to:-

1. Effect the rescue and treatment of casualties.
2. Safeguard other people.
3. Minimise damage to property and the environment.
4. Initially contain and ultimately bring the incident under control.
5. Identify any dead.
6. Provide the needs of relatives.
7. Provide authoritative information to the news media.
8. Secure the safe rehabilitation of the affected areas.
9. Preserve relevant records and equipment for the subsequent enquiry into the cause and circumstances of the emergency.

## **Liaison with External Authorities**

By definition a major emergency will require the employment of outside resources to handle it effectively. Available resources include the emergency services of the Fire, Police, Ambulance and Hospital services, District Inspectors of the Health and Safety Executive and in certain cases, the Local Authority. It is important that management are aware of the statutory duty, where it exists, of each body and of the nature and extent of the role each is able to perform.

## **First Aid Facilities**

The Company will have a number of trained First Aiders who are available on site during working hours and who will take the action appropriate to meet circumstances.

The First Aiders names and working locations are displayed on the notice board.

## **Safety Complaints Procedure**

- a) An employee with a safety query takes this up with the immediate supervisor who will consider the details and take corrective action. If the employee is not satisfied with the reply, the complainant refers the complaint to the Departmental Safety Representative. The Safety Representative, with the employer, will discuss this with the Supervisor who received the original complaint.

If not resolved:-

- b) The Safety Representative will ensure that matters not resolved will be brought to the attention of the Manager responsible for that section. This may require the Safety Adviser to be present.

If not resolved:-

- c) The Safety Representative can refer the problem to the Director responsible for Safety.

## **Safety Representatives**

The functions of the Safety Representatives are:-

- a) To investigate potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents at the workplace.
- b) To investigate complaints by any employee relating to that employee's health, safety and welfare at work.
- c) To make representations to the employer on matters arising out of a) and b) above.
- d) To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
- e) To carry out inspections in accordance with the regulations.
- f) To liaise with Supervision and Safety Executive in accident investigation and plant inspection.
- g) To attend Safety Committee Meetings or ensure that a deputy is nominated to attend in their absence.
- h) To communicate information received at Safety Committee Meetings to employees concerned.
- i) To assist in Safety Audits in areas designated by the Safety Committee.
- j) To make themselves familiar with the Company Safety Policy.

## **Elements of the Works Procedure**

### **Raising the Alarm**

The internal works telephone should be used to report dangerous occurrences and serious incidents. Fire call should be made via the alarm system.

Dangerous occurrences and serious incidents will be received by the Safety Adviser.

### **Control Room in Case of Fire**

Upon receiving the fire call the Receptionist will call the County Fire Brigade, without delay. When the fire has been accepted by the Fire Brigade, the Directors and Departmental Heads are to be informed immediately.

### **Medical**

Should a mortuary be required, a cordoned off section of the workplace should be used for this purpose, an area will also be used for the treatment of casualties.

### **Assembly Points**

The location of the assembly points are to be placed on the notice board giving all relevant information.

In the case of the alarm sounding you must evacuate the building immediately and assemble at roll call positions.

### **Fire**

The warning to evacuate the factory will be sounding of the Fire Alarm siren.

As soon as the Alarm sounds, all employees will vacate the factory by the nearest exits and assemble in the nominated Assembly point.

The responsible person for each area will nominate a person to visit all rooms to ensure that they have been evacuated. This includes toilets. They will then report to the responsible person.

Visitors, including sub-contractors will be the responsibility of the person who they are visiting.

First Aiders will go to their evacuation area then report to First Aid Assembly Points.

In the event of a fire between 17.00 hours and 08.00 hours and at weekends, the Foreman in each area will be responsible for carrying out the nominal roll checks.

### **Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 1998 (COSHH) are enabled under the Health and Safety at Work Act 1974.

COSHH will “Protect persons against risks to health, whether immediate or delayed arising from exposure to substances hazardous to health”.

The key area of COSHH is the assessment of health risks in the workplace, compliance with other aspects of COSHH will not be possible until an assessment of the risk has been made.

COSHH is necessary because there is a need to have one set of regulations which will form a framework for the management of health at work. It will establish a systematic approach to assessment of health risks and establish standards of control. It also aims to develop criteria for accommodating changes in the development of new processes and products, facilitate appropriate health surveillance and provide information, instruction and training on health risks. There is also a requirement for accurate record keeping in relation to hazardous substances, assessment, control measures and their maintenance and health surveillance.

An assessment is done by finding out what hazardous substances exist in the workplace. These substances are classified as Very Toxic, Toxic, Harmful, Corrosive and Irritant. Substances should be considered in various forms – dusts, liquid gases, vapours, sprays. Micro-organisms should also be considered. Information with the Classification, Packaging and Labelling of Dangerous Substances Regulations 1984. It can also be obtained from manufacturer or suppliers data supplied under Section 6 of the Health and Safety at Work Act.

Guidance notes are available from the Health and Safety Executive and other bodies as well as articles, technical reference sources and professional institutions. Other factors which must be considered when carrying out a COSHH assessment are laid out in Annex (A).

### Chemicals

- a) Chemicals that are to be used on site must be accompanied by a Health and Safety Data Sheet from the supplier.
- b) Prior to use an assessment of the chemical must be made to determine the safe handling procedures and possible health hazards.

### Fork Lift Trucks

No persons shall operate a Fork Lift Truck unless they have been fully trained and have passed the relevant examination/test.

Drivers will carry out all daily tasks to ensure trucks are in good working order and report all faults to Departmental head.

### Abrasive Wheels

- No persons may mount or change any abrasive wheels unless they are in receipt of a certificate of appointment.
- Only trained persons may be appointed.

- Certificates of appointment are issued by the Safety Adviser.
- When using abrasive wheels, goggles must be worn.
- Abrasive wheels must be used correctly and not on substances such as wood or plastics.

### Training

All new employees receive a short talk on basic safety as part of their induction. The need for further specific training on safety is normally identified by their Supervisor who will undertake the arrangements. Most training is on the job, although occasional specific courses are arranged.

### Personnel and Protective Clothing

All Personal Protective Equipment, required for work to be carried out in a safe manner, is provided by the Company.

As necessary, this equipment will be issued by the relevant Supervisor.

At the time of issue, training/instruction in the correct and proper use of the Personal Protective Equipment will be given by the Departmental Manager or supervision to the equipment user.

### Eye Protection

Hazard Warning Notices are prominently displayed to give warning of potential hazard and the statutory requirement that suitable eye protection must be worn when working in or entering a hazard area. (Protection of Eye Regulations 1974).

The appropriate eye protection (non prescription type) is held in the Stores Department and is obtained on request to the Supervisor.

Points to be covered by all Employees:-

1. Fire evacuation procedures and assembly points.
2. Accident reporting procedures.
3. Emergency procedures.
4. Protective clothing and equipment (if applicable)
5. Manual handling.
6. Chemical hazards and handling (COSHH).
7. First aid procedures.