



# Health & Safety Policy

C2-C7 Premier Centre

Abbey Park Industrial Estate

Romsey

SO51 9DG

February 2020

## **Introduction**

Specialised Engineering Products Ltd is fully committed to providing the highest standards of health and safety and have adopted the Safety Management System provided by our Health and Safety Consultants, HCS Safety Ltd, to ensure this is achieved.

This policy has been prepared as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 and is in three parts. Part 1 (General Statement) affirms the Director's commitment to the prevention of both accidents and ill-health to employees, non-employees and members of the public and Part 2 (Organisation & Responsibilities) and Part 3 (Arrangements) describe how this is to be achieved.

This policy is published for the benefit of all our Company employees, who should ensure they are familiar with the contents. With all employees committed to health and safety, this will ensure that all Company work locations provide a safe and healthy working environment.

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## Policy Amendment History

Version	Date	Amendment Details
1.0	8 February 2018	First Issue
2.0	30 January 2019	Updates to DPA and Business Improvement Manager job title
3.0	12 February 2020	Update to organisation chart and inclusion of stress and mental health sections

Version	Author	Date	Checked by	Date
1.0	Mark Shearer	8 February 2018	Lauren Mayhew	12 February 2018
2.0	Mark Shearer	30 January 2019	Nicky Jenkins	30 January 2019
3.0	Karen Fanner	12 February 2020	Leon Maidment	14 February 2020

Compiled and Updated by



HCS Safety Ltd

## Part 1 – General Statement

Specialised Engineering Products Ltd is fully committed to encouraging a culture of openness within our workforce in regard to health and safety. Not just as a matter of importance, but also as an essential part of our responsibilities. Furthermore, we regard the promotion of health and safety matters as a mutual objective of both management and employees to ensure that practical, achievable safety standards are agreed and maintained by everyone within our organisation.

It is, therefore, the Company's policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable risks, including the general public, insofar as they interface with the Company or our activities.


The Company will:

- provide and maintain a safe and healthy working environment at each of our locations, in accordance with the relevant statutory requirements.
- provide sufficient information, instruction and training for all our employees, as is necessary for them to conduct their work activities in a safe manner.
- provide and maintain machinery, equipment etc. and systems of work that are safe and without risks to health.
- provide and maintain means of access to and from the workplace that are safe and without risks to health.
- provide and maintain adequate facilities and arrangements for the welfare of our employees whilst at work.
- arrange safe and healthy systems for use, handling, storage and transport of hazardous materials.

Good safety management begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully.

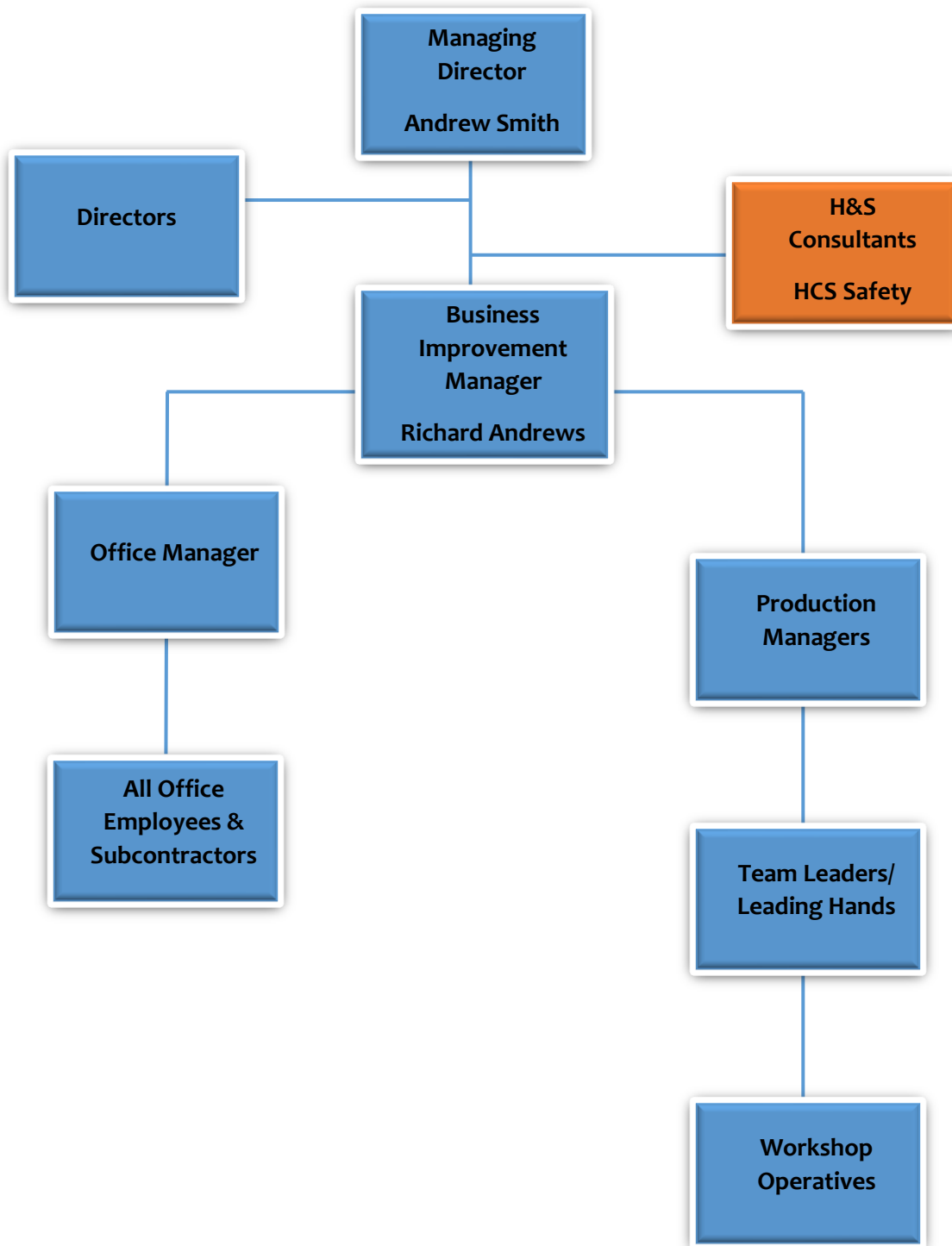
Richard Andrews is responsible for health and safety. He puts in place arrangements for the effective implementation of the Company's health and safety policy.

This policy is reviewed at least annually and revised as often as may be appropriate.

Name	Signature	Position	Date
Andrew Smith		Managing Director	24.2.2020

# Part 2 – Organisation & Responsibilities

## Organisation Chart



## Health & Safety Responsibilities

These responsibilities within this policy describe the Company's organisation for health and safety, which aims to ensure management control over health and safety.

Ultimate responsibility for health and safety rests with the Managing Director. Organisation charts are posted on notice boards and demonstrate the unbroken and logical delegation of duties through line management to the supervisors who operate where the hazards arise.

Everyone within our organisation has a significant contribution to make towards accident prevention and are assigned responsibilities as follows:

### Managing Director

The Managing Director has overall responsibility for ensuring that our health and safety policy is comprehensive, effective and kept up to date.

In particular, he will:

- appoint a manager to be responsible for health and safety.
- ensure that a health and safety policy is developed and brought to the attention of all employees.
- sign and date the general statement and ensure that this policy is reviewed at least annually.
- ensure that adequate funding and resources are made available to meet the requirements of this policy.
- authorise health and safety expenditure.
- review safety inspection reports and accidents at management meetings.
- set a personal example of safe behaviour.

### Directors

Company Directors are accountable to the Managing Director for implementing the relevant requirements of the Company's health and safety policy within the departments and disciplines for which they are responsible.

In particular, they will:

- ensure compliance with this policy in all activities for which they are responsible.
- ensure that adequate resources are made available for the safe conduct of all work activities for which they are responsible.
- identify health and safety training needs in conjunction with the Health and Safety Consultants.
- ensure the provision of adequately trained and competent supervision and personnel to meet this policy's requirements.
- give support and encouragement to all managers for whom they are responsible.
- monitor the implementation of this policy in all activities for which they are responsible.
- set a personal example of safe behaviour.



## **Business Improvement Manager**

The Business Improvement Manager is responsible for health and safety and ensures the effectiveness of this policy.

In particular, he will:

- have full knowledge of all parts of this policy and how it relates to the health and safety management system.
- implement required training for staff at all levels.
- ensure that all employees have knowledge of this policy and that they are updated when any changes are made.
- ensure that risk assessments for all work activities under their control are carried out and where appropriate, ensure that method statements are prepared detailing how the work is to be done safely.
- ensure that any contractor appointed or self-employed person working on behalf of the Company, is competent to do the work.
- review contractor's risk assessments and method statements, to ensure they are suitable and sufficient for the work activities for which they are written.
- seek the advice of the safety consultants whenever needed and heed the advice given.
- inform the consultants in good time of work that they are required to do.
- consult with the workforce over any changes that may affect health or safety.
- ensure that plant and machinery used by the Company is to a suitable standard.
- keep records as required by legislation and retain documents for the appropriate time periods.
- establish and maintain an adequate first aid and accident reporting system in compliance with current legislation.
- liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.
- give support and encouragement to all managers for whom they are responsible.
- initiate disciplinary action against staff who do not comply with their duties under this policy or statutory requirements.
- set a personal example of safe behaviour and acknowledge suggestions for improvement.

## **Production Managers**

The Production Managers are accountable to the Directors and Business Improvement Manager for implementing the Company's health and safety policy and relevant health and safety legislation within the workshop over which they have control.

In particular, they will:

- be fully aware of the requirements of this policy.
- carry out risk assessments for all work activities within the workshop and provide detailed methods of work, to ensure the work can be done safely.

- ensure all work activities within the workshop are carried out in accordance with the method of work, for each work activity.
- ensure the workshop is maintained in a clean, neat and tidy state.
- ensure that stored materials are safely stored and stacked.
- ensure that chemicals are suitably stored in accordance with the COSHH assessments.
- be fully aware of the COSHH information supplied and to ensure that workshop staff are made aware of it.
- ensure regular maintenance and checks on safety systems, including the local exhaust ventilation system.
- ensure that regular 12 monthly thorough examinations are carried out on the fork lift truck and any other lifting devices covered by the Lifting Operations and Lifting Equipment Regulations 1998.
- ensure that regular checks and maintenance are carried out on the forklift truck in accordance with the manufacturer's advice.
- ensure that regular checks and maintenance are carried out all Company work equipment including fire extinguishers.
- ensure that regular cleaning and maintenance of workshop machinery is carried out in accordance with manufacturers' instructions.
- receive advice on any possible safety up-grades and to implement this advice so far as is practicable.
- ensure the competence of machine operators and to make appropriate judgements on the competence of apprentices and trainees before allowing them to use complex or dangerous machines.
- ensure that the correct personal protective equipment is worn by machine operators.
- ensure safe disposal of waste in accordance with the requirements of the product.
- set a personal example of safe behaviour.

## **Team Leaders and Leading Hands**

Team Leaders and Leading Hands are accountable to the Production Managers for the implementation of the Company's health and safety policy and site-specific methods of work.

In particular, they will:

- encourage operatives to report any hazards observed and any defects in tools or equipment.
- address any hazards reported or observed and take out of service any defective tools or equipment.
- ensure that all tools and equipment used are safe, free from defect and have the required statutory certification, where appropriate.
- ensure that operatives tidy away any debris, packaging materials, off cuts etc., that could cause a slipping or tripping hazard to themselves or others.
- ensure that personal protective equipment (PPE) is provided and used as required by the Company rules and procedures.

- co-operate with the health and safety advisor in all health and safety matters.
- set a personal example of safe behaviour.

## **Office Manager**

The Office Manager is accountable to the Business Improvement Manager for implementing the Company's health and safety policy and relevant health and safety legislation within the office over which they have control.

In particular, they will:

- be familiar with the health and safety policy and to cooperate in its implementation at all times.
- take reasonable care for the safety and health of themselves, fellow team members and any visitors to the office.
- comply with the requirements of the office fire risk assessment.
- be aware of the identity of the office First Aiders and to seek their assistance in the event of an accident.
- keep the office tidy, ensuring that personal belongings do not create trip hazards or present a fire risk.
- be aware of cable routes and to keep these tidy.
- wear appropriate protective clothing at times when it is necessary.
- report all hazards in the office to the Business Improvement Manager.
- attend safety meetings as required.
- report all accidents or near misses whether persons are injured or property is damaged to the Business Improvement Manager.
- be aware that it is a criminal offence under the Health and Safety at Work etc. Act 1974 to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.

## **All Production Operatives and Employees**

All employees must also comply with the requirements of the Company's health and safety policy and cooperate with the Company in our efforts to prevent accidents and ill health.

In particular, they will:

- take reasonable care for the safety of themselves and of any other persons who may be affected by what they do or fail to do at work.
- co-operate with their employers or any other persons in the performance of their statutory duties.
- not misuse or interfere with anything provided in the interests of health, safety or welfare.
- read and comply with the Company's health and safety rules.
- behave in a responsible manner at all times.
- develop and demonstrate a personal concern for the health and safety of themselves and others.

- report damage to plant, tools or equipment to their immediate supervisor.
- use only plant, tools and equipment for which they have received training and authorisation.
- use and look after the protective equipment provided and report to their supervisor when it becomes worn or defective.
- ensure that any personal injuries are recorded in the accident book.
- inform their supervisor of any near miss incidents.
- propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace.

## **Contractors on Company Premises**

All contractors working on Company premises will at all times cooperate with the Company's rules and procedures.

In particular, they will:

- provide a copy of their health and safety policy and any risk assessments, procedures and method statements relating to the work to be undertaken.
- ensure that their activities are conducted safely, without risk to health, and in accordance with all relevant health and safety legislation.
- ensure all work activities comply with the specific requirements of the Company, where applicable.
- ensure that all accidents or injuries sustained as a result of their activities are recorded in the accident book and reported to the Company management team.
- ensure that any near miss incidents are reported to the Company management team.
- provide trained and competent operatives and ensure their attendance at any training course arranged by the Company.
- ensure that their employees are provided with the appropriate personal protective equipment and that it is used as directed.
- cooperate with the health and safety advisor during inspections and audits.
- set a personal example of safe behaviour.

## **Visitors to Company Premises**

The Company management ensures safe access and egress for all visitors to all Company managed premises. In order to ensure their safety and well-being, all visitors to Company premises must:

- sign into the visitor's book and read the Company's safety rules.
- not enter any working areas unless accompanied by a Company representative.
- observe at all times the Company's safety rules and safety procedures.
- wear any personal protective equipment (PPE) as instructed.

# Part 3 – Health & Safety Arrangements

## Health & Safety Assistance

Specialised Engineering Products Ltd has formally appointed HCS Safety Ltd as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

## Safety Management System (SMS)

Specialised Engineering Products Ltd have integrated their safety management system (SMS) into the company business management system. The SMS is based on the HSE guidance document HSG 65 – Managing for Health and Safety, and is used to manage and store all health and safety documentation.

## Reviews & Updates

Specialised Engineering Products Ltd will undertake an Annual Safety Review with the consultants. The review will be attended by the consultants and at least one member of senior management. The review will involve discussion of the previous year's safety performance, including a check on compliance with the management system, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

The policy will be updated within two weeks of the Annual Safety Review taking place.

**Date of last annual review:**           **3 February 2020**

**Date of last policy update:**       **12 February 2020**

Personnel within the Company will stay up to date on matters of health and safety by receiving a monthly newsletter from the consultants and attending an Annual Safety Forum with other member clients. In addition to these mandatory updates, seminars will be available to our Company personnel throughout the year as well as any other training. A suitable member of staff will attend the seminars as appropriate.

Newsletters will be distributed to the Company personnel.

## Risk Assessments & Method Statements

The Company ensures that risk assessments are carried out for tasks that involve significant risks to employees or others. Any self-employed personnel working on the Company's behalf will be required to work in accordance with these risk assessments. Subcontractors are responsible for carrying out their own risk assessments, and these will be reviewed and approved prior to them being permitted to start work.

The person within Specialised Engineering Products Ltd responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard, and are updated on a regular basis is Richard Andrews.

The Company requires the information in risk assessments to enable the coordination of other contractors.

The following procedure will be used to write risk assessments:

- identify hazards and who could be affected.
- evaluate risks, taking into account the likelihood and severity.
- control the risks, using the principles of prevention (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

Methods of controlling risks will follow the principles of prevention below:

- avoid risks at source.
- evaluate those risks which cannot be avoided.
- combat risks at source.
- adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment.
- adapt to technical progress.
- replace the dangerous by the non-dangerous or less dangerous.
- develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- give collective protective measures priority over individual protective measures.
- give appropriate instructions to employees.

Risk assessments and method statements (RAMS) will be communicated to all personnel by means of toolbox talks and by distributing copies to individuals. Each of the relevant personnel will sign to confirm that they understand the contents of the RAMS and confirm that they will be working in accordance with it.

## **Health Surveillance**

It is the aim of Specialised Engineering Products Ltd that all employees are able to carry out their working duties without risks to their health. In order to monitor the effectiveness of health protection systems, surveillance will be undertaken.

All employees of the Company will be provided with a questionnaire which should be completed and returned to the office.

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and Richard Andrews. Appropriate action will be taken to protect employees from further risk and where possible to arrange support services and medical care.

Completed health surveillance forms will be kept on file and stored separately for confidentiality.

## Training

The Company recognises the importance of providing all our employees with adequate health and safety training.

On recruitment, all personnel are assessed for their individual training needs. Information and certification is obtained for previous training, and any further training required is identified and recorded on the training matrix. The training matrix is maintained regularly to ensure that it is kept up to date. The training matrix is maintained by the Business Improvement Manager and Production Managers.

All personnel will be required to attend a safety induction prior to starting work for or on behalf of the Company. Induction training into the Company will include:

- the Company's health and safety policy.
- procedures for reporting of accidents and near misses.
- risk assessments and safe methods of work.
- first aid arrangements.
- sources of health and safety information.
- correct use of personal protective equipment where provided.
- the role and function of the Company health and safety consultant.
- the consultation procedures.

### Safety Awareness Training

The Company has adopted the IOSH scheme and also utilises iHasco online training as well as bespoke in-house training for the provision of safety awareness training for employees at all levels, which includes, but not limited to:

- 1-day IOSH Leading Safely for Directors.
- 1-day IOSH Working Safely for Team Leaders and Leading Hands.
- Basic health and safety awareness.
- Knife awareness.
- COSHH.
- Fire awareness.

### Specialist Training

Specific training will be given to those who require it. This may include:

- Forklift.
- First aid.
- Fire warden.
- Manual handling.

- Individual equipment processes.

## **Consultation & Communication**

The Company will ensure that it takes a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at induction.

The Company will encourage feedback from our employees and third parties with regard to the measures enforced and the reasoning behind this policy and safe working practices.

Consultation with the work force is a responsibility of the Production Managers. All employees are encouraged to feedback on any health and safety issues they may have and where they believe the Company can improve on the current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- the Company's commitment to health and safety.
- feedback on risk assessments/method statements.
- health & safety training requirements.
- the responsibilities of employees to co-operate and work safely.
- the contents of this policy, such as safe working procedures, etc.
- any specific site-based issues.

The Production Managers will record any issues raised and these will be discussed during management meetings and any actions taken will be relayed back to the employee.

## **Management of Contractors**

Specialised Engineering Products Ltd acknowledges our duty to control, coordinate and monitor the activities of all other contractors under our control. Specialist subcontract companies will be engaged by the Company as and when required. These organisations will be required to pass the core criteria for demonstrating competence as set out in PAS 91:2013.

The Company will satisfy themselves that contractors are competent (sufficient skills, knowledge and experience) to do the job safely and without risks to health and safety. To achieve this the contractor will need to complete a health and safety questionnaire before they are considered for work on the Company's behalf. A health and safety appraisal of the contractor's procedures and health and safety documentation will then be carried out, which in some cases may involve an audit of the contractor.

Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum (SSIP), this will exempt them from the health and safety part of the questionnaire.

All contractors are expected to cooperate fully on health and safety issues and conform to specific rules and procedures. The Business Improvement Manager ensures the exchange of information necessary for the safe coordination of work activities.

Any designers employed by the Company, or on the Company's behalf, will be subject to the same contractor appraisal procedure as above.



# Accidents

Specialised Engineering Products Ltd aspire to maintaining a healthy and safe working environment for all our employees. All reasonable steps are taken to ensure staff are made aware of their responsibility for good working practices and accident prevention. However, the Company recognises that incidents may occur that could result in injury or material damage.

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future working environment for all employees, customers and visitors to the organisation.

To this end, by enforcing the measures in this policy, the Company encourages positive participation in safe working practices in order to prevent accidents happening in the first place.

All accidents, no matter how small, will be recorded in the accident book. The Business Improvement Manager will be informed as soon as possible after the incident.

- the office number is **01794 830757**.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on 0345 300 9923.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained. The HSE may be contacted via the internet at [www.hse.gov.uk](http://www.hse.gov.uk). If unsure whether the accident is reportable or not, contact HCS Safety Ltd immediately for advice.

Richard Andrews will be responsible for informing the HSE of all reportable incidents and for informing HCS Safety Ltd of any serious accidents.

Accidents that are reportable under RIDDOR will be investigated by HCS Safety Ltd and a report produced. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Information on accidents must not contain personal details of those involved.

Accidents will be discussed at regular safety meetings and publicised to our employees if appropriate so that others can learn from these events.

On the following page is an outline of what injuries and dangerous occurrences are reportable under RIDDOR.

Reportable Injuries/Diseases	Dangerous Occurrences
<p><b>Deaths</b> All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.</p> <p><b>Specified injuries to workers</b></p> <ul style="list-style-type: none"> <li>▪ a fracture, other than to fingers, thumbs or toes.</li> <li>▪ amputation of an arm, hand, finger, thumb, leg, foot or toe.</li> <li>▪ permanent loss of sight or reduction of sight.</li> <li>▪ crush injuries leading to internal organ damage.</li> <li>▪ serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs).</li> <li>▪ scalpings (separation of skin from the head) which require hospital treatment).</li> <li>▪ unconsciousness caused by head injury or asphyxia.</li> <li>▪ any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.</li> </ul> <p><b>Over seven-day injuries to workers</b> This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).</p> <p><b>Reportable occupational diseases</b></p> <ul style="list-style-type: none"> <li>▪ carpal tunnel syndrome.</li> <li>▪ severe cramp of the hand or forearm.</li> <li>▪ occupational dermatitis.</li> <li>▪ hand-arm vibration syndrome.</li> <li>▪ occupational asthma.</li> <li>▪ tendonitis or tenosynovitis of the hand or forearm.</li> <li>▪ any occupational cancer.</li> <li>▪ any disease attributed to an occupational exposure to a biological agent.</li> </ul>	<p>Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:</p> <ul style="list-style-type: none"> <li>▪ the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.</li> <li>▪ plant or equipment coming into contact with overhead power lines.</li> <li>▪ explosions or fires causing work to be stopped for more than 24 hours.</li> <li>▪ the complete or partial collapse (including falling, buckling or overturning) of: <ul style="list-style-type: none"> <li>a) a substantial part of any scaffold more than 5 metres in height.</li> <li>b) any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or</li> <li>c) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.</li> </ul> </li> <li>▪ structural collapse – The collapse or partial collapse of any building involving over 5 tonnes of material or a collapse of any false-work.</li> <li>▪ failure of a pressure vessel.</li> <li>▪ electrical incidents causing explosion or fire. Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either: <ul style="list-style-type: none"> <li>a) results in the stoppage of the plant involved for more than 24 hours; or</li> <li>b) causes a significant risk of death.</li> </ul> </li> <li>▪ explosion or fire - any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises for more than 24 hours.</li> </ul>

## **Fire**

The fire risk assessment for the Company premises is to be kept in the Company office and is accessible by all staff. The Business Improvement Manager is responsible for ensuring that a sufficient number of trained staff are available within the building to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill.

Information regarding the identity of the fire wardens, the position of fire extinguishers and routes of escape can be found on the safety notice board.

## **Health Risk Management**

Specialised Engineering Products Ltd are fully aware of the responsibility for ensuring that health risks are identified and controlled to protect our employees whilst working for the Company. The policy for managing these risks are as follows:

### **Asbestos**

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980s; it may have been used in buildings up to as late as 1999. The material cannot be easily identified by appearance only and is often concealed by other materials or coatings.

The Company premises were built before 2000 and asbestos is not known to be present in the building. An asbestos survey has been carried out and a register is provided and made available to any contractor working on the Company premises.










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

Company employees will be required to use a wide variety of manufactured chemicals during the course of their work activities. Material safety data sheets (MSDS) will be obtained and COSHH assessments will be provided for all of these whether manufactured or created as part of a process or activity.

These COSHH assessments will be provided to all users of hazardous substances to inform them of hazards and how to use, handle and store them safely. Where information is available in the document EH40, the Workplace Exposure Limits (WEL) will be stated on the COSHH assessment. This information will be communicated to all relevant personnel, including the control measures required to use the substance safely.

COSHH assessments and material safety data sheets will be provided to the employees as part of a safety information pack.

Hazard warning markings on containers must also be heeded. An explanation of the common warning signs follows:

	Acute toxicity, very toxic (fatal), toxic etc.		Harmful skin irritation, serious eye irritation		Harmful to the environment
	Gasses under pressure		Explosive, self-reactive, organic peroxide		Oxidising gases, oxidising liquids, oxidising solids
	Corrosive (causes severe skin burns and eye damage), serious eye damage		Respiratory sensitizer, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard		Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas

## Noise

Excessive noise can cause permanent damage to hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life.

Where noise levels exceed the exposure limits, personnel must wear their hearing protection. They will be provided with the protection that is the most comfortable to them and will be shown how they are to be worn correctly to ensure their effectiveness.

### Exposure Limit Values:

- lower exposure action values are, 80dB(A) or peak sound pressure of 135dB(C).
- upper exposure action values are, 85dB(A) or peak sound pressure of 137dB(C).
- daily/weekly exposure limit values are, 87dB(A) or peak sound pressure of 140dB(C).

If the noise levels are excessive and for long periods of time, then noise assessments may need to be carried out. As a guide:

- if conversation at 2 metres is possible but challenging, the noise level is probably 80dB(A) or more. Assessment will be required if noise level is like this for more than about six hours per day in total.
- if employees are exposed to noise which makes it necessary to shout to talk to someone 2 metres away, the noise level is probably 85dB(A) or more. Assessment will be required if noise level is like this for more than about two hours per day in total.
- if employees are exposed to noise which makes it necessary to shout to talk to someone 1 metre away, the noise level is probably 90dB(A) or more. Assessment will be required if noise level is like this for any length of time.

At 80dB(A), employers are required to provide hearing protection and attempt to reduce noise levels.

At 85dB(A), employers are required to provide hearing protection, train employees in their use, ensure they are used when needed, and properly, and attempt to reduce noise levels.

When selecting work equipment, the information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Employees will be provided with noise awareness training and this will include:

- how the ears work and how damage occurs.
- action levels and time limits.
- choosing hearing protection.
- estimating noise levels.

## **Vibration**

Hand Arm Vibration Syndrome (HAVS) is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm. The syndrome can become severely disabling if ignored. A common form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system (see below). If the daily exposure exceeds 100 points (the Exposure Action Value), the Company will endeavour to reduce exposure, keep records of exposure and carry out health monitoring for those affected.

Tools and machinery vary enormously in vibration magnitude, depending on the quality, design and how well maintained it is. This means that the tool will need to be assessed to give the time duration that they can be used.

If using hired equipment, information on vibration magnitude will be sought from the hire company, and the table below used to determine safe exposure times for employees.

In all cases, vibration exposure will be minimised so far as is reasonably practicable.



If manual handling cannot be avoided, an assessment must be made and included with the risk assessment for the task.

## **Welding Fumes**

Welding fumes are formed when a metal is heated above its boiling point and its vapours condense into very fine solid particles. Welding fumes contain a mixture of airborne gases, fine particles from the electrode and the material being welded.

These fumes can cause several serious ill health conditions if inhaled. Irritating gases, such as oxides of nitrogen and ozone can cause irritation and 'metal fume fever'. Other ill health conditions caused by inhalation of welding fumes include:

- COPD (Chronic Obstructive Pulmonary Disease).
- asthma.
- lung cancer.

The Workplace Exposure Limit for Chromium (trivalent), which is released during MIG welding, is 0.5mg per m<sup>3</sup> over an 8-hour period. For arc welding, the visible fumes come mostly from the filler wire when it's exposed to the electric arc. However, coatings (paints), oils, plating, galvanized steel and rust inhibitors can change the composition of welding fumes making them more hazardous. Some of the materials in the filler wire are harmful if inhaled and have Workplace Exposure Limits (WEL). Substances of significant concern, although are not frequently found in filler wire are:

- cadmium.
- beryllium.

Other substances found in filler wire include:

- chromium.
- nickel.
- vanadium.
- manganese.
- iron.

Some of the gases produced in the cutting process include:

- carbon dioxide from the decomposition of the fluxes.
- carbon monoxide from the breakdown of carbon dioxide shielding gas in arc welding.
- ozone from the interaction of electric arc with atmospheric oxygen.

In order to reduce exposure to hazardous substances, the Company will ensure the following precautions are taken:

- the use of local exhaust ventilation when working inside, enclosed or poorly ventilated spaces to extract welding fume.
- issue the correct RPE – (Filtering Face-piece Particulate) FFP3 masks will filter out 95% of the particulate and make sure it works properly. This may be appropriate when working outside or

in a very well-ventilated area. However, these masks do not prevent against exposure to hazardous gases, therefore adequate ventilation will also be required.

- use welding masks with built in RPE, such as a belt mounted powered respirator with appropriate filter.
- make sure RPE is worn – by providing training and supervision.

## **Welfare**

As an employer, Specialised Engineering Products Ltd is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under Section 2(2) e of the Health and Safety at Work etc. Act 1974 and The Workplace (Health, Safety & Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- sanitary conveniences.
- chairs with backs.
- washing facilities.
- drinking water.
- facilities for rest and preparing food.
- changing rooms with lockers.

Our workers are expected to play their part in keeping the welfare facilities tidy and will report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Business Improvement Manager as soon as possible.

## **First Aid**

The name of the first aiders within the office will be displayed on the safety notice board. The first aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to Richard Andrews. First Aid information can be found on display on the safety notice board.

The first aid kit for the office premises is located in the canteen with eye wash kits available in all workshop areas.

Where the Company provides a first aider, it will be that individual's responsibility to ensure that first aid boxes are checked regularly and replenished as necessary.

## **Stress Management**

The definition of stress is an adverse reaction experienced by some people as a result of excessive pressure. Stress can occur when work demands exceed the person's capacity and capability to cope. If stress is intense and/or prolonged it can lead to poor mental and physical health (e.g. depression, nervous breakdown, heart disease).

All new starters will be required to attend the Company induction during their first 2 weeks which includes how the Company manages stress. The induction reinforces the open culture that Specialised Engineering Products Ltd aspire to and that it is OK to raise issues or concerns with your line manager



if things become overwhelming. The company encourages an open culture to demonstrate that it is 'safe' for employees to communicate any concerns to their line manager.

It is the line manager's responsibility to design the workplace, job tasks and demands to ensure that employees are not subject to prolonged and/or excessive pressure. The line manager is responsible for assessing the risks associated with stress within their areas and taking adequate steps to prevent stress occurring.

Specialised Engineering Products Ltd will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.

- **demands** – this includes issues such as workload, work patterns and the work environment.
- **control** – how much say the person has in the way they do their work.
- **support** – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- **relationships** – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- **role** – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- **change** – how organisational change (large or small) is managed and communicated in the organisation.

## Mental Health First Aid

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of our workforce is important for individuals' physical health, social wellbeing and productivity.

Specialised Engineering Products Ltd's vision is to normalise society's attitudes and behaviours around mental health, by developing the skills needed to look after our own and others' wellbeing.

Many factors in the workplace influence the mental wellbeing of individual employees, particular departments or the company as a whole. Understanding and addressing the factors which affect people's mental wellbeing at work have a wide range of benefits, both for individuals and the company.

Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health.

Coping with stress in the workplace starts with being able to have a conversation with your manager, and in a mentally healthy organisation everyone should feel comfortable talking about stress.

As a company we aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

To achieve those aims we will endeavour to:

- give employees information on and increase their awareness of mental wellbeing.
- offer employees flexible working arrangements, where they can be accommodated, that promote their mental wellbeing.
- give all staff the opportunity to influence how they do their jobs, scope for varying their working conditions as far as possible, and opportunities to develop and fully utilise their skills.
- set employees realistic targets that do not require them to work unreasonable hours.
- ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

To develop a culture based on trust, support and mutual respect within the workplace, Megan Smith has been trained in Mental Health First Aid and she has the skills to spot the signs of mental illness and the confidence to step in and support a person who needs assistance.

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

Following risk assessment there will be times where not all risks can be avoided. These are dealt with by the provision of personal protective equipment (PPE). The Company will ensure that suitable PPE is provided to their employees who may be exposed to a risk to their health and safety while at work.

PPE must be:

- of a standard that will adequately protect the person from the risks.
- replaced when worn out.
- properly looked after by the person using it.
- compatible with other PPE, if more than one item is required.
- regarded as the last resort in risk control.

## **Drugs & Alcohol**

The Company regards the promotion of health and safety matters as a mutual objective of both management and employees. The effective management of drug and alcohol abuse is an important part of this.

It is the policy of Specialised Engineering Products Ltd:

- to comply with all current legislation, in particular the Health & Safety at Work etc. Act 1974, the Misuse of Drugs Act 1971 and the Transport and Works Act 1992.
- to not knowingly permit any employee of the Company, contractors and self-employed working on the Company's behalf, to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on our premises.

- to implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises when affected by drugs or excess alcohol or consuming drugs or alcohol at work.

These measures may include pre-employment, post incident and unannounced random drugs and alcohol screening:

- to provide a positive approach to those persons seeking help or guidance in overcoming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.
- to not knowingly employ or retain any person, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months.
- to take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any person found to have tested positive after any drug or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Any person, testing positive for drugs or excess alcohol, or refusing to take a test, face sanctions up to and including termination of contract.

## **Office Safety**

The Company is fully aware that accidents can happen in the office, as well as at external locations or sites, and will endeavour to reduce the risk of such an accident by the following means:

- wastepaper bins and packing materials will be removed daily.
- cables will be managed to defined routes, so that they do not present a trip hazard or an overload to a circuit.
- training will be provided to employees in the correct use of fire extinguishers, where required.
- the Company will check lighting levels to ensure they are suitable for the tasks being undertaken. The lighting will be regularly cleaned to ensure efficiency.
- shelving and storage areas will be provided to reduce the possibility for stretching and/or awkward lifting.
- cleaning chemicals will be kept away from foodstuffs in the kitchen area.

## **Display Screen Equipment**

The Company complies with the provision of the Display Screen Equipment Regulations 1992 by ensuring the following:

- workstations will be analysed and assessed to reduce risks to health.
- workstations will comply with the requirements of schedule 1 of the regulations in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- the daily work routine of users allows for breaks away from the screen and/or changes in activity.

- eye and eyesight tests carried out by a competent person are provided on a regular basis, for employees who use display screen equipment.
- if deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by the Company, if this is required under the regulations.
- training in the use of display screen equipment will be provided to users.

## **New & Expectant Mothers**

Specialised Engineering Products Ltd will assess specific risks for new and expectant mothers in the workplace, to comply with Regulations 16, 17 and 18 of the Management of Health and Safety Regulations 1999. These risks can be from any process, working conditions, or physical, biological or chemical agents.

Consideration will be given to:

- lifting/carrying of heavy loads.
- standing or sitting for long lengths of time.
- exposure to infectious diseases.
- work-related stress.
- workstations and posture.
- threat of violence in the workplace.
- long working hours.
- excessively noisy workplaces.

The Company will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

The Company will also take into account, during the specific risk assessment, any medical advice from the new or expectant mother's GP or midwife about their health and make reasonable adjustments to their working conditions accordingly.

## **Stores Safety**

The Company appreciates that operations carried out in the stores are hazardous and need close management, control and supervision in order to maintain the safety of workers. The Production Managers have considerable responsibilities (see responsibilities section of this policy), as do all of the staff who work within.

The Production Managers will be responsible for:

- maintenance of all tools and machinery.
- maintaining access routes and ensuring good housekeeping.
- the control of vehicle movement within the site.
- maintenance of lighting, both internal and external.

# Construction (Design and Management) Regulations 2015 Project Management

Under the requirements of the Construction (Design and Management) Regulations 2015 (CDM), Specialised Engineering Products Ltd will take on the duties of Client for work on Company premises.

Make suitable arrangements for managing a project, including making sure:

- other duty holders are appointed as appropriate.
- sufficient time and resources are allocated.

Make sure:

- relevant information is prepared and provided to other duty holders.
- the principal designer and principal contractor carry out their duties.
- welfare facilities are provided.

## Work Activities

During the course of its operations, Specialised Engineering Products Ltd carry out various work activities which could expose Company personnel to significant risks if not controlled. The Company, as stated previously, will ensure that risk assessments are carried out for all significant risks and that, where required, method statements are prepared and communicated to all relevant personnel. The following are the more significant work activities carried out by the Company.

### Working with Power Tools

The people within the company with responsibility to oversee the safety of tools are the Production Managers; however, the operatives must ensure the safe use, care and maintenance of their own equipment.

#### Electrical Tools

Only trained and competent personnel will be permitted to operate power tools. The policy of the Company for the provision and use of power tools is to ensure:

- all tools will be inspected before use, and regularly whilst in use.
- all electrical tools will be tested and examined by a competent person who will issue a certificate of safety.
- the Production Managers are responsible for ensuring that portable appliance testing is carried out on a regular basis.

#### Hand Tools

Individual operatives are responsible for ensuring that their hand tools are kept in good order. They will ensure the following:

- tools will always be kept in good working condition.
- tools will be kept clean and ready for use and stored appropriately in toolboxes or racks with cutting edges protected.
- tools will be checked frequently to ensure that handles are secure, and guards and covers are in place.

The use, suitability and condition of work equipment and tools will be regularly monitored by the Production Managers.

Personnel are required to report any defects to the Production Managers and not to use any items that are in poor condition.

### Use of Abrasive Wheels

Abrasive wheels are used by the Company on occasions and can be particularly hazardous. For this reason, only persons trained in the mounting and use of abrasive wheels will be permitted to use them on site. Discs will be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

PPE will be provided and worn by those using abrasive wheels. If following risk assessment, others who have to work in the vicinity may be at risk from flying debris, then screens will be considered or PPE provided to those working in the area. Eye protection to be worn must comply with BSEN 166B.

## **Plant and Equipment**

The proper selection and maintenance of mechanical plant and equipment and the provision of information, instruction and training in their use are the requirements of the Provision and Use of Work Equipment Regulations 1998.

The selection of plant and machinery will be the responsibility of the Production Managers, who will ensure that it is suitable for its purpose and that the work area, ground conditions and public safety have been considered prior to it starting work.

Only authorised persons will be permitted to operate plant. Authorisation will only be given to operatives in possession of a certificate of training achievement issued by a recognised training authority.

Certificates of competence must be held by all operators of major items of plant such as the forklift truck.

The Production Managers will ensure copies of certificates of conformity and thorough examination of all items of plant, where appropriate, and certificates of competence are inspected before commencing work.

## **Hot Works**

All hot works will be strictly controlled and a permit-to-work procedure will be in place before any work commences. This will be included into any site-specific method statement.

The work area will be surveyed prior to the start of any works to ensure the work area is cleared of all loose combustible material.

Work will be planned to ensure all work areas are cleared of personnel with signs and barriers in place to ensure these areas cannot be accessed during the hot work activities.

All necessary fire-fighting equipment will be available and will have been checked and deemed suitable extinguishing media.

A telephone will be available at all times for emergency and will be readily accessible from the work area.

All hot works will cease not less than one hour before the end of each day and a thorough inspection will be carried out in the vicinity of the work to ensure there is no risk of fire.

## **Pressure Equipment and Pressure Systems**

The Company will ensure that all work associated with pressure equipment and pressure systems are carried out in accordance with the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

The Company will ensure that where any part of a pressure vessel and its related systems is subject to installation, modification, repair or maintenance work it shall be commissioned, re-commissioned or decommissioned in accordance the manufacturer's instructions and any written scheme of examination.

Any work to modify an installation or to carry out maintenance will require a permit to work, which will be managed by a competent person.

Examples of pressure systems and equipment used by the Company are as detailed below:

- boilers and steam heating systems.
- compressed air systems (fixed and portable).
- pipe work and hoses.
- pressure gauges and level indicators.

When installing new equipment, ensure that it is suitable for its intended purpose and that it is installed correctly. This requirement can normally be met by using the appropriate design, construction and installation standards and/or codes of practice.

### Written Schemes of Examination

Each item of plant or equipment that forms a pressure system, that operates under pressure and contains a relevant 'fluid' is to have a written scheme of examination.

A schedule of items of equipment and parts of the plant to be included, will be prepared and monitored by the Production Managers. This will include all protective devices, and will also include pressure vessels, and parts of pipework, which if they failed could give rise to danger.

The scheme will also specify whether the examination is in-service or out-of-service and how often the system is to be examined.

## **Workplace Transport Safety**

Delivery vehicles to the Company premises will be under the control of the Production Managers who will ensure that safe movement of vehicles and pedestrians can be achieved and maintained at all times.

## Driving at Work

Specialised Engineering Products Ltd understand our responsibilities to ensure the safety of employees while they are driving on company business, and will follow the advice given in the HSE/ Department of Transport document INDG382 Driving at Work – Managing Work Related Road Safety.

The Company provides all personnel, expected to drive as part of their work, with a procedure based on the above document, which details their responsibilities when driving at work.

Company vehicles are managed by Systems and Administration Director who ensures all insurances, driving licences, services and MoT's are provided and regularly reviewed.

All drivers will be expected to carry out daily and weekly checks to their vehicle in accordance with the Company procedure and driver's handbook, and report back any issues to the Business Improvement Manager.

The Systems and Administration Director will carry out regular monitoring of the procedure for driving at work to ensure its effectiveness and to ensure all documentation is up to date.

## Workshop Safety

The Company recognises that operations carried out in the workshop are potentially hazardous and need close management, control and supervision in order to maintain the safety of workers. The Production Managers have specific responsibilities which are detailed in the responsibilities section of this policy.

Maintenance of machinery will be carried out by the Production Managers, who will ensure;

- daily, weekly and monthly checks and maintenance on machines are carried out in accordance with manufacturers' guidelines. The Company will take these standards as the basis for its own continuing improvement in machine safety.
- daily checks are carried out by the machine operators; these will include daily cleaning with the aid of the extraction equipment.
- weekly checks and maintenance will be carried out by the machine operators and will include changing or sharpening of saw blades, and any other requirements as stated by the manufacturers.
- thorough monthly checks and maintenance will be carried out.

Particular care will be given to access routes and good housekeeping, including:

- keeping access routes clear in the workshop is the responsibility of all those who work in the area. Materials must not be allowed to build up in any areas that may impede access, and particularly will not be allowed to block fire exits or any other external doors.
- access to machine controls will be maintained at all times, as will access to any electrical sockets or controls. The Local Exhaust Ventilation system must be accessible at all times. Any fire extinguishers and first aid equipment must be accessible at all times.

## Housekeeping

Good housekeeping is essential in reducing slips, trips and falls at any work location. All work activities will be carefully planned to ensure the work areas are not overcrowded with people, machinery and



tools, etc. The need for good housekeeping will be included in risk assessments and may include the management of people, tools, trailing leads, waste, etc.

All work areas will be regularly tidied up during the course of the works to prevent any build-up of debris, clutter, etc.

It is the responsibility of all personnel to keep their work area tidy and orderly throughout the work period, and this is emphasised during the Company induction.

The Production Supervisor will ensure that arrangements are in place for the removal of accumulated waste in bins, skips, etc., and also to ensure that provision is made for safe and defined stacking of materials and storage of equipment.

## Safety Policy Communication

It is the duty of every employer to prepare and update as necessary a policy for health, safety and welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety, both employees and contractors will be expected to read, understand and adhere to this policy.

It is important that you read through the policy carefully, as it will contain important information on the Company's safety procedures and safe systems of work. It also contains responsibilities that you must undertake and comply with.

If you have any questions about the safety policy, please ask Richard Andrews. If you have any suggestions as to how safety could be improved for this company, please pass these on also.

After you have read through this safety policy, please detach this sheet, sign and date it and pass it back to Richard Andrews.

<b>Name:</b>	
<b>Date:</b>	
<b>Occupation:</b>	
<b>Signature:</b>	