

HEALTH & SAFETY
HEALTH & SAFETY POLICY



HEALTH & SAFETY POLICY

HEALTH & SAFETY HEALTH & SAFETY POLICY

Statement of Intent

The Directors of **Wood Mitchell Printers Ltd, Festival Way, Festival Park, S-O-T, Staffs, ST1 5TH** ('the Company'), are committed to ensuring compliance with all relevant statutory requirements and to continually improve health & safety standards throughout all their printing operations, recognising this as an integral part of good business practice.

This shall be achieved through the ongoing process of risk assessment, by ensuring that all machinery, plant, work equipment and materials are safe to use and well maintained and by the provision of information, instruction, training and supervision of all employees, in order to ensure their competency to undertake their work safely.

We recognise the need for all employees to accept ownership of health and safety and to work as a team to ensure high standards of health and safety are maintained at all times.

This policy sets out the Company's organisation and arrangements to ensure effective health and safety risk management.

Signed: _____ Dated _____

Mr Ross Mitchell
Managing Director
(Responsible Person)

HEALTH & SAFETY HEALTH & SAFETY POLICY

Organisation

The **Directors** of the Company are ultimately responsible for ensuring the health, safety and welfare of all employees and contractors/visitors who enter their premises. They will appoint a Senior Manager to discharge their statutory obligations and ensure that high standards of health & safety are maintained at all times.

Mr. R Mitchell is the most **Senior Manager** responsible for the implementation and continuity of all matters concerning health and safety. He will keep all Directors and management informed of all significant issues and ensure compliance with all relevant statutory requirements as a minimum standard.

He will ensure that the premises, plant and systems of work are safe, adequately maintained and without risk to the health and safety of all employees, contractors and visitors. He will also ensure that all employees receive the necessary information, instruction and training to ensure their competency to undertake their job safely. He will liaise closely with the Company's Safety Representative and Health & Safety Advisor and, where required, representatives of the enforcing authorities, i.e., HSE.

Mr. A Morley is the appointed **Safety Representative**. He will regularly monitor health and safety standards within the workplace and report any significant findings to relevant Management and the Directors. He will liaise closely with all employees and advise on day-to-day health and safety matters.

All **Managers** and **Supervisors** will maintain vigilance over all their employees and ensure that they are provided with suitable and sufficient information, instruction and training to enable them to work safely. This will be achieved through close liaison with Mr. A. Morley (The Safety Representative). They will also encourage employees to improve health and safety standards within their own working environment.

Employees will co-operate fully with their Manager/Supervisor and other persons with specific health and safety responsibilities, to ensure their own health and safety at work and that of others who may be affected by their activities. They will therefore report any defects in buildings, plant and equipment and all incidents immediately to their Manager/Supervisor.

In addition to the above in-house resources, the Company will enlist the services of a competent, independent **Health & Safety Advisor** to provide them with appropriate guidance and documentation and to assist them with the process of risk management.

HEALTH & SAFETY HEALTH & SAFETY POLICY

Arrangements

Health and Safety Committee:

The committee will meet every three months. It will comprise of management and employee representatives from all main operations and the Company's Safety Representative. It will be chaired by Mr. A. Morley, or in his absence, one of the Directors.

All relevant issues will be discussed at the meetings thereby giving employees and management adequate opportunity to consult on health and safety matters. Minutes will be produced and brought to the attention of all employees and copies displayed on notice boards.

Contractors and Visitors:

All contractors and visitors to the Company's premises will be required to sign in and out of the site.

Only competent contractors will be used, who have the necessary experience, qualifications, and skills, and who possess adequate Public Liability and other relevant Insurance cover. To this end competency checks will be undertaken and records maintained.

Prior to any work being undertaken by contractors they will be required to submit a risk assessment and method statement to the Company's Safety Representative for approval.

Visitors will, where necessary for their health and safety, be accompanied whilst on site.

Emergency Procedures:

The company will ensure that adequate emergency procedures are in place covering **fire** and **chemical spillage** and that all relevant employees are aware of and trained in such procedures. The Company's Safety Representative will review these procedures on a regular basis.

HEALTH & SAFETY HEALTH & SAFETY POLICY

Risk Assessments

An independent, competent Health and Safety Advisor will be commissioned to assist the Company in undertaking risk assessments covering all the Company's main activities with regard to the following: -

- COSHH
- Fire Safety
- Manual Handling
- Workplace Health, Safety and Welfare
- Workplace Transport
- Display Screen Equipment
- Machinery & Work Equipment
- Noise
- First Aid Provision
- Process Risk Assessments

All recommendations will be implemented within agreed timescales and the reports shall be brought to the attention of all affected employees.

The Company's Safety Representative shall be responsible for ensuring that the risk assessments are updated, as and when required. If necessary further advice from an independent specialist will be sought.

HEALTH & SAFETY

HEALTH & SAFETY POLICY

Safe Systems of Work:

Where necessary, safe systems of work, such as 'Permits to Work' will be implemented.

Workplace Inspections:

Employees will be required to carry out daily and weekly user checks on their work equipment and workstations in line with predetermined health and safety requirements.

Particular attention will be paid to the guarding standards on guillotines, printing machines, stitching machines, folding machines, etc. and the safe use and storage of printing inks and solvents.

The company shall also use competent external contractors to carry out regular safety checks where applicable.

Any relevant issues shall be brought immediately to the attention Mr. A. Morley (Health & Safety Representative).

Information, Instruction and Training

The Company's Safety Representative will take all employees through a Health and Safety Induction. Where necessary he will seek assistance from the Health & Safety Advisor. The induction will then be repeated every two years.

Employees will also receive specific on the job safety training given by their Manager / Supervisor.

The Company's Safety representative will maintain records of all training given.

In addition to the above, the following information will be provided, as relevant, to all employees: -

- The Company's 'Health and Safety Policy'
- The Company's 'Smoking Policy'
- Fire Evacuation Procedures
- Chemical Spillage Procedures

HEALTH & SAFETY HEALTH & SAFETY POLICY

- Risk Assessment Reports
- Health and Safety Procedures
- Material Safety Data Sheets
- Name and location of First Aiders, Fire Marshals and Fire Sweepers
- Name and location of their Safety Representative

First Aid and Incident Reporting:

At least one fully qualified **First Aider** and an adequate supply of first aid materials will be provided and maintained for all shifts. The latter arrangements will be brought to the attention of all employees.

All employees will be required and encouraged to report all accidents, however minor.

Where accidents, illnesses or near misses have been caused by the workplace, he/she should report immediately to the first aider, their Manager/Supervisor and the Company's Safety Representative.

The first aider will then ensure a record is entered into the companies' accident book and the Company's Safety Representative will complete a detailed accident / incident investigation with support from the appointed Health & Safety Advisor.

Maintenance:

All buildings, plant and equipment will be maintained in a safe condition through regular inspections, tests and servicing undertaken by competent persons. Records of all statutory inspections will be maintained.

HEALTH & SAFETY HEALTH & SAFETY POLICY

Welfare Facilities:

Adequate clean and hygienic welfare facilities will be provided and maintained for the convenience of all employees.

Safety Signs and Signals:

Where the risk within the workplace cannot be eliminated then relevant safety signs and signals will be displayed to warn of the residual hazards.

Personal Protective Equipment:

The need for personal protective equipment (PPE) will be established via risk assessments. Such PPE may include cotton overalls, safety goggles, neoprene/nitrile gloves to protect relevant employees from printing inks and solvents, high visibility tops, safety footwear and hearing protection.

All employees issued with PPE will be instructed in its proper use, its safe storage and maintenance and the need to report defects immediately to their Manager/Supervisor and Safety representative.

A record of all non-disposable PPE will be maintained.

An adequate supply of PPE will be maintained at all times.

Audits:

An independent **Health and Safety Advisor** will undertake a six monthly audit to establish compliance with this policy. The findings will be brought to the attention of the Company's Directors and Mr. A Morley (The Safety Representative).