

General Statement Of Polid

The Company is committed to d

place of work for all employees.

applies to all workplaces used b The Company is also committee

Work. The implementation of th

Management, including Foreme

creating and maintaining a safe

care for their own health and sa

The Company will fulfill its response

Health and Safety legislation, A

Seeking at all times to prov healthy working environme

Ensuring that employees kr undertaken by the Compan

actions.

•

•

be achieved by:-







ment

tv At Work

racticable to provide a safe and healthy ed a Health and Safety Policy which

e standards of Health and Safety at icy is the primary responsibility of loyees have an important part to play in t. They also have a legal responsibility of sons who may be affected by their

s to work in accordance with relevant e and Good Working practices. This will

res, good working conditions and a

rds connected with the various activities o avoid the associated risks.

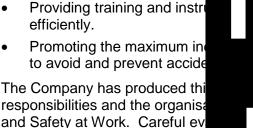
es to perform their work safely and

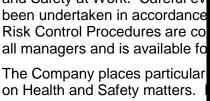
ort on the part of employees at all times

y Document setting out personal o ensure satisfactory standards of Health ies, by way of Risk Assessments, has Copies of the Risk Assessments and alth and Safety Manual, which is held by s.

sibilities of employees to co-operate fully bay due regard to undertaking all work ks to their own safety or that of other les for employees are contained in the nembers of staff.

I in the senior management of the esponsibility for the implementation of





activities in a way which is safe persons, including fellow emplo Safety and Accident Prevention

Name:	
Position:	
Signature:	
Date:	

2. Health and Safety Respons

2.1 Introduction

1.

The ultimate responsibility for sa Company. The Managing Direc the Company Health and Safety Each Manager and Foreman (re responsible for the maintenance function over which he exercise necessary actions are taken to is also required to report any cir delay.

Each chargehand and supervis assist the Head of Department

Every person employed has leg training. All requests, suggestic the first instance, be referred to appropriate course of action.

The Organisation and Reporting as for all other aspects of busin In order to ensure the effective responsibilities and authorities a

2.1.1 Managing Director - W

- Overall responsibilit monitoring its effect
- Liaison with his fello that adequate resource
- Ultimate authority for

2.1.2 Location Manager - WI

- To bring the Health for which he has speed
- To monitor safety per responsibilities and Health and Safety a
- To liase with Enforc Health Officers, Fire and Safety Consulta
- To receive reports find Safety at Work that
- To act as Chairman be in existence.
- To keep up to date v health and Safety C plant, machinery an
- Authority to interpre specific issues are r

2.1.3 Works Engineer - Who

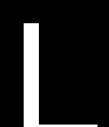
- To devise and imple
- To have overall responsible organising the testin compliance with the
- To be responsible for air receivers etc. an Engineer Surveyors
- To act as an appoin Health and Safety a and opinion to the L













olicy as Heads of Department) will be king conditions in the area, process or be responsible for ensuring that the ment in a safe and healthy condition. He nnot be achieved to his Superior without

Ith and Safety Policy as Supervision) will lities allocated in the policy.

are covered in their health and safety ning matters of health and safety must, in te Superior who will decide the

ement of health and safety is the same anisation charts posted in all workplaces. Ind safety at work, the following specific

tor?

of the Health and Safety Policy and

g Authorities, as necessary, to ensure alth and Safety at Work.

nisation and arrangements.

er?

notice of employees within those areas o ensure that the policy is kept up to date.

afety organisation, to allocate safety Regulation 6 of the Management of

HM Factory Inspectors, Environmental the Company Safety Officer or Health

t on all matters relevant to Health and y.

or other consultative committee as may

d by the Company Safety Officer or through Heads of Departments, that new dance with legal requirements.

e with general policy statement where

re safety during maintenance activities.

t work, including organising fire drills, king fire extinguishers and ensuring

services, cooling towers, Forklift Trucks, ory records are completed and liaise with ies, as necessary.

nder Regulation 6 of the Management of oviding relevant technical information Safety Officer.

- To have overall resp all contractors obey
- To ensure that asse premises have beer adequate Control M
- Authority to interpre statement where sp

2.1.4 Heads of Department

- To ensure that suita within his department consultation with the
- To ensure that emplication safety standards an
- To ensure that satis by undertaking routi
- To ensure proper co storage and use of I materials.
- To ensure that the a that accidents are in
- To ensure that adec together with associ
- To receive commen to the Works Engine
- To ensure that corre actions of Fire Mars

2.1.5 Safety Officer - Who is

- To collect all relevant date the master set notice of the approp
- To evaluate and val and ensure that the
- To ensure that appr in relation to Abrasiv
- To keep essential he the display of appro
- To select appropriat equipment.
- To monitor and aud maintenance and te requirements.
- To act as an appoin health and Safety at Department.
- To act as Executive
- Authority to interpre specific issues are r
- 2.1.6 Safety Supervisor Wh
 - To ensure that emp
 To identify safety tra
 - To identify safety tra training can be prov













f contractors on site and to ensure that

nd risks associated with buildings and quately recorded – and to ensure that

e with the opening general policy red.

sessments of all hazards and risks and recorded. This will include lety Officer as necessary.

ch they are responsible are aware of and established systems of work.

sekeeping and storage are maintained, ctions.

Iding setting standards for the correct and other flammable and/or combustible

ment records are kept up to date and with established procedures. Personal Protective Equipment are kept,

alth and safety matters and to refer items be taken.

ed during Fire Drills and monitor the

chemicals used in the Company, upid bring any changed information to the nt.

nts undertaken by Heads of Department

d and keep a list of the training provided klift Truck drivers, Fire Marshals etc.

e documents, registers etc. and ensure osters (including fire notices).

uipment, First Aid and other safety

ncluding records of accidents, Id other statutory record keeping

nder Regulation 6 of the Management of pviding relevant assistance to Heads of

Committee.

e with general policy statement where

br?

and Safety at Work rules and procedures. nese to the Heads of Department, so that

- To ensure adequate including highly flam
- To ensure that emplication including the adequate
- To ensure that all ad notice of Head of De
- In the event of a fire and undertake a role

2.1.7 Employees

- To take reasonable of others who may b
- To make proper use (including Personal
- Not to interfere with welfare.
- To co-operate with t observed.
- To report all accider Aider.
- To report any dange to the head of Depa
- To work in accordar Company and desci

3. Administration of Health ar

3.1 Introduction

This section of the Health and S been established to ensure satis Company. In establishing these at Work Act 1974 and the Mana

General health and safety proce Detailed health and safety proce working practices, are included rules for employees are outlined

3.2 Health and Safety Legislation

The Safety Officer is responsibl in Health and Safety at Work leg Location Manager and/or the W

When appropriate, the Compan publications. These publication publications held by the Safety

The reference documents held inspection. Individual employee request to the appropriate Head

3.3 Arrangements for Undertaking I

The responsibility for ensuring t undertaken has been allocated and to the Works Engineer for V

The Work Activity Risk Assessn group, typically made up as follo

© Simply-docs - HS.ST.01.03 H&S Statement for Group of











ing and correct storage of goods, flammable and/or combustible materials. alth and safety at work standards,

tments are recorded and brought to the

egister of persons present in the section d (if appointed) act as a Fire Marshall.

and safety and for the health and safety romissions.

cals, safety devices and other equipment ovided for their health and safety.

ded in the interests of health, safety and

ne requirements of the law to be

to the Head of Department or First

ately controlled risks and any incidents ction can be taken.

and procedures established for the cident Prevention Handbook.

systems and procedures which have Health and Safety at Work in the has been paid to the Health and Safety afety at Work Regulations 1999.

his part of the Health and Safety Policy. cluding engineering standards and nd Safety Manual. Also, general safety and Accident Prevention Handbook.

mpany is kept up to date with changes ges should be discussed with the priate.

w Health and Safety at Work sic library of health and safety

available to all Heads of Departments for to these reference documents, on

t Risk Assessments have been nt for Work Activity Risk Assessments ents.

en within each department by a small

- Head of Department
- Occupational Nurse (if appr
- Safety Supervisor
- Safety Representative

The draft Work Activity Risk Ass checked and validated. The Sa implementation of the Risk Asse appropriate.

The Safety Officer will then ens explained to employees by way that adequate Record Keeping

In relation to the Workplace Ris Assessment exercise by means

- Works Engineer
- Safety Officer
- Head of Department
- Safety Representative, whe

The Works Engineer and the Sa Assessments are implemented

3.4 Safety Training

Adequate instruction will be give relevant to their own work activi paid to the health and safety ca

The Company has produced a shandbook will be handed to each andbook will be given. Each e copy of the Safety and Accident of the handbook and in their oblighted and solutions.

3.5 Safety Notices and Communica

A copy of the General Statemer appropriate notice boards. Also posted for the information of er

The Safety Officer is responsibl placards are displayed, includin ordinate safety campaigns, inclu

Employees will be encouraged Department. Reporting of safet Company will ensure that all su

3.6 Safety Committees and Safety

The Company recognises the in adequate standards of Health a facilities will be made available that they can fulfil their functions

Routine meetings of the Safety Committee will be as follows:-

- Location Manager (Chairma
- Safety Officer (Secretary)
- Works Engineer



e handed to the Safety Officer to be nsible for co-ordinating the Department and Works Engineer, as

rk Activity Risk Assessments are ning. The Safety Officer will also ensure

ks Engineer will co-ordinate the Risk sing:

sure that the Workplace Risk ping systems are put in place.

e safety systems and procedures onsible for ensuring that due regard is hen allocating work tasks.

ention Handbook. A copy of the struction on the contents of the to sign stating that they have received a nd have been instructed in the contents d Safety at Work legislation.

I Safety at Work will be displayed on the Safety Committee Meeting will be

tutory and other safety notices and ard. Also, the Safety Officer will coy posters, when necessary.

to Supervision and/or the Head of ponsibility placed on employees and the nsideration.

afety Representatives in ensuring that hieved and maintained. Appropriate s and adequate time will be allowed so

nd the membership of the Safety

- Two Heads of Department (
- Four Safety Representatives

The Safety Committee will meer meetings will be circulated to m on appropriate notice boards.

3.7 Disciplinary Procedures

As part of ensuring that employ Company, the established Disci

Any employee, irrespective of s procedures will be liable to disc warning, and other appropriate warnings and the Safety Officer of disciplinary procedures to saf

3.8 Records and Registers

The Head of Department for an under his control. Each Head o responsible are kept up to date kept clearly visible.

The Safety Officer and the Worl relate to the site as a whole. Pr specified in the separate Health fulfilling his own record keeping routine basis. Failure to mainta disciplinary action in appropriate

Records will be kept up to date information, as applicable. In p relevant records, including the f

- Appointment to change Abra
- Appointment to drive Forklift
- Decoration of walls
- Examination and test of por
- Examination and test of pres
- Examination and test of extr
- Examination and test of hois
- Examination and test of cha
- Fire and emergency drills
- First Aid training
- Food hygiene training
- Inspection of fire extinguish
- Inspection of Forklift Trucks
- Inspection of electrical insta
- Issue of Personal Protective
- Noise measurements
- Record of water checks and
- Record of fire training
- Testing Fire Alarm
- Thorough examination and



mittee Chairman. Minutes of the mittee with additional copies displayed

rules and procedures established by the ply to Health and Safety at Work matters.

stablished safety standards and nclude formal verbal warning, written ecords will be kept of all disciplinary ng the correct and consistent application

keeping necessary records for matters ure that all the records for which he is d safety notices are not defaced and are

esponsibilities for the safety records that d Keeping responsibilities will be clearly te Safety Officer is responsible for esponsible for auditing other records on a serious matter that will be subject to

riate personnel for completion and/or for er or the Works Engineer will retain e separate Health and Safety Register:

tive Equipment

- Training in use of Personal
- Waste disposal records

3.9 Fire Safety Standards

The Works Engineer has overal drills, organising testing of the F compliance with the Fire Certific

Supervision are appointed as F report matters of concern to the the Works Engineer with the ma as requested.

In the event of a fire or Fire Drill followed. This will include ensu Fire Drill. Any difficulties encou Works Engineer, as soon as po

Only the appointed Fire/Emerge equipment, including hoses and in use and personal safety whe

3.10 First Aid at Work

Nominated persons will be train workforce are always invited. Ir will be encouraged to train as F

First Aiders should ensure that with company procedures.

A list of current First Aid person the Safety Officer. The Safety (personnel takes place, as appro

3.11 Accident and First Aid Procedu

It will be the responsibility of the the treatment are recorded. En to Supervision or to a First Aide

Details of First Aid treatments w on at least a monthly basis. He accidents, after discussion with

In the event of a serious injury t as soon as possible. If the acci notification to the Factory Inspe made by the head of Departme

Written notification of accidents prepared by the Head of Depar and approved by the Location N

Accident investigation will be un Health and Safety Executive. T detailed investigation of certain investigation, so that the circum taken to prevent a recurrence.

Certain Dangerous Occurrence occurred. Health and Safety Ex copy is held by the Works Engir





ety at work, including organising fire xtinguishers and ensuring full

They should be aware of fire risks and partment. Supervision should also assist of fire extinguishers and the Fire Alarm,

that established fire procedures are been evacuated in the event of fire or a uation or drill should be reported to the

and authorised to use fire fighting regard should always be paid to training

rs. Volunteers from amongst the partment, Supervisors and security staff

treatments are recorded in accordance

n First Aid Box and a copy will be kept by at refresher training of First Aid

t aid treatment to ensure that details of port every injury (no matter how minor)

e analysed by each Head of Department ng adequate investigation of all nen appropriate.

e Location Manager should be advised ury, then immediate telephone immediate telephone notification will be ocation Manager.

B days absence from work will be record form. The form will be checked to the Factory Inspector.

very accident that is reportable to the y, at his discretion, initiate a more appropriate persons to assist in the an be established and necessary actions

ctory Inspector, even if no injury has ntains details of reporting procedures. A

Generally speaking, reportable case, be reported to the Locatio believes that a reportable incide advised, before work resumes -

3.12 Employee Medical Arrangemen

The Company has a policy of er medical questionnaire. Where r will also be undertaken. The ex undertaken under the rules of m on personnel files.

The Company Medical Officer v employee's own General Practi

For some employees, routine he be required to present themselv the main Terms and Conditions

In particular, routine hearing tes Routine skin inspections and, a be undertaken on the advice of the early signs of any Repetitive risk of developing such medical

3.13 Visitors and Contractors on Site

Visitors on site are the responsi at all times and they remain the or unplanned circumstances.

Visitors who also require access hearing protection etc as neces during factory visits. In particula areas, as far as possible.

Contractors who are employed accompanied at all times. The the Works Engineer. He should Company. The Works Enginee Protective Equipment, such as required to advise the Works Er Company premises.

Contractors arriving on site sho by the Safety Officer and he sho contractors. The Safety Officer condition and he should advise Company services, such as ele

The Works Engineer should info been authorised to work in his a and all employees is necessary reported and eliminated for the premises.

Contractors found to be disobey Personal Protective Equipment, disregard to their own safety or



are serious events that would, in any te action. If a Head of Department ten the Location Manager should be

oyees complete a pre-employment ment medical examination/assessment pletion of the questionnaire will be only non-clinical information will be kept

onfidential information and liaise with the

ures will be necessary. Employees will ical surveillance procedures as part of

employees who work in noisy areas. n tests (for appropriate employees) will ficer. Also, routine enquiries to detect ertaken for employees who may be at

s to the offices should be accompanied st during fire evacuation or other unusual

st make use of suitable eye protection, sure that visitors are not placed at risk t out of the foundry and away from noisy

e and production areas cannot be intractors on site is the responsibility of are aware of the hazardous areas in the contractors have appropriate Personal vailable for their use. Contractors are and injuries to their employees on

ngineer. Contractors will then be briefed nd equipment is to be used by the s that the plant and equipment is in good t is acceptable for the contractor to use air.

of Department when contractors have the Heads of Department, Supervision contractor practices will be identified, and all persons who work on Company

s, failing to make use of necessary erous equipment or working with missed from site.

3.14 Visits to Other Locations

From time to time, employees w employer. In these circumstanc Company personnel.

Company employees should en protect their own health and saf host so that suitable remedial a

The Company personnel who a the host. This will include the it this Health and Safety Policy, w

If the standards set down by the Company standards and proceed cannot be resolved locally, then Department, for action.

3.15 Enforcing Authority Visits

Various enforcing officers will vi Environmental Health Officers a to enforce legislation under thei

The fullest co-operation with all will always be responsive to rec liaise with visiting enforcement In his absence, the Safety Offic

In the event of a night visit, or if appropriate Head of Departmen Department should co-operate t

A visiting card should always be should be passed to the Locatic give a verbal report of matters o as possible after the visit.

3.16 Monitoring and Auditing of Heal

Safety standards for all work ac Appropriate Risk Assessments and Safety at Work Regulations

In order to ensure that satisfactor achieved within the Company, r Head of Department will be required that all items referred to in the c



ations under the control of another responsible for ensuring the safety of

sufficient information by the host to fety problems should be reported to the

t obey the safety standards laid down by sitors and Contractors on Site section of

mal Company standards, then the If this gives rise to difficulties which erred to the appropriate Head of

e to time. Factory Inspectors, statutory authority to visit the Company

ers will be ensured and the Company be received. The Location Manager will hey are accompanied during their visits. be responsible for appropriate liaison.

rs of the Company are available, then the enforcement officer. The Head of ector.

g enforcement officer and this card ossible. The Head of Department should uired to the Location Manager as soon

Company have been established. s required by the Management of Health on.

nd Safety at Work continue to be inspections will be undertaken. Each kly safety checklist inspection and ensure