



Health & Safety at Work Act 1974

HEALTH & SAFETY POLICY STATEMENT

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General Statement of Policy

At ETPS, our most valued resources are our employees, our customers, and the environment we operate in. We are dedicated to providing a safe and healthful environment for employees, protecting the public, and preserving ETPS properties and assets.

Injuries can be prevented. In order to achieve an accident free workplace, an organized and effective Safety Program must be carried out company wide to make this policy work. The Health and Safety Program will assist management and employees in controlling hazards which will minimize employee and customer injuries, damage to customer's property and damage to ETPS property.

All employees **MUST** follow this program.



Randolph McDonald
Managing Director

Obligations

The company has duties under the Health & Safety at Work Act 1974, to ensure the health, safety and welfare of its employees at work with particular reference to the provision of:

- Safe plant and systems of work
- Arrangements for the safe use, handling, storage and transport of articles and substances.
- Safety training, a safe place of work with safe access/exit and a healthy working environment.

It also has similar obligations towards other persons who may be either on its premises or affected by its activities. Employees also have responsibilities under the Act to take reasonable care of themselves and other persons affected by their actions, and to cooperate with their employer in the implementation of duties required by the Act.

First Aid

All accidents, first aid and work related incidents are recorded and maintained by Teri-Louise Horne. First aid boxes are located in the workshop and at reception and are maintained by the respective managerial departments.

Recording Accidents

All accidents, however minor, to employees and all other persons on the company premises must be recorded immediately. The accident record book is located in reception. The person responsible for the recording of all accidents and injuries is Teri-Louise Horne. For more information on reporting and recording accidents and incidents, please refer to Appendix 4.

Fire Procedure

All staff has duties and responsibilities in respect of fire safety and precautions. On hearing the fire activation system, all staff and visitors are to proceed to the rear car park via the rear exit of the premises. Lifts/elevators **MUST** not be used during any type fire evacuations, real or drill.

Fire drills will take place on 2 occasions during the year and should be practised in a serious fashion. Fire drills will be conducted by Sue Marsh.

Alarm systems are checked weekly by a 3rd party contractor and annually by Derbyshire County Council.

All fire exits should be free from obstructions.

Fire extinguishers are located next to the elevators. See table below for intended use of different extinguisher types:

	Freely Burning Materials	Flammable Liquids	Flammable Gases	Electrical Hazards
CO₂				
Foam				

(Correct use indicated by shading)

The Fire Marshall for the building is Sue Marsh. For more information on the company fire procedure please refer to Appendix 2.

COSHH (Control Of Substances Hazardous to Health Regulations 2002)

All hazardous substances must be stored in safe and secure environments. Each employee has a responsibility to properly store any hazardous substance and must wear the correct protective equipment during its use. Training is supplied by ETPS to ensure that employees know the correct procedures and measures that must be taken in order to minimise accidents. Risk assessment of hazardous substances can be found in Appendix 1.

Visual Display Units (VDUs)

All display units installed on premises must conform to "Work with Display Screen Equipment" 1st January 1993. People who frequently use visual display units at work must follow the following guidelines:

- Users must take frequent short breaks whilst using VDUs for long periods
- Keep the VDU at comfortable viewing distance for the user
- Adjust brightness of the screen to suit users needs
- Position the screen to minimise glare

Ergonomics

To ensure the health and safety of computer users, employees must be aware of factors that can improve their working conditions. Factors to be considered:

- Keyboard and mouse placement
- Chair placement, height and tilt
- Tidy workstation
- Correct posture
- Frequent breaks

Taking these factors into consideration can reduce the risk of aches and pains in joints and muscles.

Manual Handling Operations

All employees are requested to make full and proper use of any handling equipment available to them. Trolleys are provided for transporting large or numerous goods around the premises, diligence and consideration should be exercised at all times during use. The correct lifting procedure can be found in Appendix 3.

Waste Disposal

All waste materials should be placed in bins provided around the premises. Correct procedure should be taken when disposing of hazardous materials.

Recyclable materials, such as cardboard, should be placed in the correct bins provided.

Appendix 1

Risk Assessment

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is necessary to control the risk?
Electric pillar drill in workshop area	Operators	Only approved personnel to use facility. Not to be used by lone worker. Electricity switch adjacent to drill.	
Electricity	All employees	Policy on working equipment with covers removed published. All work areas provided with RCD protectors.	
Stanley Knife	Production operators	Depends on training and good practise of operators.	Ensure blade is retracted when not in use
Solder Flux	User	Solder positions have filtered extraction	
Spray Paints	User	Policy on use is to ensure area is well ventilated	
Araldite	User	Training/good practise	
Cleaning Material	User	Gloves supplied for user	

Appendix 2

Fire Procedure

In event of a fire please follow the procedure below:

1. Raise the alarm
2. Telephone the fire brigade on 999
3. Tackle the fire if safe to do so—do not take risks if in doubt get out!
4. If you hear the alarm immediately cease what you are doing.
5. Leave the building by the nearest available exit.
6. **DO NOT** stop to collect personal possessions/ finish work as this time delay may be extremely dangerous.
7. Where possible close all doors and windows behind you.
8. Assemble in the car park.
9. Check that everybody is accounted for.
10. Do not return to the building until you are authorised to do so.
11. **DO NOT PANIC.**

Appendix 3

Manual Handling Operations

- Plan your lift before you start—where you'll grip it, where it's going, the path you'll follow and how you'll put it down.
- Lift the edge of the object to get an idea of its weight. If it's too heavy, get help or use mechanical assistance.
- Stand close to the load, feet firmly on the floor.
- Squat down—back straight, knees bent, stomach muscles tight.
- Grab the load firmly and make sure you can carry it before you start to move.
- Stand up slowly, lifting with your leg muscles and straightening your back as you stand. Hold the object close to your body.
- DON'T twist your body, while carrying a heavy load.
- Put the load down smoothly and slowly; bend

Appendix 4

Accident & Incident Reporting Policy

There is a legal requirement under the Health and Safety Act (1974) to report, investigate and keep records of situations (accidents/incidents) causing injury, dangerous occurrences and occurrences of disease or ill health. It will be important that the information recorded is timely and relevant to the event occurring.

This policy outlines the reporting, recording and investigating procedures which are to be adopted when any employee, contractor or visitor experiences an accident, near miss or dangerous occurrence during the course of their work and/or whilst on company premises and/or receiving services from ETPS Ltd.

The Accident Book

Accidents to staff, contractors and visitors on company premises must, by law, be recorded in the accident book which will be located centrally in the building or department. The accident book should be regularly reviewed by Senior Managers to keep them aware of incidents which have occurred in their areas of responsibility. This review will be in addition to the company's reporting procedure and investigation of individual accidents.

All near misses should be reported to management as soon as possible so that action can be taken to investigate the cause and prevent recurrence.

Reporting Accidents/Incidents

All accidents and near misses, no matter how minor, must be recorded as soon after the event as possible.

If an injury renders a person unable to make an entry in the accident book, it should be completed by a witness or someone who can give an account of the incident.

An injury may be dealt with by a first aider or appointed person. However, if an emergency arises an ambulance should be called at the first opportunity. Any accident involving an emergency must be reported to management immediately.

Certain injuries or dangerous occurrences must be reported to the Health and Safety Executive.