



Multimodal Global Logistics Limited (MGL)

HEALTH AND SAFETY POLICY

OF

**MULTIMODAL GLOBAL LOGISTICS
LIMITED**

BAKU, AZERBAIJAN

01.01.2015



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Health and Safety at Work etc. Act 1974

Health and Safety Policy OF

**MULTIMODAL GLOBAL LOGISTICS LIMITED
&
IT'S BUSINESS PARTNER OF**

MURPHY SHIPPING AND COMMERCIAL SERVICES INC, TX, USA

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Health and Safety Law requires an employer to implement the following:

Protect employee health, safety and welfare at work as far as is reasonably practicable.
Consult with employees or their representative on health and safety matters involving:

Changes which substantially affect employees health and safety at work.

Planning of Health and Safety.

Health and safety effects of new technology

Getting competent operatives to comply with Health and Safety Law.

The risks and dangers arising from working operations.

Measures to be taken to eliminate any risks.

Steps taken to manage risks which cannot be eliminated.

Make the workplace as safe as is reasonably practicable

Ensure that all plant and equipment is safe to use

Institute a safe system of work

Ensure that substances and materials are stored safely

Ensure that substances and materials are used correctly

Provide adequate welfare facilities

Provide information to employees necessary for safer working

Provide employee training

Provide supervision necessary to ensure safe working

Assess the risks to employees health and safety.

Record any significant findings (if you have more than five employees).

Implement the measures required by the assessment.

Have a written Health and Safety Policy statement (if you have more than five employees).

Bring the health and policy statement to the attention of employees.

Appoint a competent health and safety assistant.

Co-operate on health and safety matters with other employers sharing the same workplace.

Organise procedures to be followed in case of an emergency.

Provide suitable first aid facilities.

Ensure that the workplace meets the requirements of health, safety and welfare.

Provide adequate ventilation.

Provide adequate lighting.

Provide adequate toilet facilities.

Provide adequate washing facilities.

Provide adequate rest facilities.

Make sure work equipment is suitable for its intended purpose.



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Make sure work equipment is properly used.
Make sure that work equipment is properly maintained.
Prevent or control exposure to substances damaging to health.

Guard against potentially explosive or inflammable hazards.
Take precautions against hazards from electrical equipment.
Take precautions against exposure to excessive noise.
Take precautions against exposure to radiation.
Control manual handling operations to reduce the risk from injuries.

- Undertake health surveillance where employees are exposed to potential hazards.
- Provide the appropriate personal protective equipment or clothing for the operation being carried out.
- Provide the necessary safety signs.
- Report notifiable injuries.
- Report notifiable work related diseases.
- Report work related notifiable dangerous occurrences.
- Seek advice from the fire department on what fire precautions are to be implemented.



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Introduction

It is the company policy to comply with the law as set out in **Section 2(3) of the Health and Safety at Work etc. Act 1974 (HSW Act)**.

“Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees”

Under **Section 2(3)** of the above act, the written statement must:

- 1) state your general policy on health and safety
- 2) describe the organisation and arrangements for carrying out your policy
- 3) be brought to the notice of all your employees
- 4) be revised whenever appropriate and every revision must be brought to your employees attention

Exceptions

“Any employer who carries on an undertaking in which for the time being he employs less than five employees”

All employees count whether they are employed on one or several sites. For the purpose of these health and safety requirements this also applies to trainee employees of the immediate provider of their work experience and training, other than college or other educational establishments



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MGL Limited & Murphy Shipping and Commercial Services Inc., TX

1. General Policy

Statement of Intent

It is the policy of MGL and Murphy Shipping & Commercial Services Inc., TX, USA to comply with the terms of the **Health and Safety at Work etc. Act 1974** and subsequent legislation and to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees. MGL's health and safety objective is to minimize the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective. Employees, contractors and sub-contractors are expected to co-operate in carrying out this Health and Safety Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

MGL recognizes and accepts their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations. While the management of Murphy Shipping and Commercial Services Inc and MGL Limited. will do all that is within its powers to ensure the health and safety of its employees, it is recognized that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of MGL Limited will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Director of Safety. To be effective, the health and safety program requires continuous communication between management and employees at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardize the well being of themselves or any other person.



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All injuries, however small, sustained by a person at work must be reported to the Director of Safety or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Murphy Shipping and Commercial Services Inc.'s health and safety policy will be regularly monitored and kept up to date, particularly as or when the business changes in nature and size. The policy will be updated at least every 12 months.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this document and the personnel responsible are detailed below.

Signed
By

MD/Asim Bakhshiyev

Date



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2.1 Communication

The management of Murphy Shipping and Commercial Services Inc. will ensure that they communicate to employees their commitment to safety and will also ensure that the arrangements for putting this policy into practice are fully understood by all employees under their supervision. Murphy Shipping and Commercial Services Inc. will communicate with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

The purpose of this policy is to achieve a healthy and safe working environment and to this end, full co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

A copy of this Health and Safety Policy will be made available to all employees, who will be made aware of their responsibility to read, understand and abide by the Policy.

2.2 Consultation

The management of Murphy Shipping and Commercial Services Inc. see communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Safety Committee meetings every 6 months or as often as is deemed necessary.

Members of staff will be appointed to the health and safety committee which will meet on a regular basis, any recommendations concerning change in working practices will be immediately presented for inclusion in the Health and Safety Manual.

The purpose of Safety Committee meetings is to provide a forum in which information may be conveyed and employees questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy and provide joint consultation with the Trade Union Safety Representative where applicable.



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3.1 Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organization is trained to perform his or her job effectively and safely. It is the opinion of the management of Murphy Shipping and Commercial Services Inc. that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Health and Safety training, information and literature where applicable, will be given to all employees.

Training sessions will be held every 6 months or as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training are detailed below :-

Job Title	Name	Department
Safety Training Officer	<i>Mike Sever</i>	Office Outside Contracts
	<i>Vahid Ibrahimov</i>	Base Safety trainer

The Safety Training Officer, together with the companies Safety Advisor will provide advice within the framework of the Management of Health and Safety Regulations.



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3.2 Induction

First day induction training with identification of any training requirements will be undertaken on new contracts and to familiarize new employees with safe methods and practices and to identify any potential risk or hazards.

New machinery, processes or changes in working practices will require the operatives to undergo an initial induction training.

All employees will receive the appropriate induction before being allowed to commence work.

The following items will be covered :-

The hazards relevant to the area and the precautions to be taken.

Where needed the correct respiratory, eye, face and ear protection required.

Any other protective clothing required.

Where applicable, the permit to work system must be explained.

General hazards from road, rail and other traffic.

Location of the First Aid post with appropriate contact telephone numbers.

Emergency evacuation procedure.

When working on other sites, this health and safety policy will be considered the minimum standard. Any site rules imposed by the client or the principle contractor will also apply if not already covered by this policy.



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4.1 Safety Personnel

The person with overall and final responsibility for health and safety in Murphy Shipping and Commercial Services Inc is *Mike Sever*, who in addition to other titles will be referred to as the Director of Safety. In his absence *Jerald Harris* will act as deputy.

The Director of Safety will be responsible for overseeing, implementing and monitoring the policy.

The following personnel will be responsible for the supervision of health and safety in particular areas:

Name	Area	Responsibilities
<i>Elvina Allahyarova</i>	Office Outside Contracts	Setting company health and safety objectives. Accident reporting. Inspection of work areas and equipment. Monitoring the company's performance in health and safety. Responding to Safety representatives recommendations Carry out Risk and COSHH Assessment and record results. Written findings to be communicated to workers involved.



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Appointed First Aiders are :-

Name	Department
<i>Mike Sever</i>	Office
<i>David Johns</i>	Warehouse

First Aid kits are in the following locations :-

Reception , 1st Floor
Warehouse, Ground Floor

The Safety Manager is responsible for reporting all cases of accident and disease to the Director of Safety.

Accident records are compiled and stored by the Director of Safety.

The Director of Safety is responsible for reporting cases of accident and disease to the relevant enforcing authority under the **RIDDOR** 95 Regulations where applicable.

5.1 Workplace Inspections

It is the policy of Murphy Shipping and Commercial Services Inc., Houston, TX to comply with the **Workplace (Health, Safety & Welfare) Regulations 1992**.

Regular inspections of the workplace will be conducted by *Soror Sadri*. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.



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5.2 Work Equipment

It is the policy of Murphy Shipping and Commercial Services Inc . to comply with the law as set out in the **Provision and Use of Work Equipment Regulations 1998**.

Murphy Shipping and Commercial Services Inc. will endeavor to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorized persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

5.3 Plant and Equipment Maintenance

All equipment and tools will be routinely inspected to determine if any faults or dangers exist from continual use.

Faulty or damaged equipment and tools will be taken out of service immediately and if practicable repaired and then returned to service.

6.1 Personal Protective Equipment

It is the company policy to comply with the law as set out in the **Personal Protective Equipment at Work Regulations 1992 (as amend)**, the **Personal Protective Equipment regulations 2002 (DTI)** and the **Working Times Regulations 1998 (as amendment 2001)**

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.



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All personal protective equipment provided by Murphy Shipping and Commercial Services Inc. will be properly assessed prior to its provision.

All personal protective equipment provided by Murphy Shipping and Commercial Services Inc. will be maintained in good working order.

All workers provided with personal protective equipment by Murphy Shipping and Commercial Services Inc. will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Murphy Shipping and Commercial Services Inc. will endeavor to ensure that all personal protective equipment provided is used and used properly by its employees.

Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director of Safety.

6.2 Manual Handling Operations

It is the policy of Murphy Shipping and Commercial Services Inc. to comply with the law as set out in the **Manual Handling Operations Regulations 1992**.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.



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2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-coordinator, giving commands to lift, lower etc. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

6.3 Display Screen Equipment

It is the policy of Murphy Shipping and Commercial Services Limited. to comply with the law as set out in the **Health and Safety (Display Screen Equipment) Regulations 1992.**

Murphy Shipping and Commercial Services Inc. will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations and that all workstations meet these requirements.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request .

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.



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All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organization of the workstation is substantially modified.

6.4 Risk Assessment

It is the company policy to assess any risk to employees health and safety in the workplace. Hazards will be identified associated with equipment, materials and activities in each area. Significant findings will be recorded and steps implemented to either eliminate or reduce the risk to the minimum level acceptable.

Input from employees is considered a valuable source of information in carrying out a risk assessment.

The findings will then be communicated to all employees affected by the operations for their implementation.

6.5 Control of Substances Hazardous to Health. COSHH

It is the policy of Murphy Shipping and Commercial Services Inc., Houston, TX to comply with the law as set out in the **Control of Substances Hazardous to Health Regulations 2002.**

An assessment will be conducted on all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers health and safety guidance and our own knowledge of the work process.

Murphy Shipping and Commercial Services Inc. will ensure that exposure of workers to hazardous substances is minimized and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

The appropriate personal protective equipment will be supplied and must be worn by operatives.



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Substances used at work which carry a warning label are subject to **COSHH** regulations.

Adhesives
Glues
Solvents
Paints
Pesticides
Cleaning agents etc.

Substances produced in work processes which are subject to **COSHH** regulations.

Smoke
Fumes
Vapors etc.

Murphy Shipping and Commercial Services Inc. will :-

Determine what hazardous substances are used in the workplace and determine the risk from these substances to peoples health.

Work out what precautions needed to be put in place before using the substance.

Prevent or control exposure to the substance and use substances as instructed. Avoid skin contact, keep skin clean, do not use abrasives or solvents for washing, do not let glues or resins harden on the skin, keep cuts covered and check skin regularly.

Monitor effectiveness of control measures and ensure safety procedures are followed;

Monitor any exposure of personnel to substances.

Assess whether health surveillance is required.

Ensure adequate information and supervised training are available.

A COSHH assessment will be carried out for any new substance introduced into the workplace.



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7.1 Fire Safety

Murphy Shipping and Commercial Services Inc.'s fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

The local fire service inspection staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is the Director of Health and Safety – Elvina Allahyarova

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All workers have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Director of Safety will be responsible for the provision and maintenance of fire prevention and detection equipment.

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Fire Risk Assessment will be carried out.

7.2 Fire Detection Equipment

The location of the smoke detectors and alarms will be made known to all employees. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm (if fitted) and evacuate the building.

7.3 Fire Fighting Equipment

The location of the Fire Extinguishers will be made known to all employees prior to commencement of work.

Employees are expected to tackle a fire themselves, if and only if, it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately, ensuring that co-workers in their vicinity have been made aware of the emergency.



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Fire extinguishers are to be inspected regularly to make sure that they are in the correct positions and that they have not been discharged.

7.4 Fire Doors

Fire doors are designed to slow the spread of fire and smoke and to close automatically after opening. They must never be jammed or tied open.

All fire doors (whether on company premises or other sites) , access routes to them and egress routes away from them or from the building must be kept clear at all times.

If there is an obstruction which a person cannot move, it must be immediately reported to the Safety Officer. This also applies to anything which could hinder the effectiveness of the emergency procedures.

7.5 Fire Exits

Fire exits are located at strategic points throughout the site. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the site in case of power failure. Lifts also have emergency lighting installed although they **should not be used in the case of an emergency evacuation.**

7.6 Fire precautions on other sites

Staff and employees will be made aware at first day induction of the emergency evacuation procedures, on other sites and the location of fire extinguishers.

7.7 Smoking

Smoking is **not allowed** throughout the company/warehouse.

Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

List of designated smoking areas:

“Side of Warehouse gate”.

As Site Rules



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7.8 Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation, such as a bomb scare, an explosion or a chemical spillage, all employees must leave the office or site by the nearest available exit and assemble at the designated assembly point.

The designated assembly points for each department are :-

Department	Assembly Point
Office	Parking side of previous Concord Company.
Outside Contracts	As Site Rules

Practice fire drills will be conducted every 6 months to ensure employee familiarity with emergency evacuation procedures.

7.9 Fire Risk Assessment

The company will undertake Fire Risk Assessment to comply with the **Management of Health and Safety at Work Regulations 1999, Section 7-9 Fire Risk Assessment.**

The following observations will be carried out:

- Housekeeping standards
- Single escape route situations
- Easy opening of Fire Exit doors
- Condition and evidence of servicing of Fire Extinguishers
- Positioning of Fire Fighting Equipment
- Areas where fire might break out undetected
- Positioning of Fire Alarm call points
- Obstructed means of escape
- Display of information for evacuation procedures
- Storage and use of flammable liquids or gases



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- Escape routes through unoccupied areas
- Wedged self-closing fire doors
- Easy opening of all fire exit doors
- Signs indicating means of escape
- Working practices

Consultation with Employees

- Audibility of Fire Alarms
- Evidence of evacuation Drills
- Awareness of roll-call arrangements
- Knowledge of evacuation routes and assembly point
- Knowledge of safe system of work relating to flammable materials
- Potential sources of ignition
- Fire related training

A Fire Risk Assessment will then be constructed from the above information and records, in the following format:

- 1) Introduction
- 2) Summary (with reference to Fire Certificate if available)
- 3) Fire Risks and their control
- 4) Fire Detection
- 5) Fire Alarms
- 6) Means of escape, including signs
- 7) Fire evacuation arrangements
- 8) Fire Fighting Equipment
- 9) Recommendations



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8.1 Accident Investigation & Reporting

It is the policy of Murphy Shipping and Commercial Services Limited. to comply with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)**.

Murphy Shipping and Commercial Services Limited. see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Director of Safety detailing :-

- The circumstances of the accident including photographs and diagrams
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analyzed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

Death or major injury

Any accident connected with work where an employee or member of the public is killed or suffers a major injury (including as a result of physical violence), or taken to hospital, the employer must :-

- (1) Notify the enforcing authority without delay (e.g. by telephone).
- (2) Follow this up with a completed accident form.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.



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Alternatively a verbal report can be submitted to :-

The Incident Centre
Nasimi district, Dilara Aliyeva street 251 A

Telephone 994 12 490 84 92
Fao: Elvina Allahyarova

8.2 Accident Procedure

First aid stations are located in the office, and on the works vehicles. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.

The nominated First Aider is responsible for the proper use and maintenance of each first aid station.

Where appropriate first aid stations are equipped with two wool blankets and a stretcher in addition to standard first aid kits.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

8.3 General

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts which might jeopardize the health and safety of any other person are forbidden.



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5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardize the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorized to carry out the task.
10. All injuries must be reported to the Director of Safety or a delegate.
11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Director of Safety.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

All employees are expected to attend departmental safety meetings.



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8.4 Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.

8.5 Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

8.6 Tool and Equipment Maintenance

1. Company machinery and tools are only to be used by qualified and authorized personnel. It is the responsibility of the supervisor to determine who is authorized to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.



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4. No tool should be used without the manufacturers recommended shields, guards or attachments.

Approved personal protective equipment must be properly used where appropriate
Persons using machine tools must not wear clothing, jewelry or long hair in such a way as might pose a risk to their or anyone else's safety.

Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

8. All equipment, tools and machinery will undergo routine inspection and be repaired on a rolling maintenance programme.

9.1 Hazard Reporting

This procedure is to be carried out by all personnel identifying site safety issues.

Cease all work in area of concern immediately.

Complete a safety report sheet.

Submit a completed safety report to the supervisor.

Discuss safety issues with the supervisor and other concerned parties.

Make necessary changes to alleviate dangerous working practices.

Supervisor to complete Incident Register.

Note : Supervisor must inform the Director of Safety or his delegate immediately on report of any unsafe working practice.

9.2 Confined Spaces

It is the company policy to comply with the regulations as set out in the 'Confined Spaces Regulations 1997'.



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The employer shall ensure that no person shall carry out work in a confined space, unless there is no reasonably practicable way of achieving that purpose.

When working within confined spaces the employer shall ensure that a safe system of working is in place so that the work may be carried out safely and without risk.

When work has to be carried out in any confined space, in which dangerous fumes may be present or where there may be a lack of oxygen, the employer shall be responsible for taking all necessary precautions, including testing for gas, oxygen content and flammability.

If gas tests indicate that the use of breathing equipment is necessary, this shall be supplied and employees trained in the use of it.

Safety belts or harnesses, life lines and stand-by personnel may be required.

All necessary safety precautions must be taken before commencing any work which includes the use of flame or electrical arc apparatus in or near any restricted or confined space containing or having contained any flammable or explosive substances.

9.3 Pressure Systems and Compressed Air

The company will abide by **Section 2(2)(c) of the Health and Safety at Work Act and the Management Regulations 8 and 9 of the Provision and Use of Work Equipment Regulations (PUWER) and the Work in Compressed Air Regulations 1996** and will provide information, instruction, training and supervision to ensure as far as is reasonably practicable, the health safety and welfare at work of their employees.

All employees, who in the course of their work need to use any pressurised system, will be properly trained in safe working practices and potential hazards that exist when using such systems.

Precautions when working with compressed air :-

- a) Compressed air must never be used for cleaning cloths, for other cleaning operations special low pressure nozzles can be used.
- b) Young persons are to be supervised when using compressed air.
- c) The exhausting air should be directed away from you when using compressed air tools.



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d) Employees must not use compressed air near a naked flame.

Employees must report any defective equipment immediately to the Director of Safety.
Employees must not abuse or misuse any safety or monitoring devices.

9.4 Contractors

Contractor means any person who enters into an agreement with us to carry out services.
The safety training officer will be responsible for assessing the competency of contractors and sub-contractors and be responsible for their management.
Request copies of their insurance cover certificate in respect of employers liability and third party risks.

It is the policy of Murphy Shipping and Commercial Services Inc. Houston, TX to ensure the health and safety of its employees, visitors, and also the health and safety of contractors we employ.

We will:-

- Request information from the contractor on their health and safety policy and procedures.

- Establish rules and guidelines for their operation while on our premises.

- Supervise their activities to ensure that they are not creating any risk to themselves, our employees, visitors and property.

- Provide information as necessary on risk which may be encountered when carrying out approved work on our behalf and identify activities and actions to be avoided.

- Define respective responsibilities within the agreement.

- Agree and define the area in which work is to be carried out, the approved routes to and from these work areas and the areas which are not accessible to the contractors.



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9.5 Welfare Facilities

Murphy Shipping and Commercial Services Inc., Houston, TX will ensure that adequate welfare facilities are made available to employees in the workplace or on site, by either providing facilities or by arranging access to existing facilities.

Washing facilities.

Hot and cold water supply.
Adequate sink and/or basin facility
Supply of soap and towels or dryer

Toilet facilities.

Separate toilets should be provided for men and women, **except where (Reg. 21 Workplace (Health Safety and Welfare Regulations 1992), and so far as, they are provided with a room, the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time.**

Adequate supplies of toilet paper should be provided.

Toilets for female workers should have means for disposal of sanitary waste.

Changing Rooms.

Storage facilities should be provided for personal and protective clothing .

Separate changing rooms should be provided for men and women.

Where protective clothing may contaminate everyday clothing, separate storage may be required.

Lockers or a suitable secure storage area should be provided.

Provision should be made for drying of wet clothing. If electrical heaters are to be used they should be properly ventilated and fitted with a cut-out device.

Rest Rooms.

Rest facilities with adequate heating are to be made available or accessible where practicable and should have:-

Means for heating food and drinks.

Kettle.



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Sufficient tables and chairs.

An adequate supply of fresh drinking water and cups or other drinking vessels.

9.6 Electrical Equipment

The company will comply with the law as set out in the **Electricity at Work Regulations 1989**. These regulations came into force on 1st April 1990 and apply to most work places.

Every year the Health and Safety Executive receives reports of electricity related accidents in the workplace.

Fatalities arise from contact with overhead or underground cables. Non fatal shocks can result in permanent injury.

With careful planning and sensible precautions many accidents can be prevented.

The new regulations impose duties on duty holders in respect of systems, work activities on or near electrical equipment, electrical equipment and conductors and under the regulations:

Proper training should be provided by the employer and / or necessary qualifications obtained to ensure that the employee is knowledgeable and competent.

In order for work to be carried out safely, good lighting, adequate working space and suitable equipment should be provided.

All equipment should be properly maintained.

In hazardous environments (wet, explosive etc.), all equipment should be adequately protected.

There should be adequate insulation

Precautions should be taken for adequate earthing

Measures should be taken to protect systems from excess of current.

Adequate cut off / isolation facilities should be installed (fuses / circuit breakers).

Live working should be a last resort providing suitable precautions have been taken, however Dead working should be normal practice.



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Work in the vicinity of electric cables, switchgear or other conductors must not commence until equipment has been rendered safe.

All electrical power tools are to comply with **Section 6 of the Health and Safety at Work act 1974.** and **HSG 107 Maintaining Portable and Transportable Electric Equipment.**

All electrical equipment will be supplied, installed, maintained and used in accordance with the above standards.

Regular inspection and maintenance of all electrical equipment will be carried out by a competent electrician.

Asbestos

The company recognize the hazards associated with the handling of asbestos and asbestos products. If the materials are cut or damaged, minute fibers of asbestos can be released into the air which may be inhaled if adequate precautions are not taken.

Some people exposed to the risk and in particular those who also smoke, have developed asbestosis and/or some types of cancer.

The supply for use at work of any material containing amosite or crocidolite asbestos is now prohibited. Any material containing asbestos must be clearly marked with a warning label.

Operatives are to implement the work procedures and recommendations in the following HSE publications :-

INDG 188 Asbestos Alert.

INDG 223 Managing Asbestos in the Workplace.

INDG 255 Asbestos Dust Kills, Keep your Masks On.

INDG 288 Suitable Respiratory Equipment.

INDG 289 Working With Asbestos in Buildings.

The suppliers of any material for use at work containing asbestos will be asked to confirm that the material conforms with the **Asbestos (Prohibition) Regulations 1992 and the 1999 amendments.**

All work involving asbestos in any form will be carried out in accordance with **The Asbestos Licensing Regulations (Amended 1992)**



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Disposal of waste products containing asbestos, such as old ceiling tiles, will be carried out in accordance with the **Environmental Protection Act 1990** and the **(Special Waste) Regulations 1996**.

PLANNING PROCEDURES

All work will be tendered for, or negotiated in accordance with the above standards.

The workplace Supervisor will ascertain at an early stage whether asbestos, in any form, is likely to be present or used on the site.

The workplace Supervisor will ensure that any requirements to give notice of the work to the Health and Safety Executive is complied with.

SUPERVISION

All information on working methods and precautions agreed will be issued to the workplace Supervisor before work starts.

The workplace Supervisor in conjunction with specialists will ensure that the Licensed Contractor selected to carry out the removal work has set up operations in accordance with the agreed Method Statement and that the precautions required are fully maintained throughout the operation so that others not involved, are not exposed to risk.

Where necessary, monitoring of airborne asbestos dust concentrations will be carried out outside the removal enclosure.

The workplace Supervisor will ensure that no unauthorized person enters the working area until clearance samples have been taken and confirmation received that the results are satisfactory.

Where employees are required to use or handle materials containing asbestos not subject to the licensing regulations, the workplace Supervisor will ensure that the appropriate safety equipment and protective clothing is provided and that the agreed safe working procedures are understood by employees and complied with.

All warning labels will be left in place on any asbestos material used on site.

GENERAL

Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry.

- Ceiling Tiles



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- Insulation Board
- Stipple Coatings (e.g. Artex)
- Lagging of Pipes
- Fire Protection for Steelwork
- Roof and Cladding Sheets
- Drainage Goods
- Brake Linings

In some cases these materials are now supplied asbestos free.

DISCOVERING ASBESTOS

If asbestos is discovered or suspected of being present all work must cease immediately. In that area, the area is then to be evacuated, sealed off and reported to the management. Only when the area has been declared safe are personnel to return to the affected work area. Training will be given to employees to identify asbestos in the workplace.

9.8 Health Surveillance

Murphy Shipping and Commercial Services Limited. will implement a health surveillance program where should any employee be engaged in an activity linked to adverse health effects and monitor the on-going health of employees, to assist in protecting the employees.

A record will be kept of any surveillance undertaken.

The area supervisor will be responsible for monitoring employees skin for any sign of dermatitis and administer a breathing difficulties questionnaire, where any employee has come into contact with any substance likely to cause asthma or other breathing difficulties.

Murphy Shipping and Commercial Services Limited. will whenever reasonably practicable use safer alternative products.

9.9 Tendering

At tendering and negotiation stage an allowance for the implementation of this Health and Safety Policy will be made.



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10.1 Disciplinary Action

Members of staff and employees must abide by this Health and Safety Policy and

implement the procedures contained within this document.

Disciplinary action will be taken against employees failing to act in accordance with the Policy.



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Appendix (1)

Accident Reporting

An accident record book will be kept for the recording and reporting of accidents. The company will comply with the **Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)**.

Reportable accidents are any accident which result in:

- 24 hours as an in-patient in hospital
- More than 3 days off work
- Any broken bone other than fingers or toes
- Amputation

Dislocation of bones

Loss of sight (even temporary)

Any penetrating injury to the eye

Any illness caused by the exposure to chemicals



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Appendix (2) First Aid at Work

First aid provision is required under the **Health and Safety (First Aid) Regulations 1981**. How this is decided will depend on a number of factors e.g. the nature of the work and the hazards involved also the number of employees and what if any medical services are provided.

A person trained in First Aid should be present when people are at work. If this is not practicable, someone should be appointed to be in charge of any situation where first aid is required. The appointed person should have some knowledge of emergency first aid. In a low hazard workplace at least one trained person should be provided for every 50 employees. Persons trained in first aid must have certificates approved by the Health and Safety Executive.

Trained or appointed persons should keep accident records which should include the time, place and circumstances of the accident together with the names of those persons involved, the nature of any injuries sustained and treatment given.

Fully equipped first aid kits or boxes should be provided **but should not contain any medication** and sterile water in sealed containers should be available where there is no tap water for eye irrigation.

Employees working in an industry with a high risk factor should be provided with a first aid room suitably equipped and staffed.



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Appendix (3)

Lone Working

The company recognizes that there is a risk to the health and safety of employees who work alone.

The company will take all steps as are reasonably practicable to reduce to the lowest possible level any risk to employees working remotely.

The company will ensure that lone working situations are identified, risk assessments undertaken and that staff are provided with all necessary information and training.

Trained personnel only, will be authorized to work alone.

Pre-work inspections will be carried out prior to commencement of work



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Appendix (4) Thermal Comfort

Thermal comfort is the temperature at which the majority of people are reasonably comfortable after taking into account personal and environmental factors.

Risk to health from the effects of cold, heat, humidity etc. should be assessed.

Thermal comfort will vary from workplace to workplace and even different parts of the same workplace, i.e. welfare facilities may need to be warmer than an office.

Thermal comfort will also vary from person to person depending on age, health, sex and fitness and also the type of work being carried out.

Outdoor temperatures and air conditioning must be taken into account and the temperature in the workplace should be neither too hot or too cold. The atmosphere should not be damp but also should not be too dry as this in itself can cause eye irritation and coughs.

Humidity and static conditions make people feel uncomfortable so air movement is important for distribution of fresh air, warmth or cooling.

For most people in the U.K. An acceptable temperature is roughly between 13 deg. C (56 deg. F) and 30 deg. C (86 deg. F).

The environment should be controlled to achieve thermal comfort as far as is practicable and workers comfort monitored.

Ventilation

Adequate ventilation should be provided with fresh uncontaminated air from an outside source, circulated through the workplace and a system of ventilation to remove humid, stale air and dust, fumes and vapours.

Levels of ventilation and humidity should be maintained and monitored.



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Appendix (5) Ergonomics

Injury to muscles, nerves etc., and physical discomfort may be due to the following:

Work space not properly set up.
Incorrect posture and poor working habits.
Repetitive motion for long periods.

In order to stay comfortable and productive:

Desk/table and chair should be at a comfortable working height.

Keyboard and mouse should be at or below elbow height.

Shoulders, arms hands and wrists should be comfortable as you work.

Feet should be well supported.

Moving office equipment, boxes of stationary, desks etc. is classed as manual handling and each load should be assessed e.g.

Is there adequate space for lifting

Where is the load being moved to

Is another person required

Is a handling aid (trolley) required.

Can the load be divided

Proper lifting techniques should be practised involving suitable balance and avoiding unnecessary bending, twisting or reaching.



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Operators of trucks should be properly trained in correct driving position and proper mounting and dismounting procedures.

Appendix (6) Environmental

It is the company policy to comply with all appropriate environmental legislation and to ensure as far as is practicable that no pollution is caused by the works and / or services, and particular attention is paid to the following:

- 1) Environmental Protection Act 1990**
- 2) Water Resources Act 1991**
- 3) Wildlife & Countryside Act 1981**
- 4) The Control of Pollution (Special Waste) Regulations Amendment 1996**

The company shall comply with any specific statutory conditions and with any additional specific requirements.

The company will:

- 1) Report to the nominated representative immediately, any environmental complaints received from the public or from any other regulatory authority.
- 2) Store and use oil, fuels and chemicals to standards that comply with the Environment Agency's Pollution Prevention guidelines.
- 3) Report to the nominated representative any spillage of oil, fuel or chemicals that could pollute controlled waters (including groundwater), and ensure that the spillage is cleaned up as soon as possible in an approved / recognised manner.
- 4) Avoid noise emissions that could create a Statutory Nuisance.



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- 5) Ensure that all waste is managed and disposed of correctly, in accordance with statutory requirements including Duty of Care.
- 6) Prevent damage to protected wildlife species and habitats.
- 7) Conserve energy, water and other resources which are scarce, whilst still providing a safe and comfortable working environment.
- 8) Provide any available environmental information on the contracted operations / services, at the request of the nominated representative.



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Appendix (7) Health and Safety of Young Persons

The company will comply with the provisions of **Management of Health and Safety at Work Regulations 1999, (Regulation 19) (Protection of Young Persons)**,

The company recognises that a “Young Person” is any person below the age of eighteen. The company recognises that the regulations do not apply to occasional or work of a short term nature involving :-

- (1) Work which is not harmful, dangerous or damaging to young people
- (2) Work that constitutes domestic service in a private household environment

The company will not employ any young person unless an assessment or review has been undertaken in relation to the health and safety of young persons.

When a young person is to be employed a review of any existing risk assessments will be undertaken

When reviewing an assessment particular account shall be made if a young person is to be employed :-

- (1) Lack of experience and awareness of risks by a young person
- (2) The type and duration of exposure to chemical, biological and physical agents
- (3) The type and use of work equipment and its method of use
- (4) The amount of health and safety training given to young persons on company premises or on work sites.

The company shall ensure that all young persons employed by us, whilst at work, are protected from any risks that may exist, due to their inexperience and lack of awareness.

No young person shall be employed in any capacity which may place them at risk, from any of the following:

- (1) Noise



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- (2) Vibration
- (3) Any undertaking which is beyond their physical or psychological capacity
- (4) Any activity involving exposure to toxic or carcinogenic substances
- (5) Exposure to high dust levels
- (6) Exposure to extreme heat or cold

The company will not prevent the employment of a young person where :-

- (1) It is necessary for his/her training
- (2) The young person will be supervised by a competent person
- (3) The risk to the young person has been reduced to its lowest level



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Appendix (8) Procedures for Evacuation of Persons With Impaired Mobility

Persons unable to leave the building or site unaided in an emergency, i.e. fire, bomb scare, are to be considered as having impaired mobility for the purpose of this procedure.

Evacuation difficulties of persons with impaired mobility can be minimized and controlled to a measurable degree if their location is known and monitored during time spent on company premises.

Visitors

General procedures to be implemented when a person or persons with impaired mobility is invited onto company property.

- (1) As far as is reasonably practicable the following steps should be implemented, the person or persons with impaired mobility must :-
 - Not be placed in a location from where, in the event of an emergency they could not unaided or with the help of a member of staff be immediately evacuated to a place of safety.
 - Be accompanied by a member of staff.
 - Have their location monitored.
- (2) Whilst on company premises a person or persons with impaired mobility will be the responsibility of the Director of Safety or his nominated representative..
- (3) During an emergency evacuation, if the person or persons with impaired mobility cannot be evacuated for whatever reason, then that person must be placed in a protected escape area and the location then made known to the Chief Fire Officer.



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Employees

The safety of company employees with impaired mobility will be the responsibility of the Director of Safety or his nominated representative.

- (1) The Director of Safety or his nominated representative will make arrangements for employees with impaired mobility to be assisted during emergency evacuation.
- (2) As far as is reasonably practicable the location and name of any such employee or employees will be made known to the Director of Safety or his nominated representative.



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Appendix (9)

Noise

It is the Company policy to comply with the law as set out in the “**Noise at Work Regulations 1989**”.

There are three action noise levels of daily exposure.

The first action level being 85 decibels

The second action level being 90 decibels

The peak action level is 140 decibels (the maximum pressure allowed to be reached by a sound wave)

Level (3) is of concern when cartridge tools are being used where 140 db(A) could be exceeded.

Between the first and second action level between 85db(A) to 90 db(A)
Ear protectors will be provided to any employee who requests them.

In areas where noise levels exceed 90db(A) or a peak level of 140db(A) P.P.E. must be worn.

Action to be taken

Employers in charge of premises should make sure, so far as is reasonably practicable, that visitors know where exposure above the action level is likely, and that they use adequate protection.

Employers whose employees need to visit noisy premises controlled by someone else, should consider whether exposure over the action level is likely and what can, so far as is reasonably practicable, be done to restrict it i.e. provide adequate protection.

Decide if a noise assessment is needed, if people have difficulty speaking to each other over approximately 2m, then you will need to make a noise assessment. This should take account of others who may be affected. Zones where employees are likely to be exposed to the second action level of 90db(A) should be clearly marked.



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Employees should at all times co-operate with and exchange information with employers so far as is necessary in order to enable the employer to comply with current regulations and legislation.

Activity	Noise Levels db(A)
Jet engine	140
Piling Worker	100
Heavy Vehicle	90
Dumper Driver	85
Concrete Finisher	85
Fork Lift Truck Driver	85
General Labourer	84
Fireman	80
Busy Traffic	80
Office	70
Conversation	60



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Appendix (10) Notifiable Diseases

Work related diseases diagnosed by a doctor must be reported on Form (2508A).

Reportable diseases include:-

Poisoning

Occupational dermatitis, skin cancer, other skin diseases

Lung disease including occupational asthma

Infections including tuberculosis, hepatitis and tetanus

Other conditions including hand, arm vibration and certain muscular-skeletal disorders.



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Appendix (11)

Occupational Dermatitis

Occupational Dermatitis is caused by the skin coming into contact with substances at work and affects all sectors of industry.

It is one of the main occupational health risks which can be serious enough to keep people off work and in some instances employees may need to change jobs.

Employees should be informed about the causes of contact dermatitis and how to recognise the symptoms.

Employees should regularly examine their skin and report any symptoms immediately to the Director of Safety.

It is usually the hands and forearms that are affected and symptoms include:

- Scaling/blistering of the skin
- Itching
- Redness
- Cracks and bleeding

Main causes are prolonged contact with cleaning chemicals, detergents, soaps and water. contact with coinage and also rubber gloves (i.e. Latex, see App. Latex Allergy)

Prevention:

Determine the cause of the problem

Is it possible to remove the cause of the problem

Consider whether contact with a substance or item can be prevented by wearing P.P.E.

Gloves (preferably cotton lined as rubber or latex may present a problem)

Consider substituting the cause of the problem with another product i.e. milder soap/detergent

Provide suitable moistening creams to replace natural skin oils.

Routine monitoring of the situation should be carried out, together with health surveillance and any control measures put in place.



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Appendix (12) **Passive Smoking**

It is the company policy to abide by the **Workplace (Health Safety and Welfare) Regulations 1992.**

Under these regulations employers must ensure that arrangements are in place in rest rooms and rest areas, to protect non-smokers from discomfort caused by tobacco smoke.

The needs of non-smoking employees should be given priority.

After consultation with employees and/or their representatives, employers should gradually develop a policy on passive smoking and give notice of its introduction.

All employees should be made fully aware of the policy and what disciplinary action may be taken against those employees who do not abide by it.

Consultation is important so the employees employment rights are not infringed upon.

The policy may be implemented by:

- Banning smoking in common areas i.e. areas used by smokers and non-smokers, or segregating employees.
- Designating certain areas as non smoking areas.
- Introducing a complete ban on smoking in the workplace.
- Ensure that there is effective ventilation and air re-circulating system.



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Appendix (13) Handling Heavy Materials

The company recognizes that a range of injuries may occur when handling heavy materials which over a period of time may become progressively more serious.
Work should be planned and organized in such a way as to minimize risk of injury.

- (1) Identify the hazards involved and estimate the risk
- (2) Incorporate suitable precautions into a safe system of work

Identifying Hazards

- (1) Falls, trips and slips
- (2) Injury caused by poor posture and heavy loads
- (3) Skin hazards - burns and dermatitis
- (4) Cuts and abrasions from sharp edges

Precautions should be taken to reduce the risk when single person handling is needed, for example the provision of manual handling or the use of materials weighing less than 20 kg.

Injuries may arise from the following:

Disposal of waste materials

Pushing, pulling and lifting heavy/bulky items

Lifting and moving equipment i.e. ladders

Moving and handling equipment

Moving and storage of stock



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Reducing the risk

Reorganise the workplace to minimise the amount of lifting and carrying.

Use sack trucks for heavy loads.

Store heavy items on lower shelves.

Use team work when moving large bulky items.



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Appendix (14) Hazardous Materials

The company will follow accepted industry practices and all industrial practices, statutory requirements and rules and regulations when handling hazardous materials.

Chemicals

- (1) All chemicals will be approved by the Director of Safety before being taken on site.
- (2) Material hazard data sheets for any potentially hazardous materials must be furnished to the Director of Safety.

Asbestos

Asbestos material or products containing asbestos will not be used in the workplace or for any repair work.

Disposal

Disposal of hazardous material and containers must be approved by a person nominated by the Director of Safety.

Identifying hazardous substances in the workplace

Substances should be classified into the following three groups:-

- (1) Workplace
- (2) External Work
- (3) Processes

Some chemicals or hazardous substances which may be found in the workplace:



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- Paints
- Varnishes
- Solvents
- Cleaning Fluids and chemicals
- Fly sprays/pest control substances
- Ozone from photocopiers and typists correction fluid



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Appendix (15) Company Employees

It is the company policy to ensure that company employees:-

Receive the appropriate induction before being allowed to commence work.

Use the correct equipment

Use protective clothing and safety equipment whenever and wherever appropriate,

Keep and maintain equipment under their control in a safe and operational condition.

Report to their immediate supervisor, hazardous situations and defects in any equipment.

Maintain their respective workplace in a clean and tidy condition.

Ensure that their activities do not endanger other persons.

Co-operate in maintaining a safe and healthy working environment

Observe all security regulations.



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Appendix (16)

Ladders

Ladders should not be used if a safer alternative is available. Other factors which have a bearing on whether ladders are appropriate are:-

- Whether the ladder can be securely fixed against slipping outwards or sideways
- The condition of the site (weather, vehicles, personnel)
- Whether the user has a safe hand hold and is close enough to the work
- Whether the ladder is so long or so flexible that sway and vibration could cause loss of balance

The strength, surface condition and type of structure against which the ladder is reared
The nature of the work and the type of tools required and the weight of the article to be fixed

Securing a ladder

The foot of the ladder should be supported on a firm and level surface and should not rest either on loose material, or on other equipment to gain extra height. In no case should the bottom rung be placed so that the total weight is carried on that rung, only the stiles are designed for that purpose.

Ladders must not be used where they may slip and wherever practical the top should be securely fixed. Slip may be prevented by the use of a lashing secured to both stiles. On slippery floor surfaces special care is necessary to prevent the ladder foot from moving. Whilst lashings are being fixed, the ladder should be footed.

All ladders must be inspected regularly and prior to use
Ladders must be of suitable quality for industrial use

The head of the ladder should rest against a solid surface able to withstand the imposed loads.
Gutters or fall pipes shall not be used to support ladders or stagings.

In circumstances where it is impracticable to fix the ladder at the top or the foot, a second person must be stationed at the foot to prevent slipping. The ladder should be placed at a suitable angle, ideally about 75 degrees to the horizontal or follow the rule 1m out for every 4m high.

Ladders must only be used for the purpose for which they are designed.

Metal ladders must not be used where any electrical hazard exists.

Mud and grease should be cleaned off footwear before any attempt is made to climb the ladder.



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Trestles

Trestles are designed with heavy cross bearers to support a working platform which should be in the form of a lightweight staging.

DO NOT

- Use a make-shift ladder
- Use a ladder which is too short
- Stand a ladder on a drum, box or other unsteady base
- Support a ladder by its bottom rung or hang it by its upper rung
- Allow more than one person on a ladder at a time
- Overreach from a ladder
- Use metal or metal reinforced ladders near electric cables
- Use ladders with cracked or broken rungs or other defects or support a scaffolding board on a rung



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Appendix (17)

The office

It is the company policy to monitor the ongoing health and safety of all employees working in the office environment in order to reduce and finally eliminate accidents and injuries to members of staff.

We will continually seek to improve the health and safety of members of staff, other employees and visitors.

Measures taken to improve health and safety will include the following:-

- (1) To ensure that all electrical equipment is properly maintained, and that any residual current safety device is regularly tested by pushing the test button. That electrical plugs and cables are in good condition.
- (2) That members of staff are instructed in the correct posture for lifting heavy loads, which are comfortably within their physical capabilities. e.g. boxes of stationery, moving desks etc.
- (3) COSHH assessments are conducted for substances which may be hazardous but only on those products which carry a label with a specific health warning.
- (4) That adequate lighting is provided at all work stations.
- (5) That thermal comfort is maintained and monitored.
- (6) That the office is adequately ventilated.
- (7) That aisles and walkways are kept clear and unobstructed e.g. trailing wires or cables which may cause trips.
- (8) That floors are clean and dry to prevent slips during office hours.



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- (9) That members of staff and visitors are aware of the Company's policy on smoking and passive smoking.
- (10) That members of staff are aware of the location of the first aid station, emergency exits and evacuation procedures, including the location of the evacuation assembly point in the car park.
- (11) That waste bins are provided and emptied regularly.
- (12) That stairs and handrails are in good repair with adequate lighting.



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Appendix (18) Slips and Trips

The Company will comply with:-

The Management of Health and Safety at Work Regulations 1999.

- (1) Effective risk control arrangement
- (2) Employee training
- (3) Consultation

The Workplace (Health, Safety and Welfare) Regulations 1992.

- (1) That floor surfaces are suitable for the purpose for which they are used and not slippery.
- (2) That the floors will have no holes or be uneven
- (3) That the floors be kept free of obstruction which may cause a person to trip
- (4) Waste material shall not be allowed to accumulate except in suitable waste containers.



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Appendix (19)

Work Related Stress

The company recognises that prolonged, intense pressure at work may cause stress, which may in turn lead to ill health i.e. nervous breakdown, depression, heart disease. The company will, as far as is practicable, reduce work related stress to the lowest possible level.

Risk assessment will be carried out which will involve the following measures:

What are the pressures which may be the source of prolonged, high levels of stress.

Who is at risk.

Is enough being done to reduce or prevent the hazard.

The risk assessment will be periodically reviewed, especially when it is considered no longer valid.

Who is at risk

All employees are capable of withstanding a reasonable amount of stress, however some people are more vulnerable than others, depending on the pressures of their circumstances.

If someone is seen to be particularly vulnerable, their work should be looked at to consider if there are ways to reduce pressures so that they do not become excessive.

Persons may show the following signs of stress:

Absenteeism

Irritability and mood changes

Inability to make decisions

Strained or changed relationships with fellow workers

Reduced work performance



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Consultation with employees is essential in identifying specific pressures. Measures can then be taken to reduce the pressures at source.

Some causes of work related stress.

- Excessive demands of the job i.e. too much to do in too little time
- Working environment
- Insufficient training
- Repetitive or boring work
- Non recognition by management of potential problems
- Management expecting too much of employees i.e. excessively long working hours, taking work home with them.
- Lack of communication and or consultation.
- Bullying, racial or sexual harassment
- Job insecurity
- Lack of support from colleagues and management.
- Good management and regard for employees, together with a good support network is an effective way to tackle work related stress.



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Appendix (20)

Security

The company recognizes that malicious damage, violence and fire can result from a poor level of security.

Areas which will be scrutinized in order to improve the overall security will include the following:

Visitors and former employees

Entry of children or vandals into the premises

The ease of which the premises can be approached unobserved.

Crime levels in the area

Violence is recognized as a real threat to staff and employees in the course of their duties and can take many forms including verbal abuse from customers and physical attacks.

Violence is defined by the Health and Safety Executive as :

“Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his/her employment”.

All incidents of violence should be reported to the Director of Safety.

These should be recorded and the data analyzed in order to identify particular targets and activities or practices at risk.

Serious incidents where personnel have been injured must by law be reported to the local authority under the **“Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995” (RIDDOR ‘95)**

Activities where staff and employees might be at risk are :-

Attending to customers

Cash transactions

Delivering and collecting



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Controlling

Lone working, particularly on night shifts.

Security Systems:

Specifically designed security equipment, appropriate to the risk involved, will normally be part of a security system i.e. CCTV.

This will be dependant on a number of factors including the location of the business, type of business, and the local crime rate.

Advice will be given by the Local Crime Prevention Officer.

Some security information may be highly confidential and should only given to personnel on “need to know” basis.

Training on how to operate and maintain security equipment will be given to the staff involved.

Notices may be displayed so that members of the public are aware that security equipment is in use.

Equipment such as alarms should be routinely maintained and checked to ensure their effectiveness and reliability.

Security will be monitored and where necessary improved in order to safeguard the health and safety of all staff, employees and visitors.