



**TP Niven LTD**

**Health and Safety  
Policy & Procedure  
Manual**



Contents	Page
INTRODUCTION.....	5
ACCIDENT REPORTING.....	6
ASBESTOS.....	9
COMMUNICATION & CONSULTATION .....	11
COMPANY VEHICLES .....	13
CONFINED SPACE .....	15
CONTRACTOR APPOINTMENT & MANAGEMENT .....	17
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH.....	19
DISPLAY SCREEN EQUIPMENT.....	22
DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES.....	24
ELECTRICAL SAFETY.....	26
FIRE SAFETY .....	28
FIRST AID.....	30
HAZARD REPORTING .....	32
HEALTH SURVEILLANCE .....	34
HIGHLY FLAMMABLE GASES & MATERIALS .....	35
LIFTING OPERATIONS.....	37
LOADING AND UNLOADING VEHICLES.....	39
LONE WORKING.....	42
MAINTENANCE .....	44
MANUAL HANDLING .....	46
MONITORING.....	48
NOISE AT WORK .....	50
PERSONAL PROTECTIVE EQUIPMENT .....	52
PORTABLE ELECTRICAL APPLIANCES .....	54
PREGNANT EMPLOYEES & NEW MOTHERS .....	56
PRESSURE SYSTEMS.....	58
RISK ASSESSMENT .....	60
SMOKING .....	62
STRESS .....	64
TRAINING .....	66
VIBRATION.....	68
VIOLENCE TO STAFF.....	70
VISITORS.....	72
WORK ACTIVITIES .....	74
WORK AT HEIGHT.....	76

<b>WORK EQUIPMENT.....</b>	<b>78</b>
<b>WORK ON CLIENT PREMISES .....</b>	<b>80</b>
<b>WORKPLACE ENVIRONMENT.....</b>	<b>81</b>
<b>WORKPLACE TRANSPORT.....</b>	<b>82</b>
<b>YOUNG PERSONS.....</b>	<b>84</b>

# Introduction

T.P Niven LTD is committed to identifying and managing health and safety risks, meeting legislative requirements and achieving best practice standards. We'll do this by:

- Recognising the value and importance of our people and ensuring we all play a part in creating a safe and healthy working environment for ourselves, those we work with, and the public.
- Establishing an environment and culture that drives the prevention of injury and ill health.
- Providing our people with the right balance of knowledge, understanding and skills to enable all work to be carried out safely.
- Providing a clear and effective health and safety management system and delivering against challenging targets.
- Continuously improving our health and safety culture and performance.

In this way we will deliver a performance we're proud of.

**We recognise that the benefits of good safety management are:**

- Safety for employees, sub-contractors, the self employed and the general public
- Reduced number of accidents and ill-health
- Protection of our best interests and reputation
- Compliance with legal duties
- Happier, better-motivated staff
- Greater operating efficiency.

**If we fail to manage health and safety correctly the result could be:**

- Injuries and ill-health to employees, sub-contractors, the self- employed and the general public
- Loss of business through interruptions/bad publicity
- Time spent investigating accidents instead of working towards our goals
- Disruption of our activities through absence following injury or as a result of ill health
- Disruption of our activities through defending claims and criminal actions
- Increased insurance premiums
- Feelings of personal guilt
- Criminal prosecution by enforcing authority
- Fines, imprisonment or other penalties imposed by a court of law.

As stated in the Health & Safety Act 1974 everybody has a responsibility to protect the health and safety of themselves and others when carrying out any activity.

Please take a few minutes to read this health and safety hand book and to familiarise yourself with the rules and requirements. If you have any questions, or are unsure of anything contained in this hand book, please speak to your Line Manager or the Health & Safety Responsible Person Bob Carson on 07471 035285.

# Accident Reporting

## Accident Policy

### INTRODUCTION

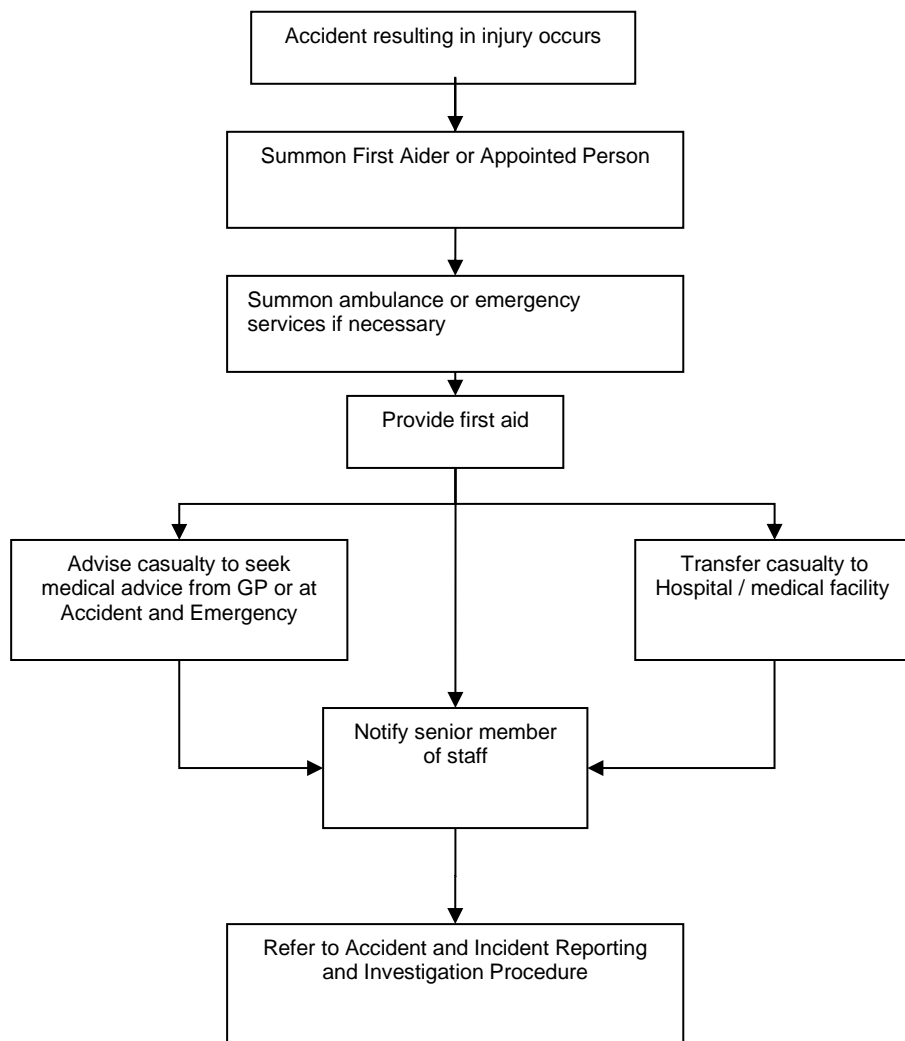
An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which are referred to in this policy.

### Accident Policy

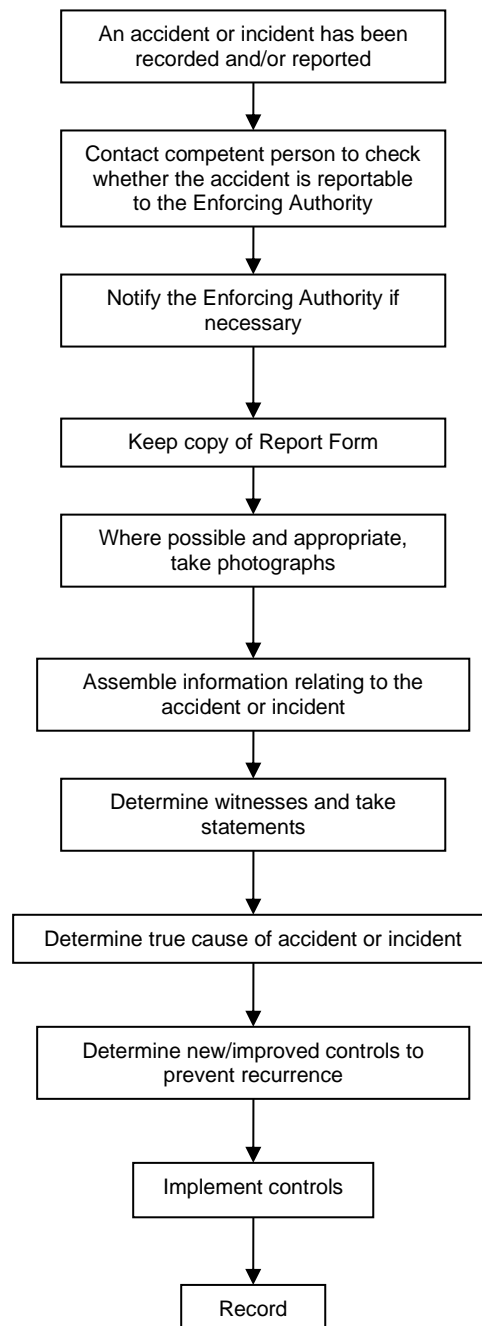
It is our policy to:

- Record all injuries in our Accident Book and instruct employees on the procedure to be followed.
- Keep records of all accidents/incidents involving non-employees, ensuring the details of their status e.g. visitor, contractor etc. is recorded.
- Seek advice from the competent person on any situation reportable under RIDDOR and any serious 'near miss' incident.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- Keep records of all accidents/incidents, detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including 'near miss' incidents, to prevent recurrence.
- Ensure first aid provision is readily available.

## Accidents - Initial Action Procedure



## Accident and Incident Reporting and Investigation Procedure





# Asbestos

## Asbestos Management Policy

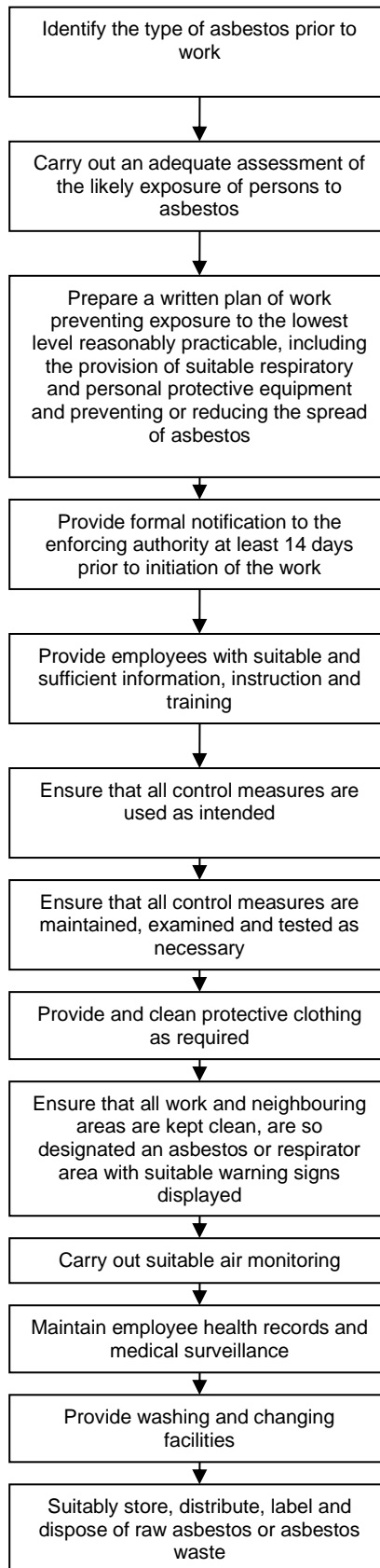
### INTRODUCTION

We recognise that breathing in air containing asbestos dust can lead to asbestos-related diseases. These are mainly cancers of the chest and lungs.

#### It is our policy to:

- Take reasonable steps to locate materials that are likely to contain asbestos;
- Assume that any material contains asbestos unless there is evidence that it does not;
- Keep an up-to-date written record on the location of these materials;
- Monitor the condition of these materials;
- Assess the risk of exposure from asbestos and presumed-asbestos materials;
- Prepare and implement a management plan to control these risks.
- Ensure the written record on the location of asbestos materials is brought to the attention of persons who need to know e.g. building maintenance workers, contractors etc.
- Only allow work on asbestos, including its removal to be carried out by suitably trained and equipped persons.
- Only allow work on asbestos insulation, asbestos coating and insulating board, including sealing and removal to be done only by a contractor licensed by HSE.
- Ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and urgent advice sought from Croner.
- Not install asbestos in buildings, plant or equipment.

## Asbestos at Work Procedure



# Communication & Consultation

## Communication & Consultation Policy

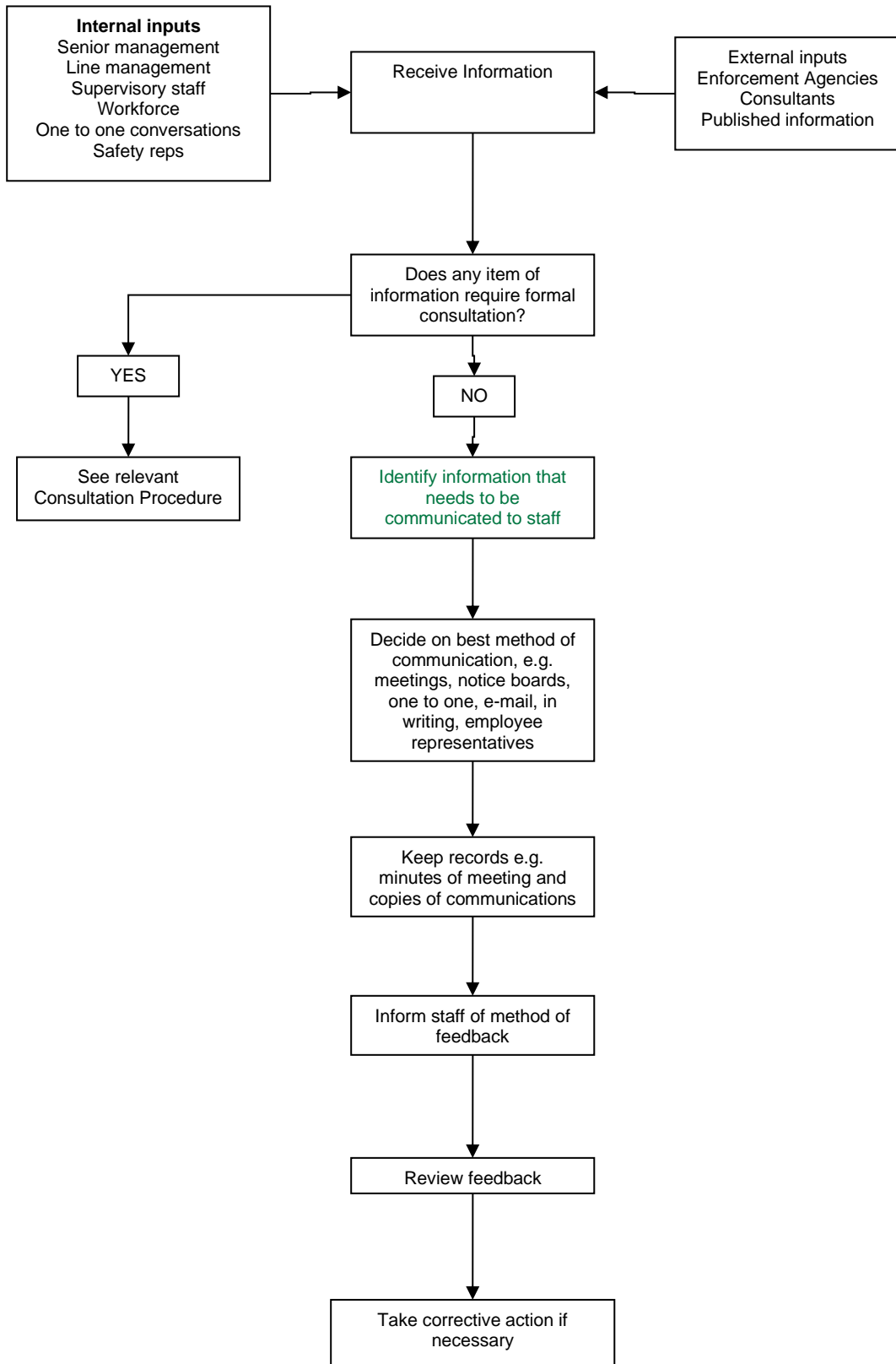
### INTRODUCTION

We recognise the value of effective methods of communication and consultation in achieving a positive health and safety culture in our business, to ensure not only that up to date information is available when required, but also that our workers are fully involved with our management of health and safety.

It is our policy to:

- Establish effective lines of communication both internally and externally as required.
- Involve and consult with workers on issues affecting their health and safety at work and to take account of their views on these matters. Communication and consultation takes place through:
  - Individual conversations
  - Staff meetings
  - Notice-boards
  - Internal newsletters sent quarterly
  - Group E Mail notification to all staff via payroll E mail system
  - Health and Safety Committee meetings
- Provide information on performance, lessons learned from incidents, plans, standards, procedures and systems etc.
- Display hard copies or make available electronically copies of the following:
  - The 'Health and Safety Law - What You Should Know' poster
  - Our current Certificate of Employers' Liability Insurance
  - Our Health and Safety Policy Statement.
- Consult with workers when changes to processes, equipment, work methods etc. are introduced into the workplace that may affect their health and safety at work.
- Notify all workers of the arrangements for appointing a competent person.
  - **Recognise the legal rights of non-unionised staff representatives.**
  - **Recognise the legal rights of trade union appointed safety representatives.**

# Communication & Consultation Procedure



# Company Vehicles

## Company Vehicles Policy

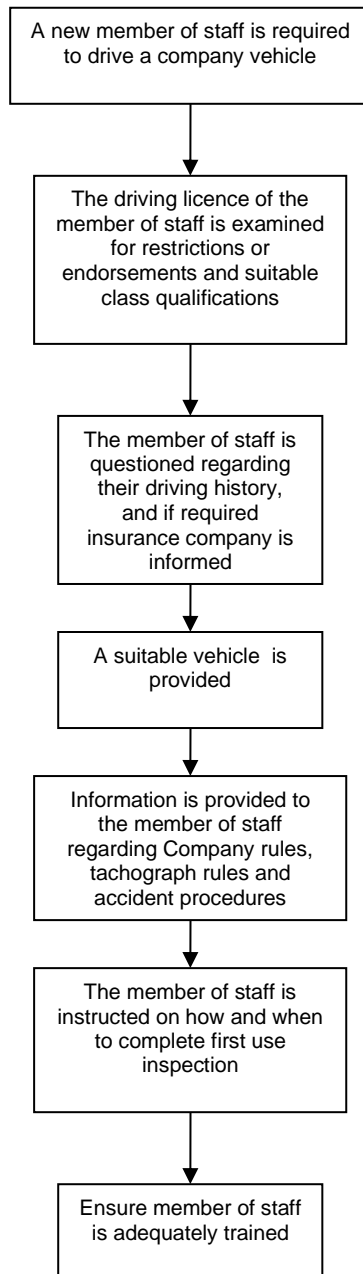
### **INTRODUCTION**

We recognise that requiring staff to drive company vehicles as part of their work activities exposes them to specific hazards and risks. Lack of vehicle maintenance or driver skills may increase the risk of injury and damage to vehicles.

#### **It is our policy to:**

- Identify any driver training or instruction that may be necessary on the use of mobile phones, accidents, servicing, regular vehicle condition checks, breakdown, maximum working and driving hours and personal safety.
- Provide additional driver skills training or instruction, as appropriate.
- Check all driver licenses on a periodic basis.
- Ensure that all staff are fully trained, insured and in a fit state of health to drive company vehicles.
- Ensure that vehicles provided for staff are safe and in a roadworthy condition.
- Ensure that vehicles are serviced and maintained in good condition and at intervals recommended by the manufacturer.
- Ensure that vehicles provided are suitable for the individual who has to use them, e.g. sufficient adjustments, head and leg room, position of controls etc.

## Company Vehicles - Company Vehicles Procedure



# Confined Space

## Confined Spaces Policy

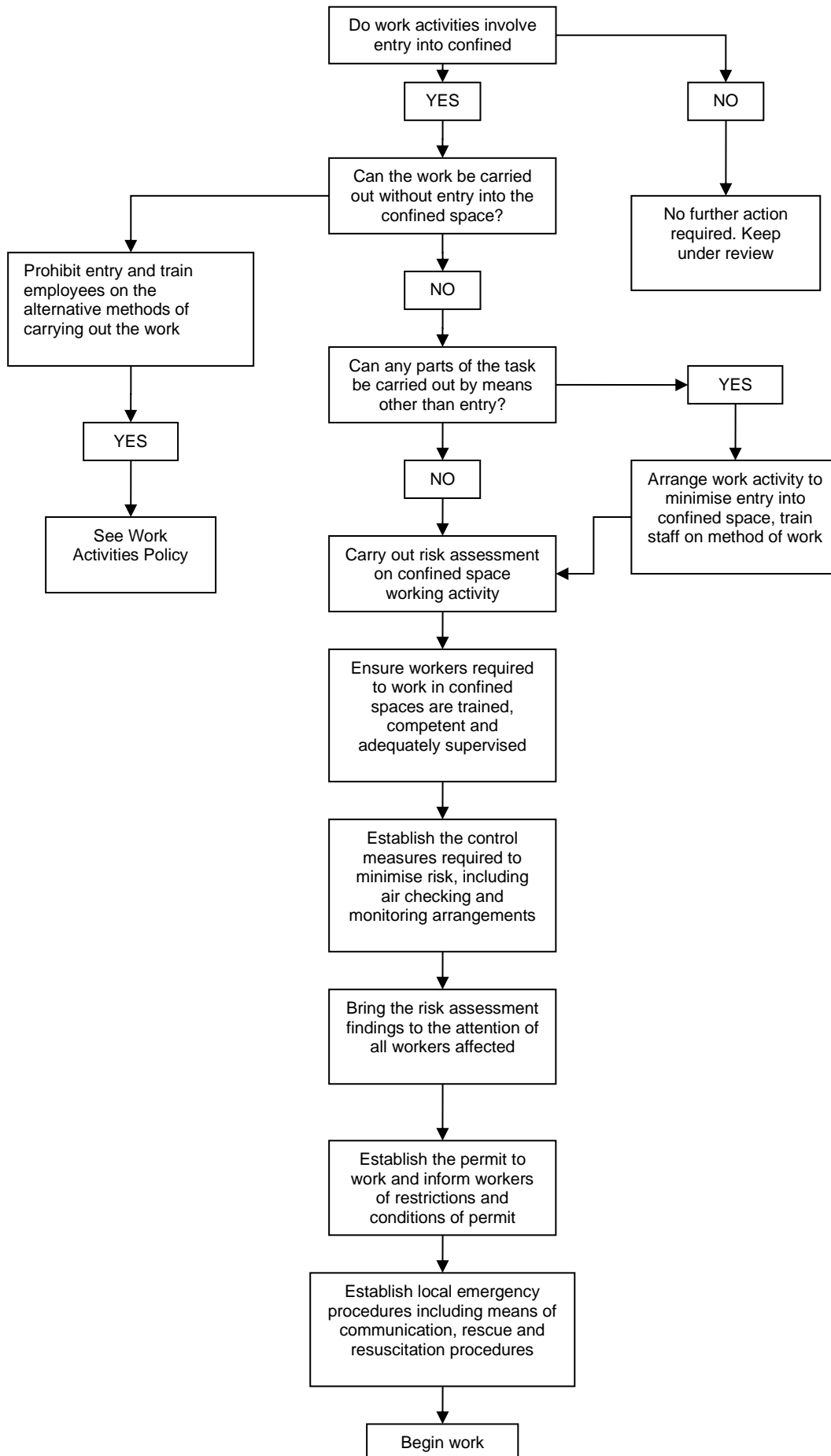
### INTRODUCTION

The term "confined space" refers to a place which is substantially, though not necessarily entirely, enclosed and where there is a reasonably foreseeable risk of injury from hazardous substances or conditions within the space or from nearby.

#### It is our policy to:

- Identify activities where work in confined spaces may be required.
- Carry out work in confined spaces only when the task cannot be effectively carried out from outside the confined space.
- Carry out a risk assessment on all confined space working activities in order to determine the hazards that are currently present, could become present due to the work activity or the ingress of a hazardous substance from elsewhere.
- Identify in the risk assessment control measure that will effectively eliminate or control the risks and put them into place prior to allowing entry.
- Use a permit to work system and a method of work that will ensure that the work can be carried out safely.
- Ensure that all persons that are required to work in confined spaces are adequately trained and competent.
- Ensure that safe access and egress are provided and that the sizes of openings are taken into account when planning rescue arrangements.
- Supervise confined space working, commensurate with the risks involved, to ensure that the work is carried out safely, in accordance with the permit to work and with the control measures identified in the risk assessment in place.
- Prepare emergency procedures and equipment for dealing with rescue and resuscitation.
- Provide a means of communication to and from the worker(s) in the confined space.

# Confined Space Procedure





# Contractor Appointment & Management

## Contractor Appointment and Management Policy

### INTRODUCTION

The term 'contractor' applies in the broadest sense to any individual or organisation that enters into an agreement with us to provide services. This could include builders, plumbers, electricians, cleaners etc.

It is our policy to:

Assess, as far as is reasonably practicable, the competence of contractors prior to finalising contractual agreements.

Whenever possible, use contractors that are members of a trade association relevant to their work.

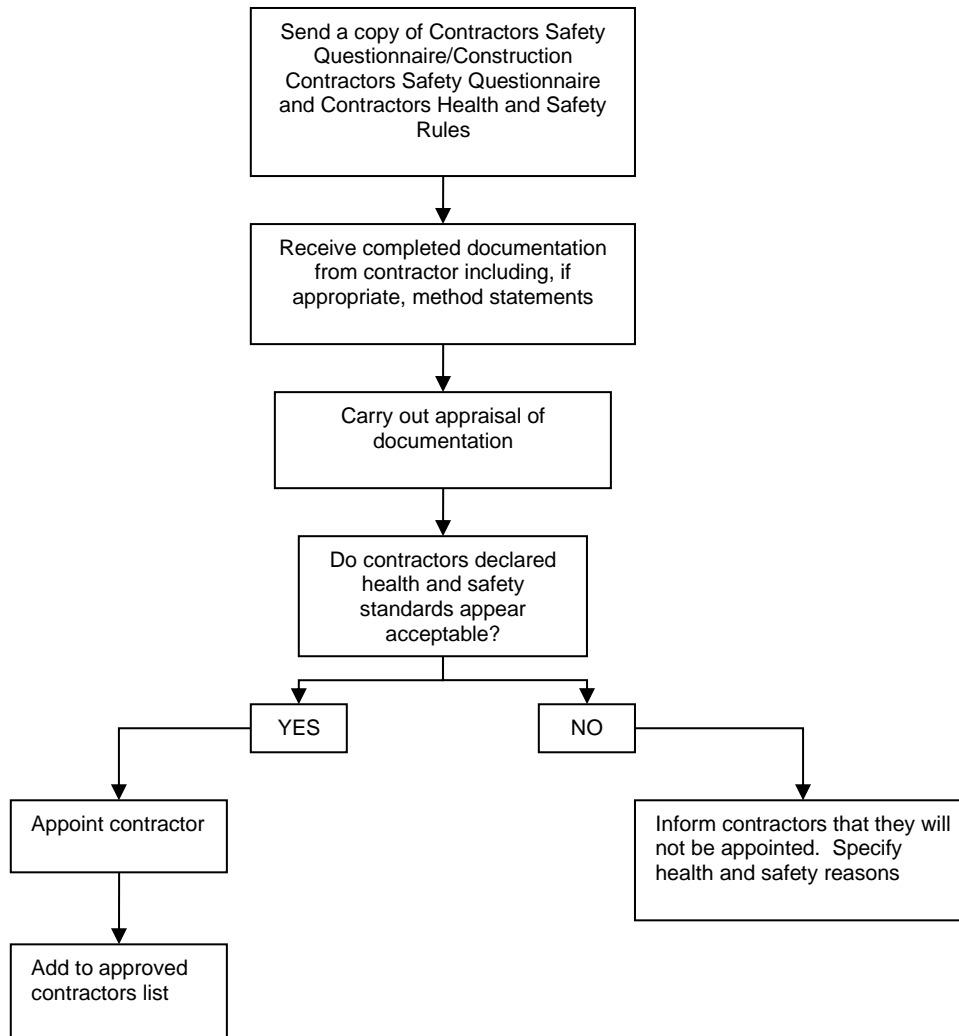
Request Health and Safety information from the contractor that is relevant to their activities at our premises.

Meet with the contractor prior to their starting work to:

- Establish rules and guidelines for their operations whilst on our premises.
- Provide information on our activities that may present a hazard to contractors and identify activities and actions that must be avoided.
- Communicate emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which the work is to be carried out and any segregation arrangements.
- Define areas that are not accessible to the contractors.
- Agree routes to and from the work sites and welfare facility access.

Stop contractors working immediately if their work appears unsafe, staff should report any concerns to a manager immediately.

# Contractors Appointment Procedure



# Control of Substances Hazardous to Health

## Hazardous Substances Policy

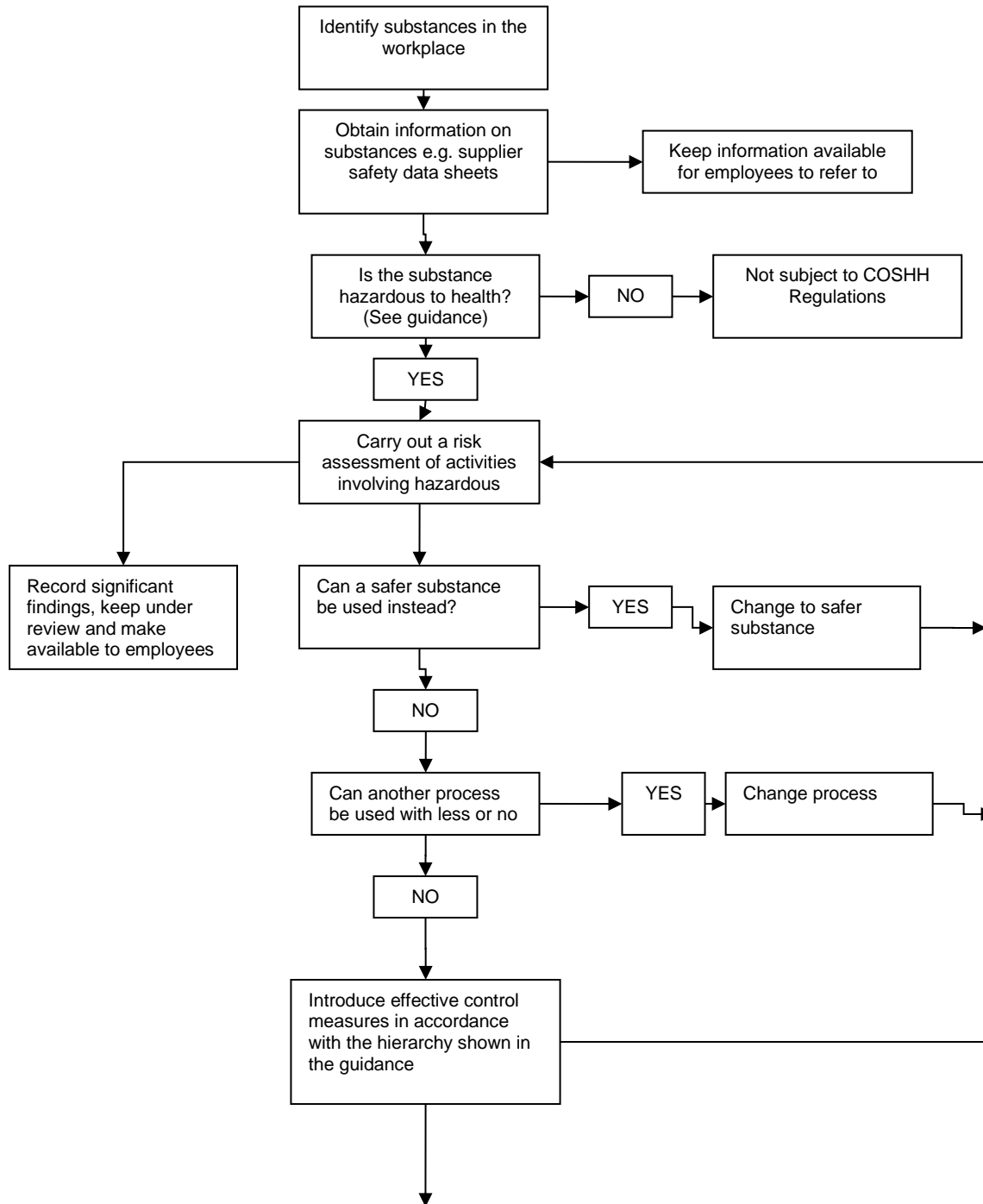
### INTRODUCTION

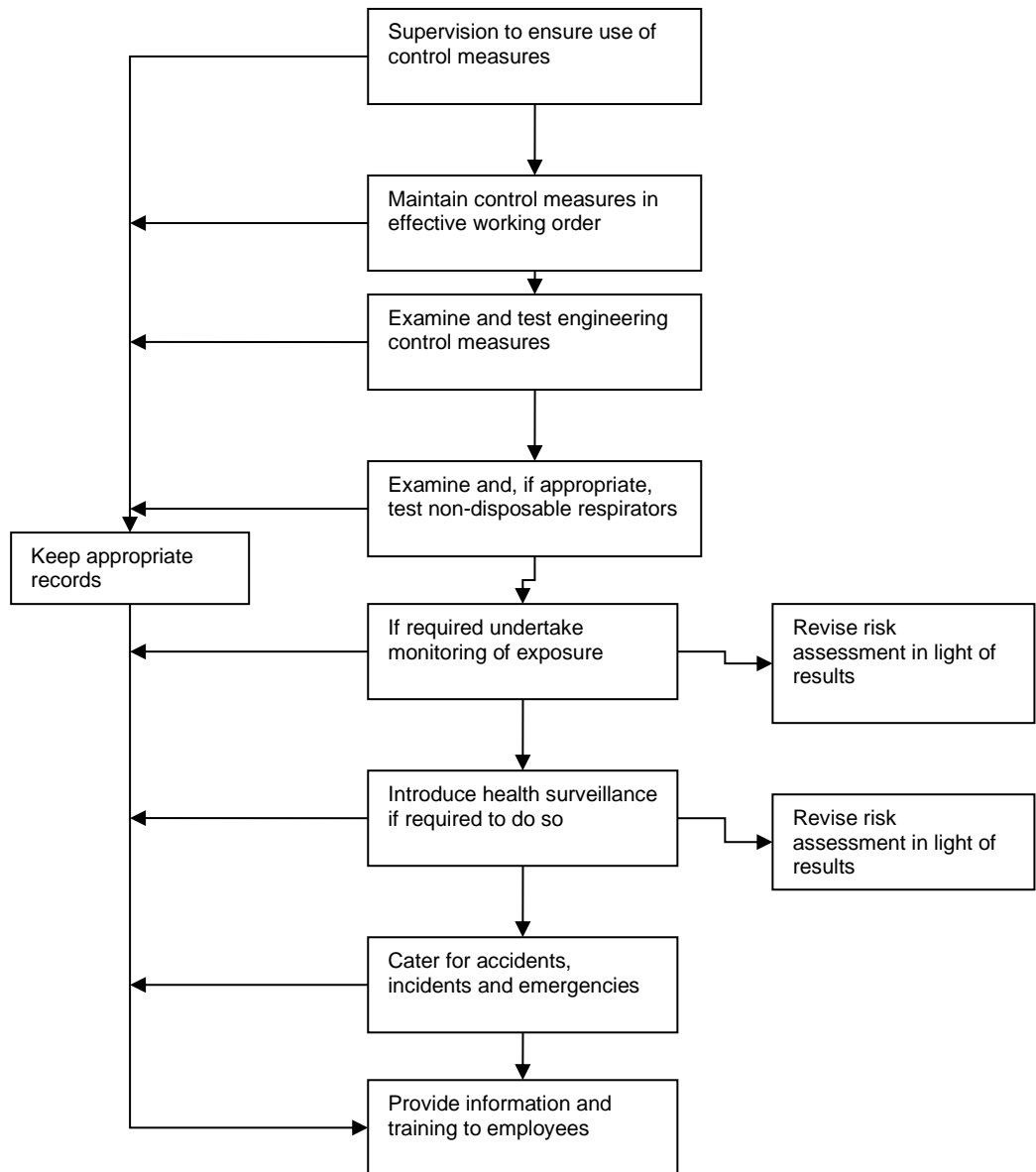
Hazardous substances can be brought into the premises for use in various activities and processes and can also be generated as a result of a process or activity. Exposure to hazardous substances can result in short and long term ill-health and injury, and even to fatalities.

#### It is our policy to:

- Identify and maintain records of all hazardous substances used or created in the workplace and keep suppliers' safety data sheets available.
- Use safer substances where suitable substitutes exist.
- Risk assess work activities involving hazardous substances.
- Record the findings of the risk assessments, and review them periodically or when changes occur.
- Introduce effective control measures to ensure exposure to hazardous substances is prevented, where it is reasonably practicable, or adequately controlled to minimise the health risk.
- Take steps to ensure the use of control measures.
- Maintain control measures in effective working order and, where appropriate, ensure that they are periodically examined and tested.
- Undertake monitoring of exposure to hazardous substances, where appropriate.
- Place employees under suitable health surveillances in appropriate cases.
- Ensure that those responsible for managing work likely to result in exposure to hazardous substances are adequately trained and competent.
- Inform, instruct and train employees about the risks and the precautions to be taken to protect themselves or others from the harmful effects of hazardous substances.
- Ensuring that in appropriate cases suitable arrangements are in place for dealing with accidents, incidents and emergencies.
- Ensure no new substances are introduced into our work activities without approval of a designated manager, and before an assessment of the risk is carried out.

# Control of Hazardous Substances Procedure





# Display Screen Equipment

## Display Screen Equipment (DSE) Policy

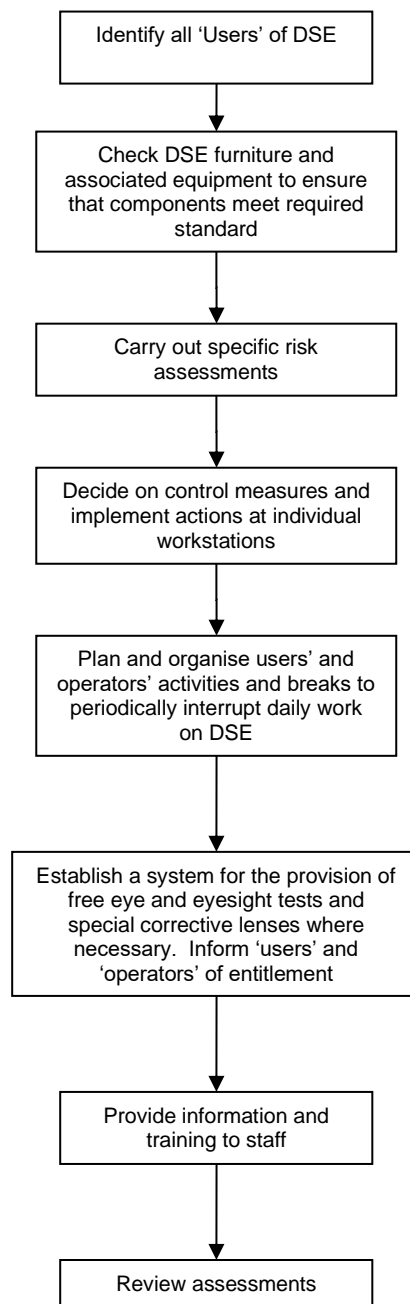
### INTRODUCTION

We recognise that incorrect use of display screen equipment may result in ill health such as pains in the arms, neck, elbows, wrists, hands and fingers, temporary eyestrain and headaches, fatigue and stress.

It is our policy to:

- Identify 'Users' of DSE as defined under current legislation. In general we interpret 'users' as staff who use this equipment for at least an hour or more at a time, or more or less daily.
- Carry out a specific risk assessment of each workstation, taking into account the DSE, the furniture, the working environment and the user.
- Take the necessary measures identified in the assessment to reduce risks to the lowest reasonably practicable extent.
- Ensure that risk assessments are regularly reviewed.
- Advise staff of the findings of the assessment on their own workstation.
- Advise "Users" of the opportunity for free eye and eyesight tests and the purchase of any corrective lenses, at our expense, when they are required specifically for using our DSE.
- Ensure the software we use is suitable for our tasks.
- Provide information and training for staff on the risks to health from using DSE and how to avoid them.

## Display Screen Equipment (DSE) Safety Procedure



# Dangerous Substances and Explosive Atmospheres

## Dangerous Substances & Explosive Atmospheres (DSEAR) Policy

### INTRODUCTION

Dangerous substances are explosive, oxidising, highly flammable and flammable substances and certain dusts, which when mixed with air, have the potential to catch fire or explode.

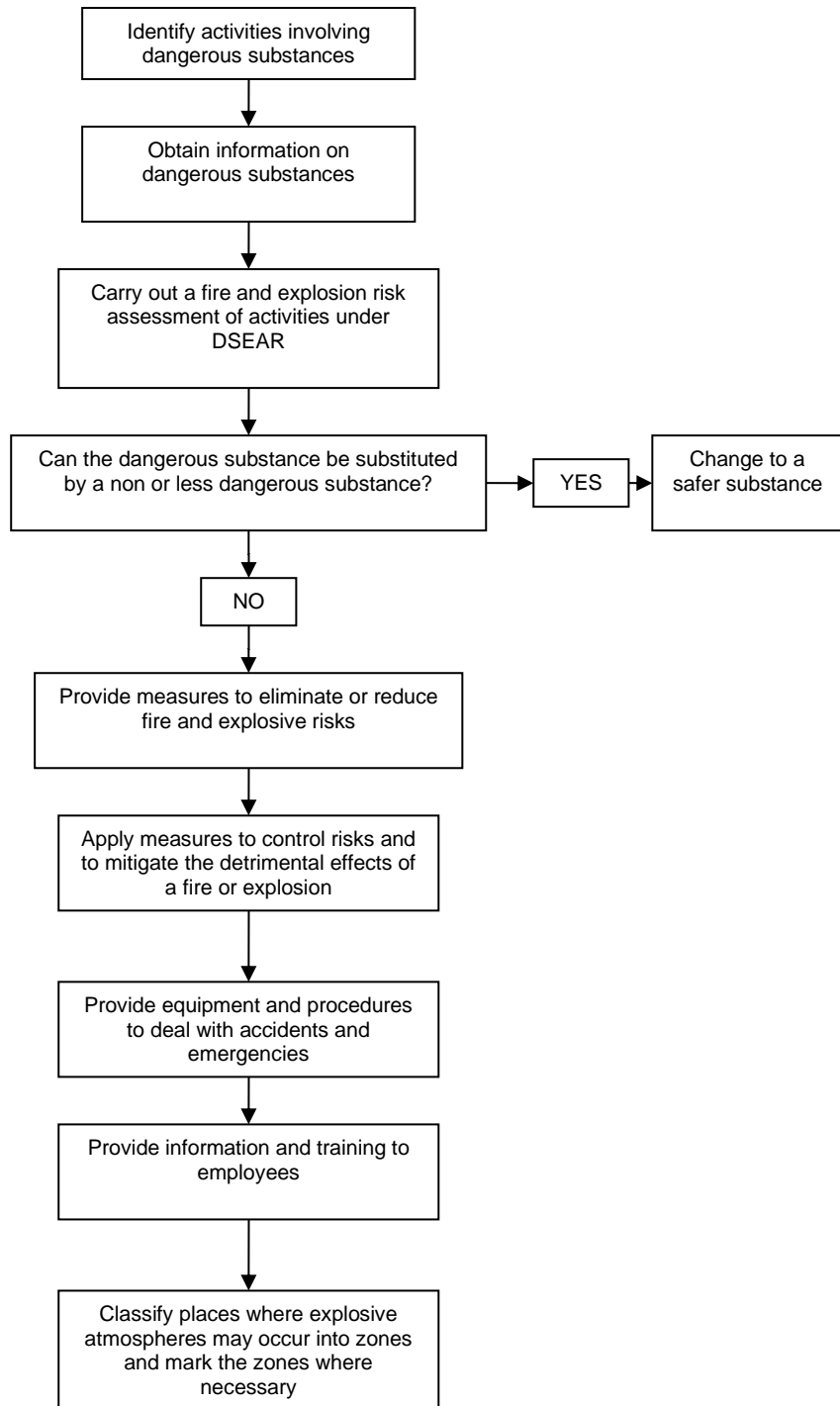
Examples of dangerous substances include petrol, liquefied petroleum gas (LPG), solvents, paints, varnishes and wood dust.

#### It is our policy to:

- Undertake a specific risk assessment for fire and explosion risks of any activity involving dangerous substances, as required by the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).
- Provide measures to eliminate, or reduce as far as is reasonably practicable, the fire and explosion risks as identified in the DSEAR risk assessment.
- Apply measures, as far as is reasonably practicable, to control risks and to mitigate the detrimental effects of a fire or explosion.
- Provide equipment and procedures to deal with accidents and emergencies.
- Provide information and training to employees.
- Classify places where explosive atmospheres may occur into zones and mark the zones where necessary.
- Ensure that equipment used within hazardous zones is of suitable design



# Dangerous Substances & Explosive Atmospheres Procedure



# Electrical Safety

## Electrical Safety - Fixed Installation Policy

### INTRODUCTION

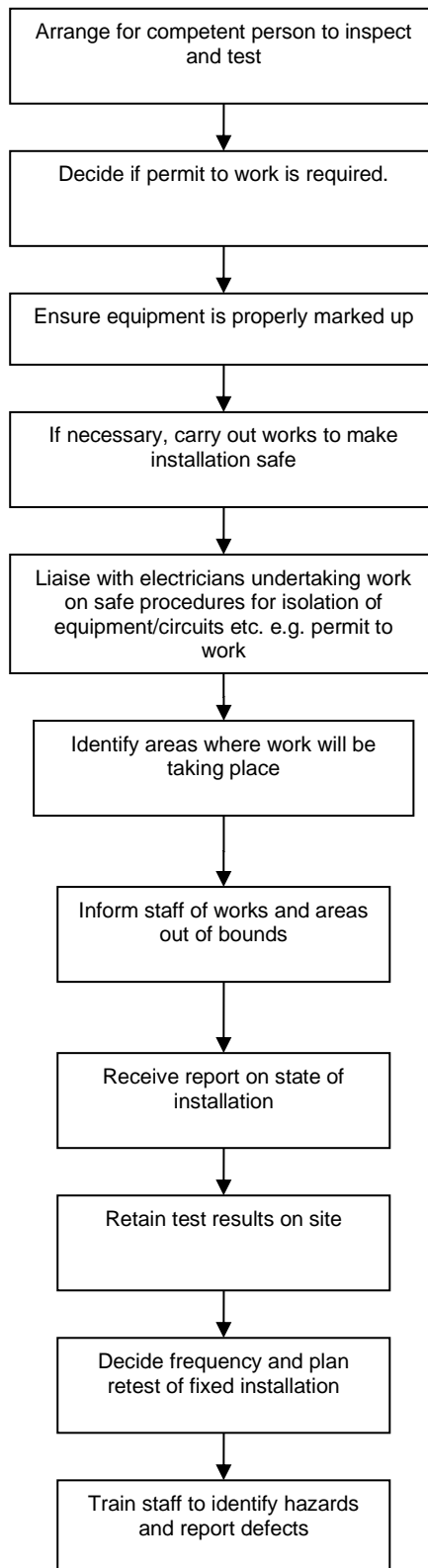
The fixed installation consists of the switchgear and electrical distribution systems throughout our premises. We recognise that electrical equipment is potentially hazardous and will identify risks to persons and reduce those risks in accordance with current safety legislation and guidance.

It is our responsibility to ensure that the fixed electrical installation is tested at the required intervals.

It is our policy to:

- Obtain and retain a copy of fixed installation test records.
- Ensure that a competent electrician inspects and tests all fixed installations at the intervals recommended in current guidance and that the appropriate report is issued and retained.
- Ensure that those who carry out work on electrical systems are competent, and use the correct equipment.
- Inform employees that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Ensure that all employees are informed of the need to speedily report any problems encountered in connection with electrical supplies, circuitry or switches.
- Isolate or take out-of-service any faulty electrical system or equipment.
- Test electrical circuits following repair and prior to reinstating their use.
- Provide emergency and first aid information to cover the actions to be taken in the event of electric shock or burns.

## Electrical Safety - Fixed Installation Procedure



# Fire Safety

## Fire Safety Policy

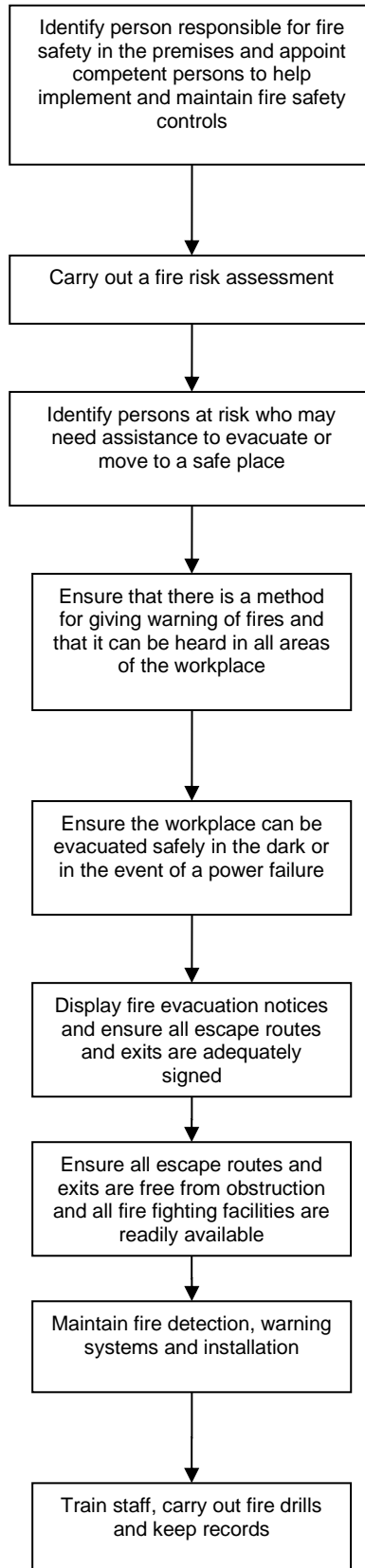
### INTRODUCTION

We recognise that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risks to our health and safety.

#### It is our policy to:

- Identify the person responsible for fire safety within our premises.
- Appoint competent persons for fire safety to implement the requirements of fire safety legislation.
- Assess the risks from fire at our premises and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide means of detection and giving warning in case of fire.
- Inspect and/or test fire safety equipment at the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Maintain all fire detection, fire fighting equipment and installations.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct staff in fire safety including the carrying out of fire drills.
- Keep records of all fire safety matters.
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements.
- Identify people with any disability or impairment who may require assistance in the event of a fire.
- Consult with other parties involved with fire safety within our premises.
- the person responsible for fire safety within our workplace.
- Appoint competent persons for fire safety to implement the requirements of fire safety legislation.
- Assess the risks from fire at our workplace and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide means of giving warning in case of fire.
- Provide and maintain safe means of escape from the workplace in the event of a fire.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct staff in fire safety including the carrying out of fire drills.
- Keep records of all fire safety matters.
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements.

# Fire Safety Procedure



# First Aid & Infection Control

## First Aid & Infection Control Policy

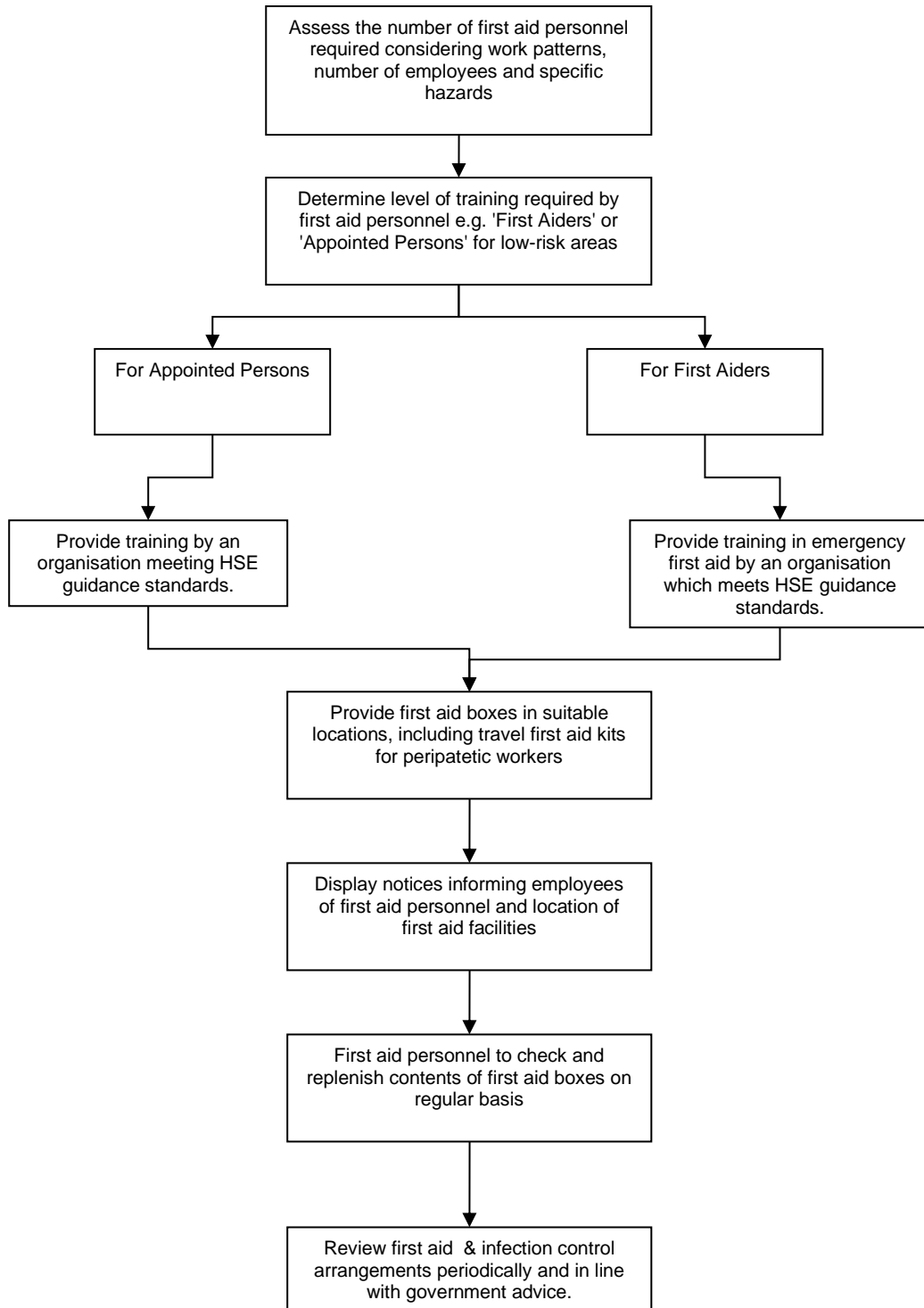
### **INTRODUCTION**

We recognise that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our staff, we may reduce the immediate impact of any accident.

It is our policy to:

- Appoint and train suitable numbers of first aid personnel.
- Provide and maintain suitable and sufficient first aid facilities.
- Ensure that first aid facilities, equipment and personnel are readily available.
- Conduct site specific first aid assessments
- Provide additional training for first aid personnel as necessary to take into account any specific hazards.
- To react too and control infectious diseases (ie COVID 19) as far as is reasonable practical to do so.
- To follow government advice and introduce control measures to prevent cross infection throughout the work place

# First Aid - Assessment of Requirements Procedure



# Hazard Reporting

## Hazard Reporting Policy

### INTRODUCTION

We recognise that staff have an invaluable monitoring role within the workplace in helping to identify hazards before they cause an injury or accident. In addition, staff also have a legal duty to report conditions that might cause harm.

It is our policy to:

Have an effective system for the reporting of hazards found by staff in their workplace.

Ensure all reported hazards are dealt with expediently and efficiently.

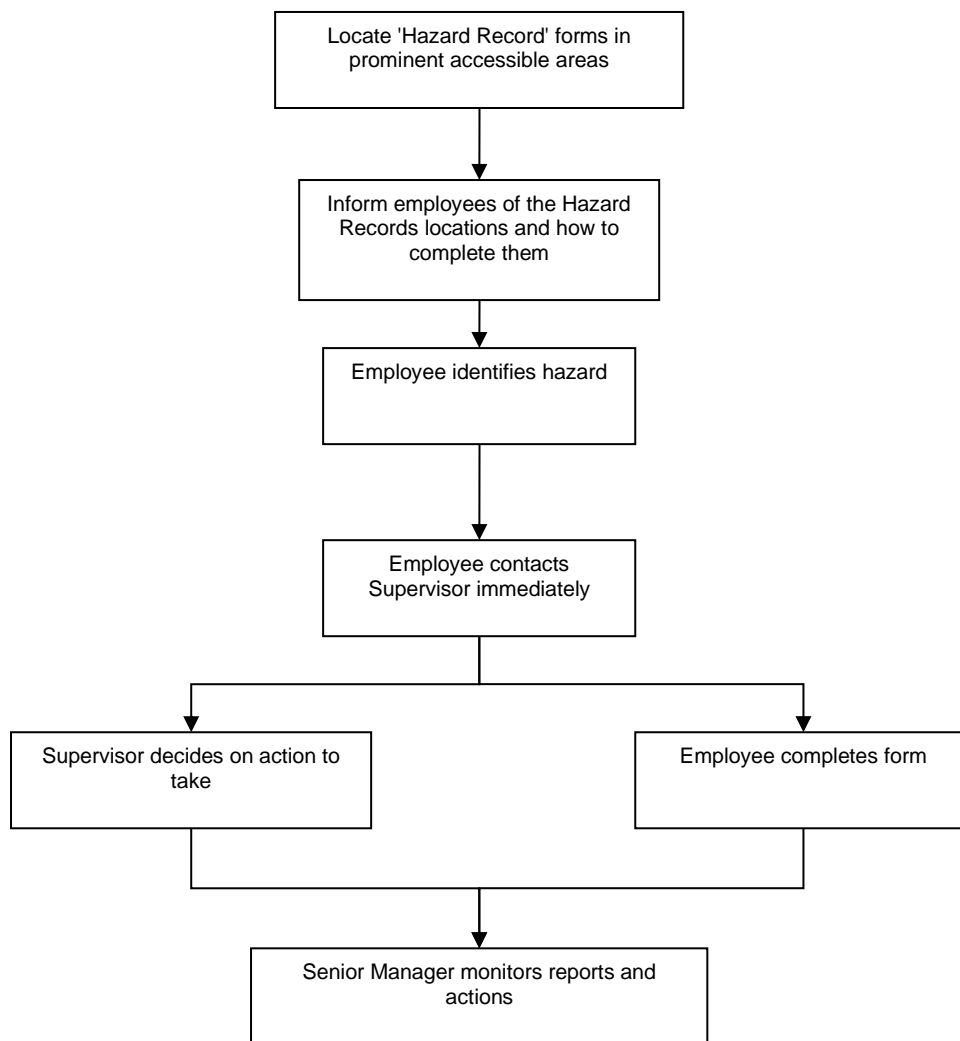
Check that action has been taken following receipt of a hazard report.

Train staff to verbally report the following circumstances immediately:

- Discovery of a fire
- Ineffective, defective or missing guards
- Damaged or ineffective personal protective equipment or clothing
- Faulty equipment that cannot be operated safely
- Insufficient training or information to carry out your work safely
- Insufficient information on the use and handling of a hazardous substance
- Spillage of a hazardous substance
- Potential incident or dangerous occurrence
- Complete checklists for hazard spotting at prescribed intervals.



## Hazard Reporting Procedure



# Health Surveillance

## Health Surveillance Policy

### INTRODUCTION

Each year many thousands of people become ill because of the work they do. Some suffer diseases or conditions that can mean years of pain. Business loses billions of pounds through sickness absence and lost production. Yet occupational ill health is preventable and many of these costs can be reduced by managers taking effective steps to control health risks at work. One of these steps is to arrange for health surveillance of employees.

There is also a legal duty under, principally the Management of Health and Safety at Work Regulations (MHSW Regs) and the Control of Substances Hazardous to Health Regulations, to provide health surveillance at work.

### It is our policy to:

- Carry out risk assessments under the MHSW Regs and any other applicable Health and Safety Regulations in order to decide if health surveillance is appropriate.
- Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.
- Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
- Inform affected employees and, where applicable safety representatives of the health risks and of the health surveillance procedure.
- Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
- Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
- Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.
- Treat an individual's health surveillance records as confidential information.
- Inform employees and, where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
- Ensuring that health surveillance records are retained for statutory retention periods.

# Highly Flammable Gases & Materials

## Highly Flammable Gases and Liquids Policy

### INTRODUCTION

The term "highly flammable liquids" includes liquefied flammable gases and liquefied petroleum gases. Liquefied flammable gas is any substance which would be a flammable gas at a temperature of 20° C and atmospheric pressure, but which is in a liquid form as a result of the application of pressure or refrigeration or both. Liquefied petroleum gas covers commercial propane, butane and any mixture of both. A more detailed description can be found in the guidance covering this subject.

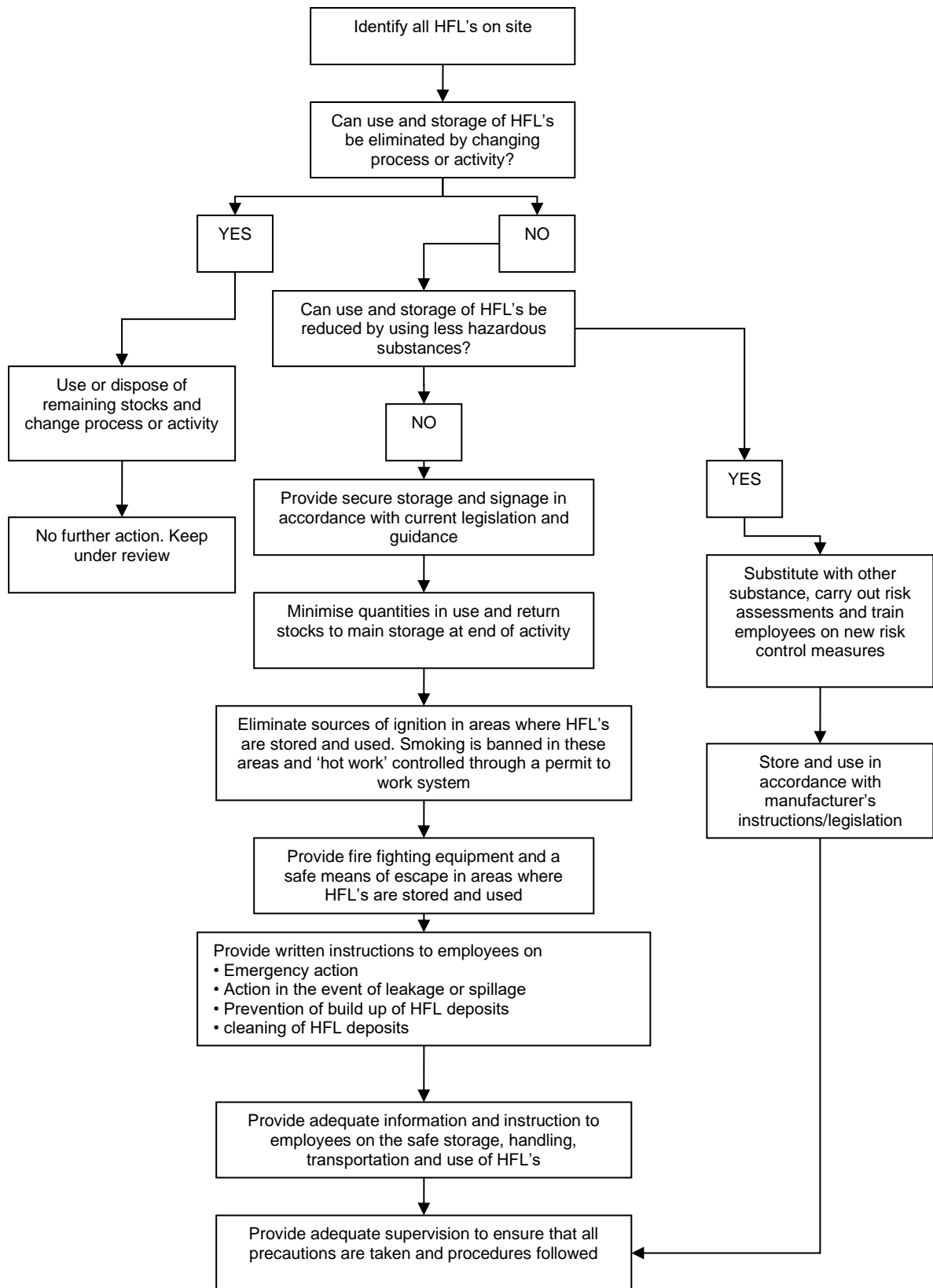
The consequences of incorrect storage, handling, transportation and use of highly flammable liquids can be catastrophic it is therefore vital that we comply with current legislation and follow guidance on the subject.

This policy should be read in conjunction with our fire safety policy.

### It is our policy to:

- Identify and minimise, quantity of highly flammable liquids stored and used.
- Store highly flammable liquids and liquefied petroleum gas cylinders in a safe manner and in accordance with current legislation and guidance.
- Return all empty liquefied petroleum gas cylinders to store as soon as possible.
- Store only the minimum daily requirements of highly flammable in the work area.
- Provide appropriate signs on storerooms and containers used to store highly flammable gases.
- Take all reasonable steps to prevent leaks and spills of highly flammable liquids.
- Establish emergency procedures to deal with accidental spills and leakages.
- Eliminate sources of ignition in areas where highly flammable liquid vapours may be present.
- Provide appropriate fire fighting equipment which is readily available in areas where highly flammable liquids are stored and used.
- Provide adequate and safe means of escape in case of fire from areas where highly flammable liquids are stored, used or mixed.
- Prevent the build up of deposits of highly flammable substances and, where such deposits have occurred, remove residues as soon as possible.
- Ensure that employees receive suitable information, instruction and supervision so as to allow them to store, handle, transport and work safely with highly flammable liquids.

# Highly Flammable Liquids and Liquefied Petroleum Gases (HFL's & LPG's) Procedure



# Lifting Operations

## Lifting Operations Policy

### INTRODUCTION

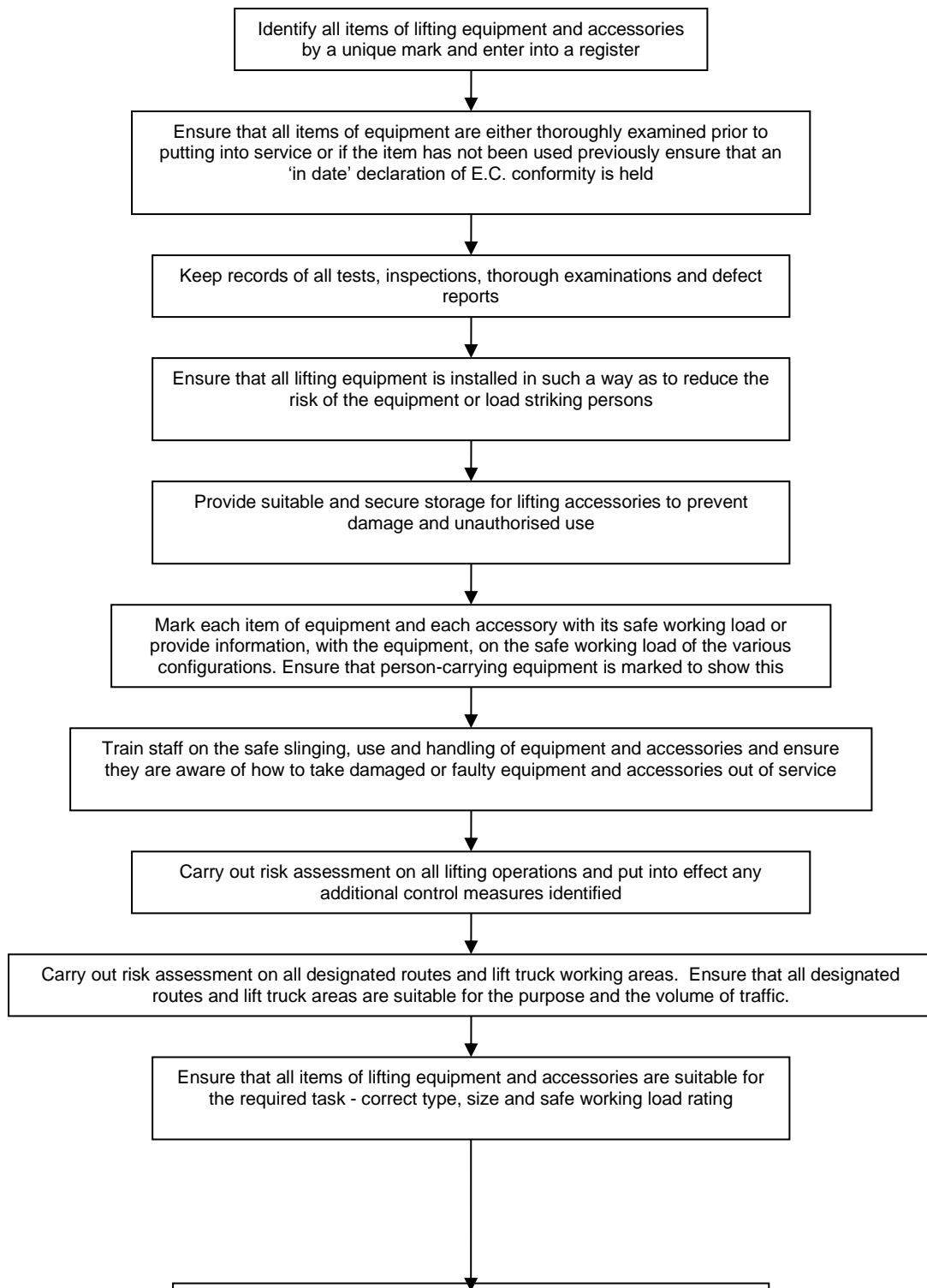
The result of failure in use, or misuse, of this type of equipment can lead to serious injuries or death, not only to users but also to those in the vicinity of lifting operations.

Lifting equipment includes equipment used for carrying persons, and lifting accessories are such items as chains, strops, slings, ropes and "D" shackles.

#### It is our policy to:

- Provide lifting equipment and lifting accessories that are suitable for the lifting operation on which they are to be used.
- Uniquely identify each accessory and item of lifting equipment, and maintain a register, and mark equipment to show it can be used for lifting persons.
- Install lifting equipment in such a way as to reduce the risk of the equipment or load striking a person.
- Ensure all lifting equipment and accessories are marked to indicate their safe working load and provide any other marking appropriate to the configuration of use and for reasons of health and safety.
- Subject all items of lifting equipment and lifting accessories to thorough examinations by a competent person at intervals required by the examination scheme and where exceptional circumstances could jeopardise safety.
- Ensure that, prior to putting into use, we have evidence that all items of lifting equipment and lifting accessories are thoroughly examined by a competent person.
- Ensure that where mobile lifting equipment is to be operated all designated traffic routes are suitable for the purpose and the volume of traffic.
- Store equipment and accessories in such a way as to prevent damage or degradation.
- Keep all records of thorough examinations, tests, inspections and defect reports throughout the lifetime of the lifting equipment and in the case of lifting accessories for 2 years.
- Carry out risk assessments on all lifting operations and take action on their findings.
- Provide suitable training for all users of lifting equipment and those involved in lifting operations.
- Take out of use and segregate any dangerous or faulty equipment or accessory until the item is repaired, tested and returned to service, or the item is rendered unusable and disposed of.

# Lifting Operations, Equipment and Accessories Procedure



# Loading and Unloading Vehicles

## Loading and Unloading Vehicles Policy

### INTRODUCTION

We recognise that activities associated with the loading and unloading of vehicles presents a wide range of risks to both employees and non-employees, which can potentially, result in serious injury or fatality. Accidents can occur during loading and unloading of vehicles e.g. employees being struck by part of a failing load, being struck or run over by a moving or overturning vehicle, or falling from a height.

We also recognise that Management responsible for these activities on their premises need to be aware of potential problem areas and general control measures that have to be put into effect, monitored and maintained.

#### It is our policy to:

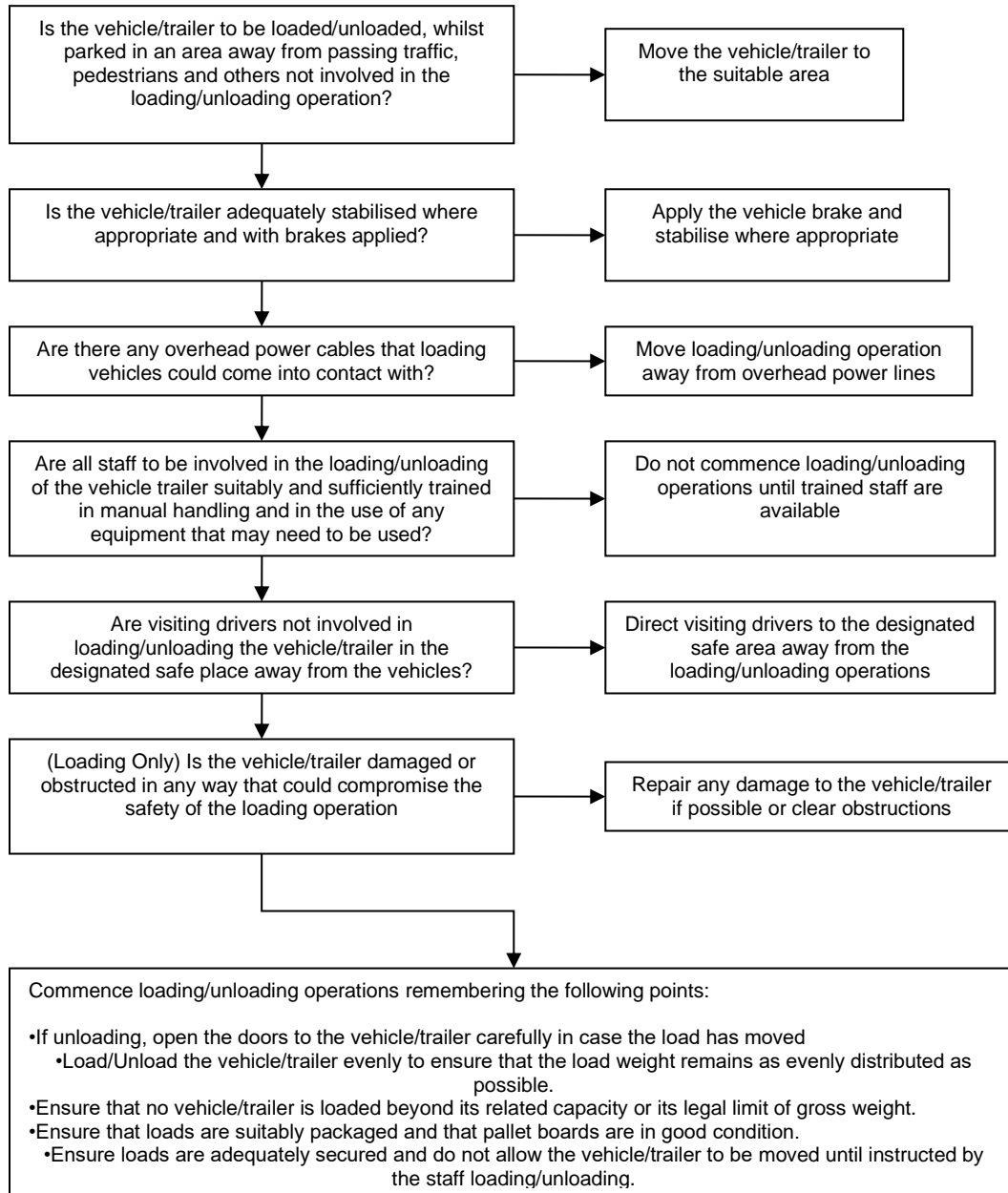
- Ensure where practicable, that all loading and unloading be carried out in an area away from passing traffic, pedestrians and other people not involved in the loading and unloading operation.
- Ensure that the vehicle or trailer is adequately stabilised where appropriate and that its brakes are applied to prevent any unsafe movement during the loading and unloading operations.
- Load and unload vehicles or trailers in such a way that the load weight is spread evenly as far as possible.
- Ensure that vehicles are not loaded beyond their rated capacity or their legal limit of gross weight.
- **Drivers of vehicles are responsible for ensuring that these limits are not exceeded and that loads are safe and secure before moving off.**
- Take appropriate precautions against mechanical hazards such as the use of dock levellers, scissor lifts, vehicle tail lifts, etc during the loading and unloading operations.
- Not to carry out loading and unloading operations so near to overhead electric lines that may make it possible to make contact with them, or of electric arcing between the vehicles and cables and/or the loading and unloading equipment.
- Make appropriate arrangements to safeguard against the possibility of a vehicle moving away before the loading and unloading operation has been completed.
- Make suitable arrangements between the haulier and/or the occupier of the workplace to confirm whether the driver of the vehicle is required for loading and unloading operations. This should include the provision of any necessary instructions and equipment to carry out loading and unloading safely.
- Staff engaged in loading/unloading of a vehicle must ensure that the visiting driver(s) either remain in their vehicle cab, or position themselves in a location to avoid contact with Fork Lift trucks and from any potential falling objects, or moving items. Should a visiting driver remain in the vehicle's loading area during Fork Lift activity, he should be instructed to keep a safe distance, so as to avoid any possibility of an accident occurring.
- Provide visiting drivers a safe place to wait if they are not required for loading and unloading operations.
- To check vehicles/trailers before loading for any damaged or loose boards and obstructions that could compromise the safety of the loading operation.
- Ensure that loads are suitably packaged and that where pallet boards are used that they are in good condition. Where necessary, loads will be secured to prevent them from falling off or being a hazard during the unloading operation.
- Ensure that all staff involved in loading and unloading operations are suitably trained in manual handling and in the use of any equipment that may need to be used.
- Refuse to load or unload a vehicle/trailer where circumstances make it unreasonable to do so.

**Unusual or irregular Loads.**

- When dealing with unusual or irregular loads, two qualified Fork Lift Truck operators must assess the actions required to perform the task safely.
- Consideration needs to be given to the following aspects.
- Weight and distribution of the load. Particular attention should be made regarding the positioning of the centre of gravity.
- Does the weight of the load exceed the forklift capacity?
- If the load is of such a nature that would require the use of slings, an assessment must take place, to ensure that they are positioned securely to enable a safe steady lift.
- If the load is of such a size that obstructs the Fork Lift Operators view, then adequate assistance should be obtained from other competent staff. In such an instance it is the Fork Lift operator who remains in control.



# Loading and Unloading Vehicles Procedure



# Lone Working

## Lone Working Policy

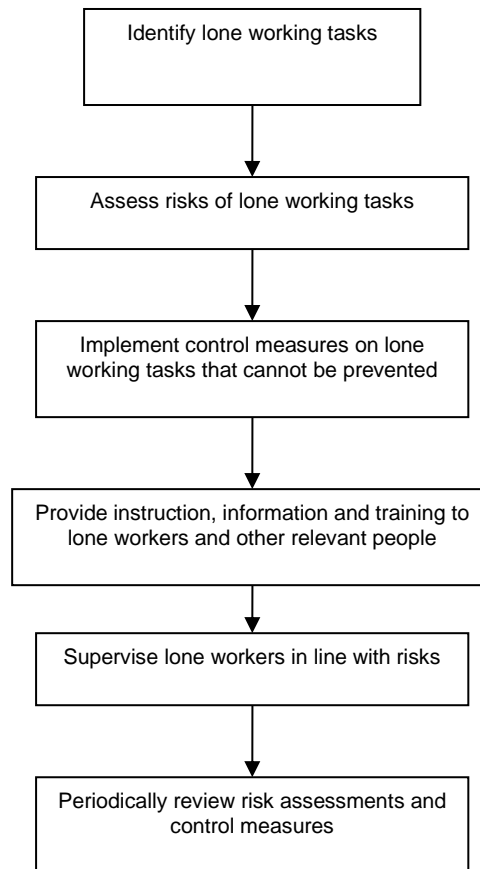
### **INTRODUCTION**

We recognise that staff who work alone may be exposed to hazards that are not usually present when working with other staff. We additionally recognise that extra precautions are required to safeguard the health and safety of lone working staff.

#### **It is our policy to:**

- Carry out a suitable and sufficient risk assessment for lone working activities.
- Provide a safe system of work for staff.
- Provide appropriate information and training to all lone working staff.
- Make adequate first aid provision for all lone working staff.

## Lone Workers Procedure



# Maintenance

## Maintenance Policy

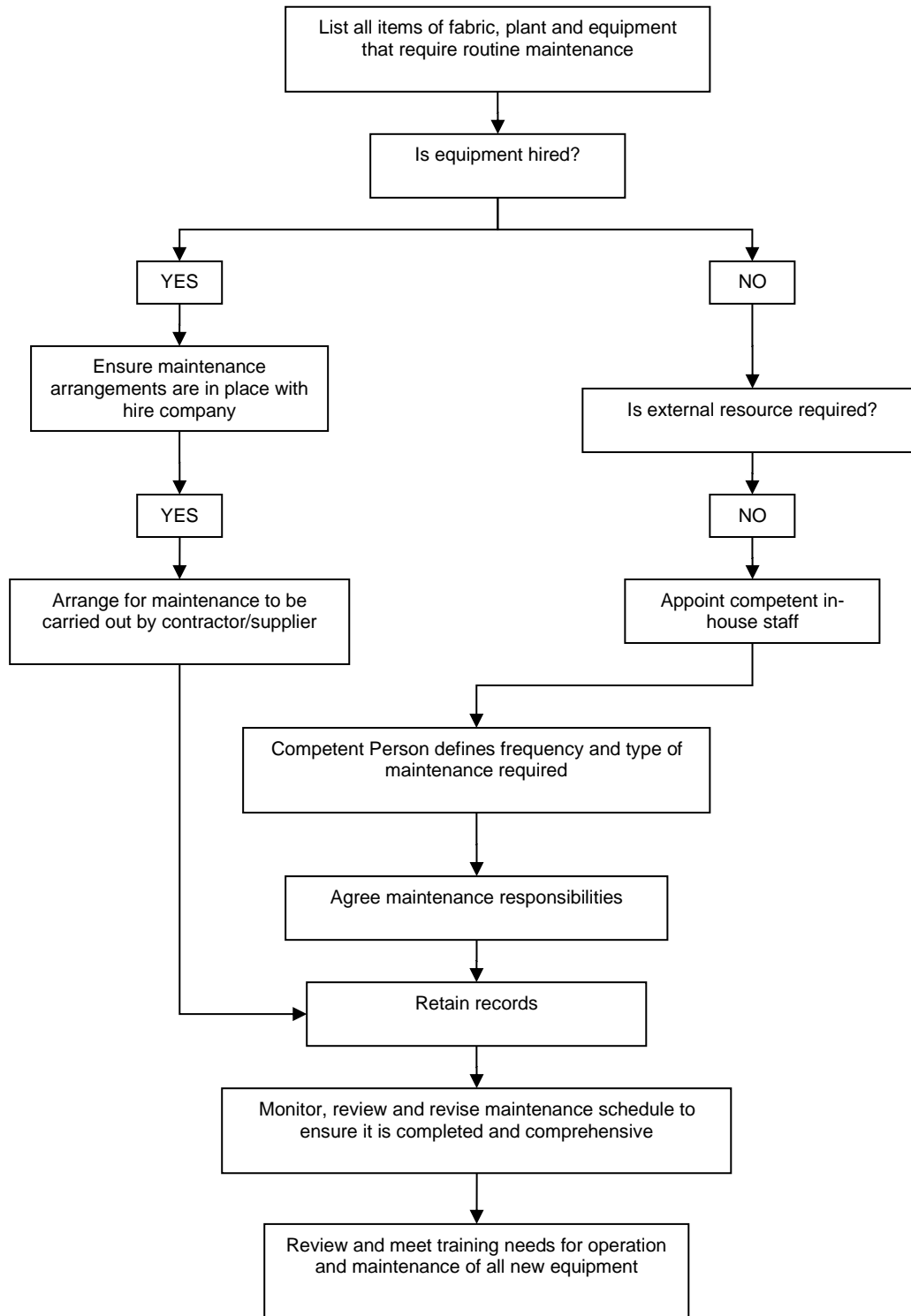
### INTRODUCTION

There is a legal requirement to ensure all workplaces and equipment used at work is adequately maintained.

It is our policy to:

- Carry out routine maintenance to our premises, plant and equipment to ensure that there are no significant risks to the health and safety of our staff and others who could be affected.
- Ensure that those who carry out maintenance are competent to do so and, where appropriate, provide documentation and records of their maintenance activities.
- Ensure that where specialised examinations or inspections are required, they are carried out by a competent person, e.g. fire safety equipment.
- Routinely maintain items of fabric, plant and equipment that are not included in the statutory examination and testing arrangements.
- Ensure that maintenance is carried out in such a way that it does not present significant risks to the health and safety of those undertaking the work, or others who may be affected by the maintenance activity.
- Establish the frequency at which maintenance activities are carried out to ensure that:
  - Safety related features always function correctly
  - Manufacturers' guidance is followed
  - Operating conditions such as the working environment, intensity and frequency of use do not affect equipment safety to such an extent as to create an increased risk to health and safety.
- Agree specific maintenance responsibilities with companies that supply us with leased or hired work equipment.
- Carry out inspections of work equipment prior to use for the first time and following re-installation after moving, to ensure correct installation and that the equipment can be used and maintained safely.
- Record these inspections when the safety of the equipment depends on the installation.
- Operate a planned maintenance scheme which includes safety related features of all our plant and equipment.

# Maintenance Procedure



# Manual Handling

## Manual Handling Operations Policy

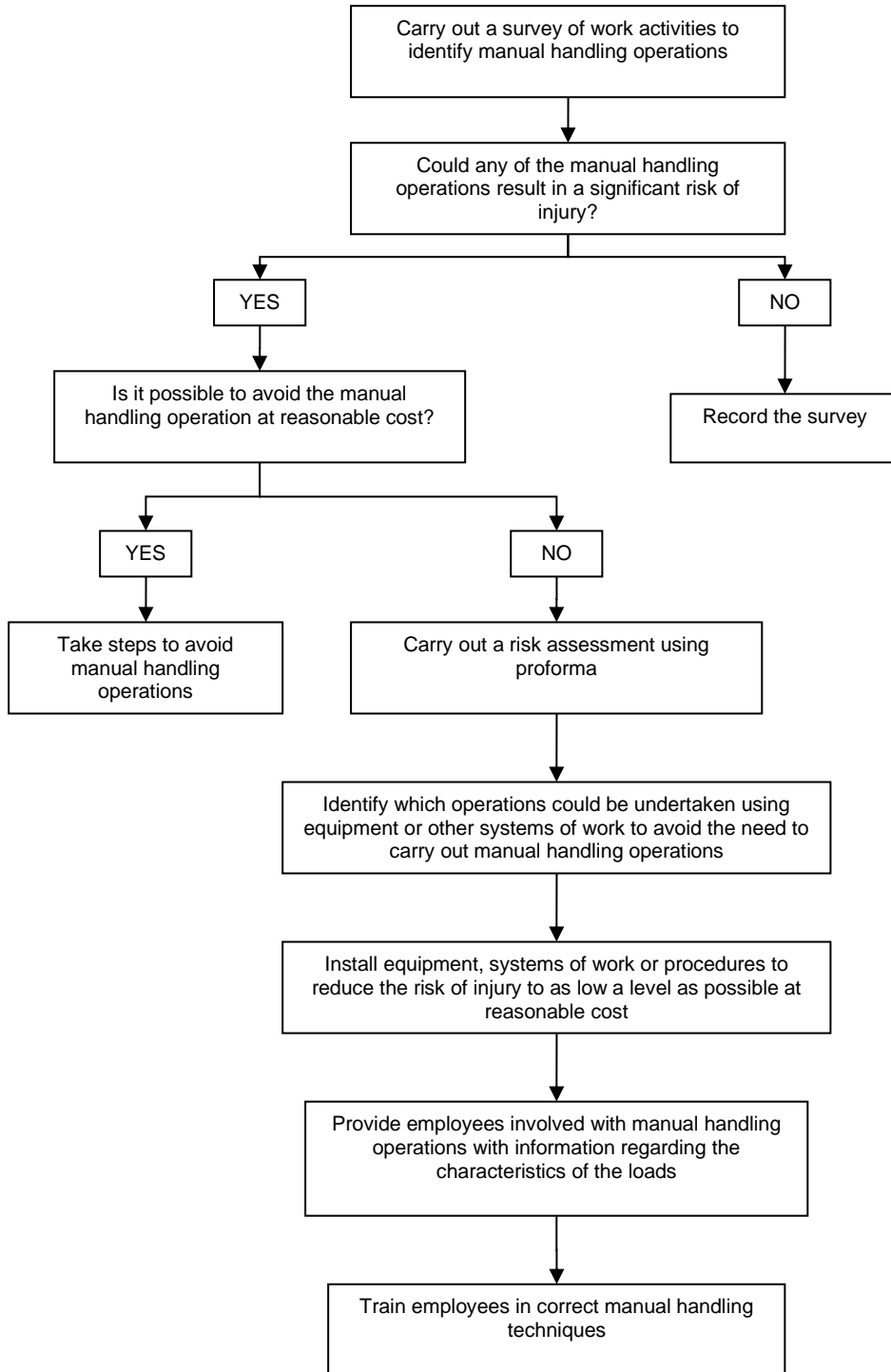
### **INTRODUCTION**

We recognise that manual handling causes a third of all accidents and injuries to persons at work and that these injuries may result in both temporary and permanent disability.

It is our policy to:

- Avoid, so far as is reasonably practicable, the need for members of staff to carry out any manual handling tasks that involve a risk of being injured.
- Carry out an assessment of manual handling activities which cannot be avoided.
- Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Inform members of staff of their duties.
- Train members of staff as appropriate.

# Manual Handling Procedure



# Monitoring.

## Monitoring Policy

### INTRODUCTION

We recognise the importance of carrying out monitoring and checking to ensure that our performance standards and specified objectives are met. Where they are not met, corrective action is taken to ensure that accidents and incidents do not occur as a result.

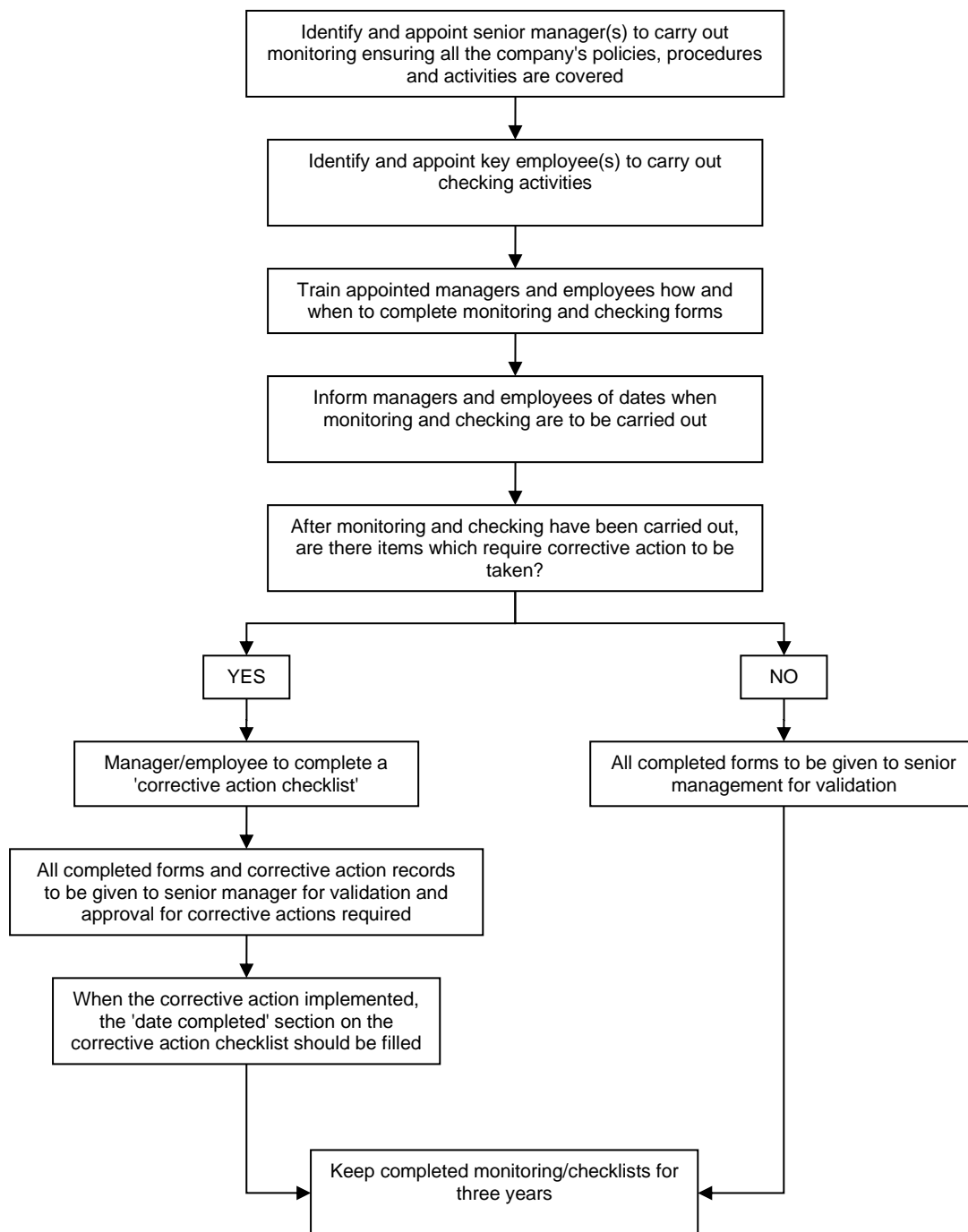
We also recognise that for the monitoring system to be effective both active and reactive monitoring must be carried out. Active monitoring and checking will be used to ensure any potential problems are identified and dealt with before they result in an accident, ill health or injury. Reactive monitoring will be carried out in the event of such an incident occurring the matter will be investigated fully so that steps can be taken to prevent recurrences.

It is our policy to:

- Carry out monitoring and checking as part of our health and safety arrangements at agreed frequencies, i.e. active monitoring.
- Carry out reactive monitoring following an accident, ill health or incident to ensure lessons are learnt from the event.
- Designate key employees to undertake monitoring and checking activities.
- Provide training and support to those employees undertaking monitoring and checking activities.
- Ensure all policies, procedures and activities are covered by monitoring and checking.
- Have all completed monitoring and checking forms validated by a senior manager.
- Implement any required corrective actions identified by the monitoring and checking as soon as is reasonably practicable.
- Keep records of the monitoring and checking.



## Monitoring and Checking Procedure



# Noise at Work

## Noise Policy

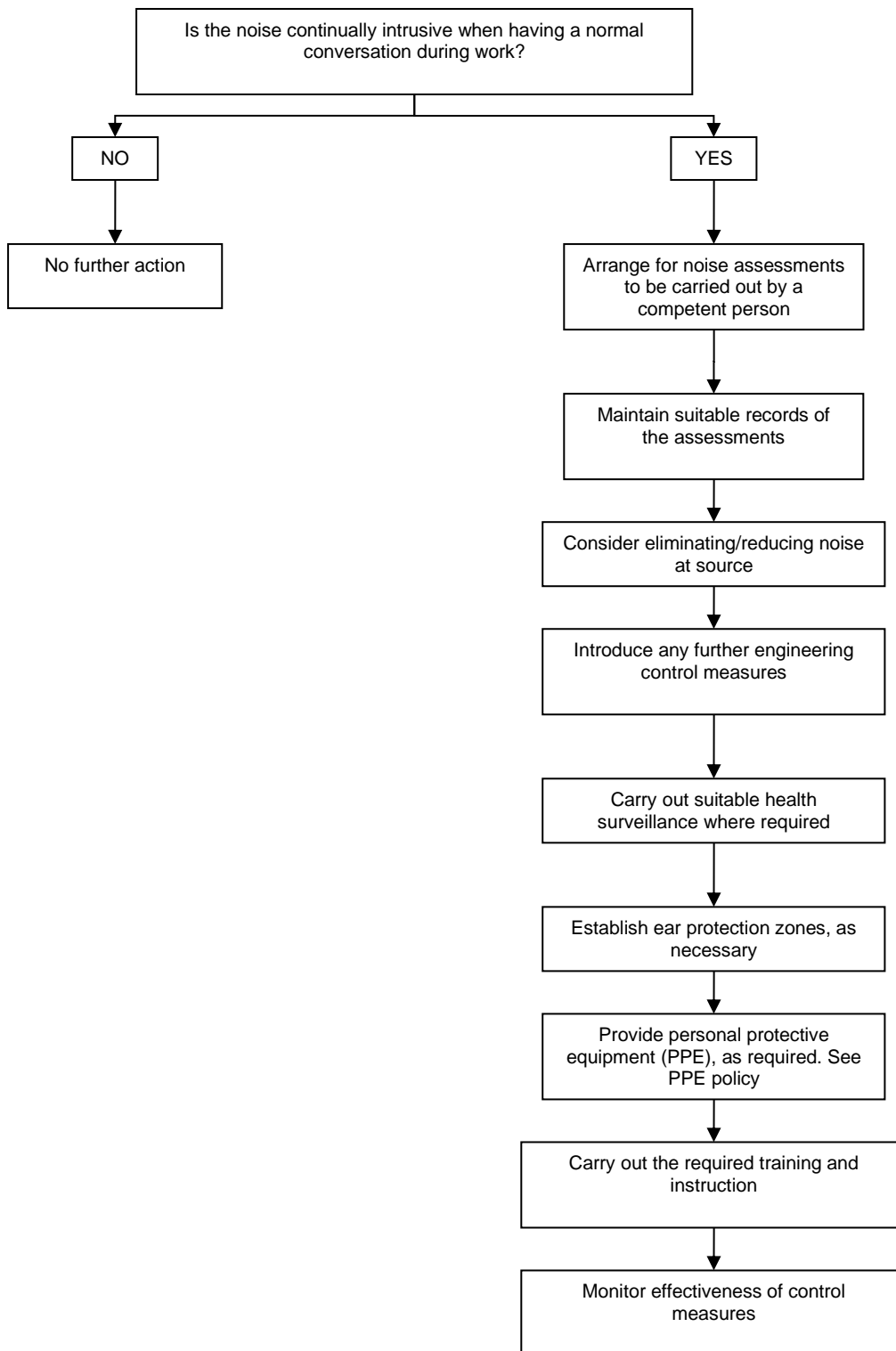
### **INTRODUCTION**

We recognise that exposure of staff to excessive noise may result in both temporary and/or permanent hearing deterioration or loss. It is important, therefore, to ensure that we control exposure to excessive noise.

#### **It is our policy to:**

- Reduce the risk of hearing damage to staff to the lowest level reasonably practicable.
- Consider all other control measures before providing personal protective equipment to employees.
- Carry out assessments of exposure and maintain assessment records.
- Provide suitable Health Surveillance, where required.
- Establish hearing protection zones, where required.
- Provide ear protection for staff exposed to excessive noise.
- Maintain and ensure staff use personal protective equipment.
- Provide relevant information, instruction and training to members of staff.
- Ensure that manufacturer information regarding noise levels generated by plant and equipment is provided to members of staff, where relevant.
- Review this policy as often as necessary in regards to changes to legislation or our own working practices.

# Noise Procedure



# Personal Protective Equipment

## Personal Protective Equipment (PPE) Policy

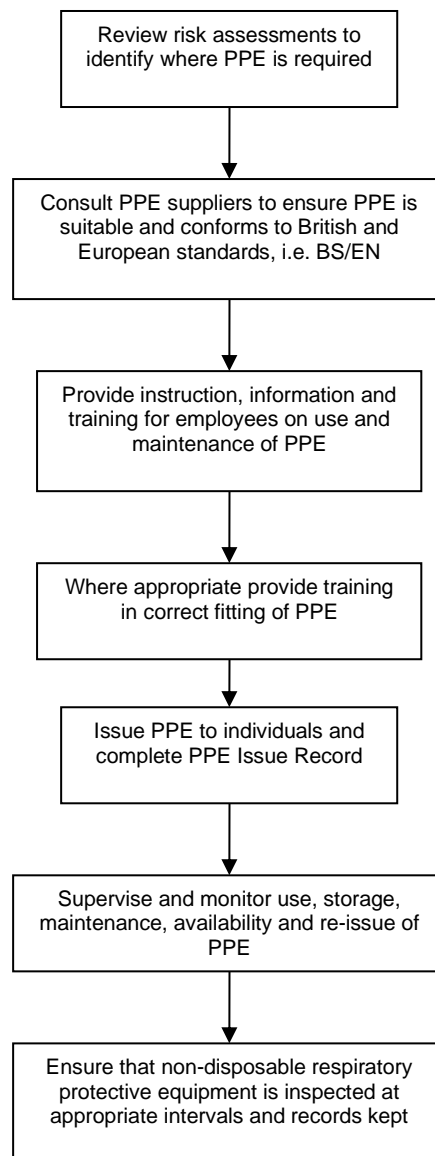
### INTRODUCTION

The requirement for provision of Personal Protective Equipment (PPE) is usually determined by risk assessment. PPE is only used as a last resort where risks to health and safety cannot be controlled adequately by other means.

#### It is our policy to:

- Provide personal protective equipment where a risk assessment concludes that personal protective equipment is required
- Ensure all personal protective equipment will adequately protect the individual from the hazard, fits properly and is as comfortable as possible
- Provide personal protective equipment that conforms to relevant British and European standards
- Provide members of staff using PPE with relevant information and training
- Supervise and monitor staff to ensure the personal protective equipment is being used correctly
- Keep a record of all personal protective equipment issued.
- Discipline employees who repeatedly refuse to use PPE in the correct way

## Personal Protective Equipment (PPE) Procedure



# Portable Electrical Appliances

## Portable Electrical Appliances Policy

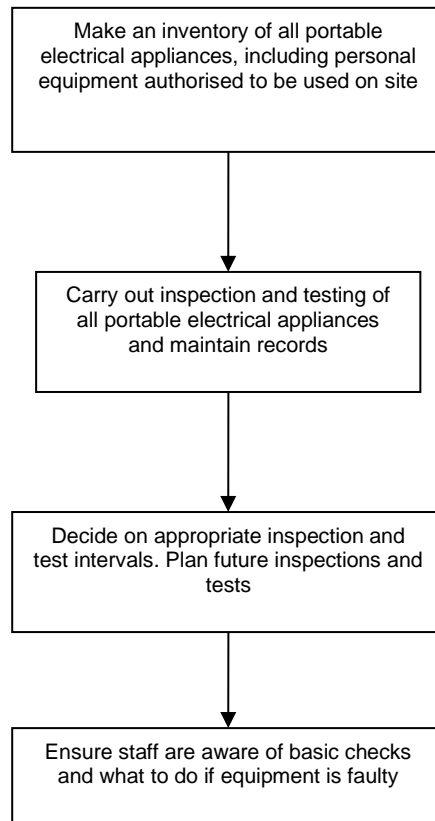
### INTRODUCTION

We recognise that the use of portable electrical appliances is potentially hazardous. We will identify risks to people, managing those risks in accordance with current safety legislation and guidance.

It is our policy to:

- Maintain a register of all portable electrical appliances used by us and ensure that a competent person inspects and, where required, tests all such equipment at intervals identified in our risk assessment.
- Prohibit personal portable electrical appliances from being brought into our premises unless prior approval has been given and the equipment has been inspected by a competent person before use.
- Provide instruction to users of portable electrical appliances so that they are aware of the hazards and are able to spot visible defects prior to use.
- Inform staff that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Ensure that all staff are aware of the need to stop using portable electrical appliances if problems are encountered and report any defects immediately.
- Isolate or take out of service any faulty electrical equipment.
- Test electrical appliances following repair and prior to reinstating their use.
- Provide emergency and first aid procedures to cover the actions to be taken in the event of electric shock or burns.
- Take all reasonable precautions to ensure that any hired electrical equipment is safe to use.

## Electrical Safety - Portable Appliances Procedure



# Pregnant Employees & New Mothers

## Pregnancy at Work Policy

### INTRODUCTION

We recognise that the health and safety of staff who are pregnant, their unborn children, nursing mothers and their babies, and even the ability to become pregnant, can be affected by some work activities.

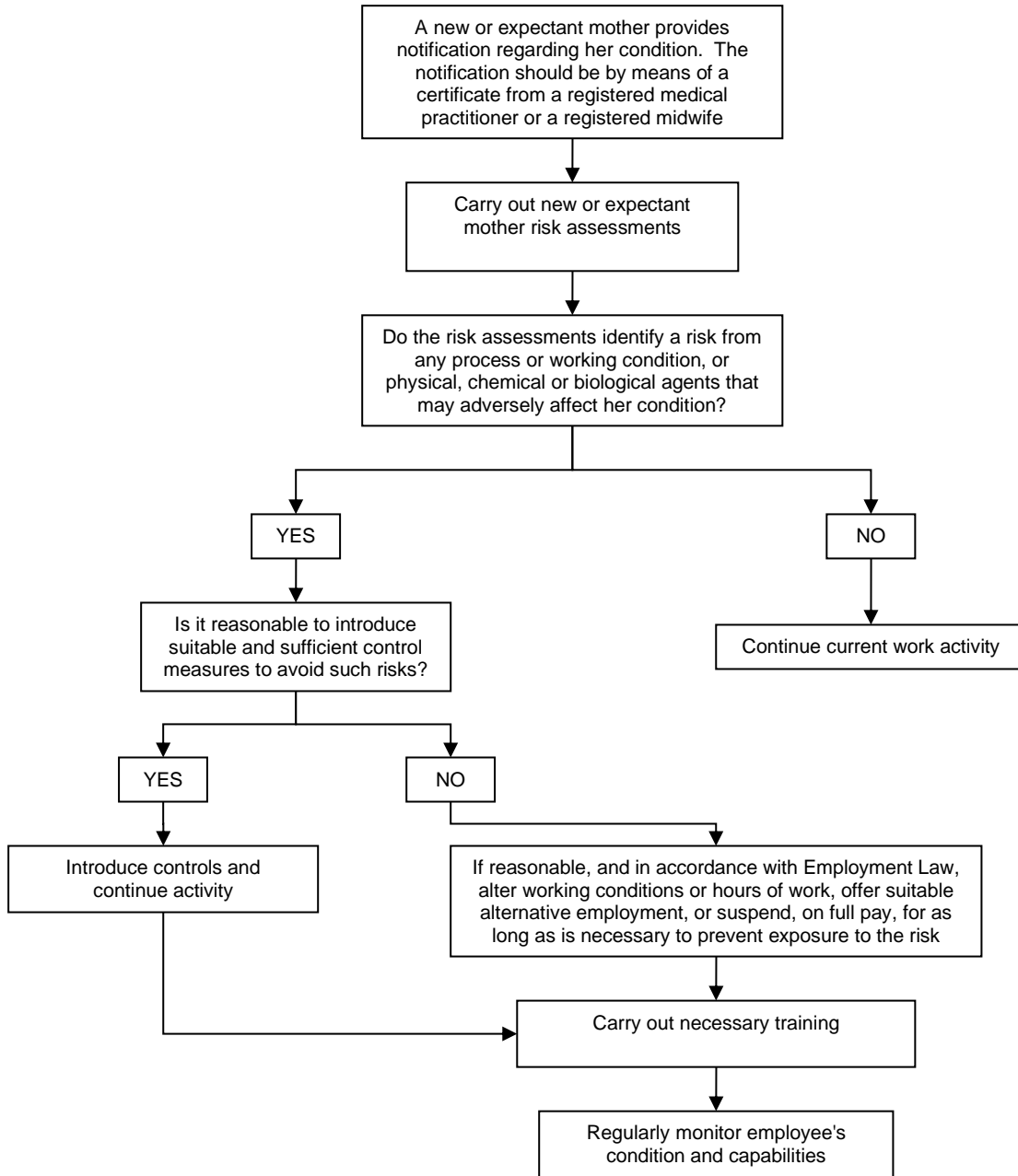
It is important, therefore, that we carry out risk assessments on the activities carried out by female staff of child-bearing age. (See Guidance).

It is our policy to:

- Identify any activities which may put at risk, female staff of child-bearing age, pregnant staff, their unborn children or breast-fed babies.
- Carry out 'pregnant worker' risk assessments on the activities carried out by female staff of child-bearing age.
- Introduce additional control measures, where necessary, to protect those at risk.
- Bring the results of the assessments to the attention of relevant staff.
- Ensure female staff are aware of the need to report pregnancy to Management as soon as it is known, and that this information will be held in confidence.
- Re-assess an individual's work activities and conditions when we have been formally notified that they are pregnant, have given birth within the previous six months or are breast-feeding.
- Comply with employment law on this subject.



# Pregnancy at Work - New and Expectant Mothers Procedure



**NOTE**  
 The requirement to use this procedure for new mothers only applies to the first six months after birth unless the employee continues to breastfeed and has notified us.

# Pressure Systems

## Pressure Systems Policy

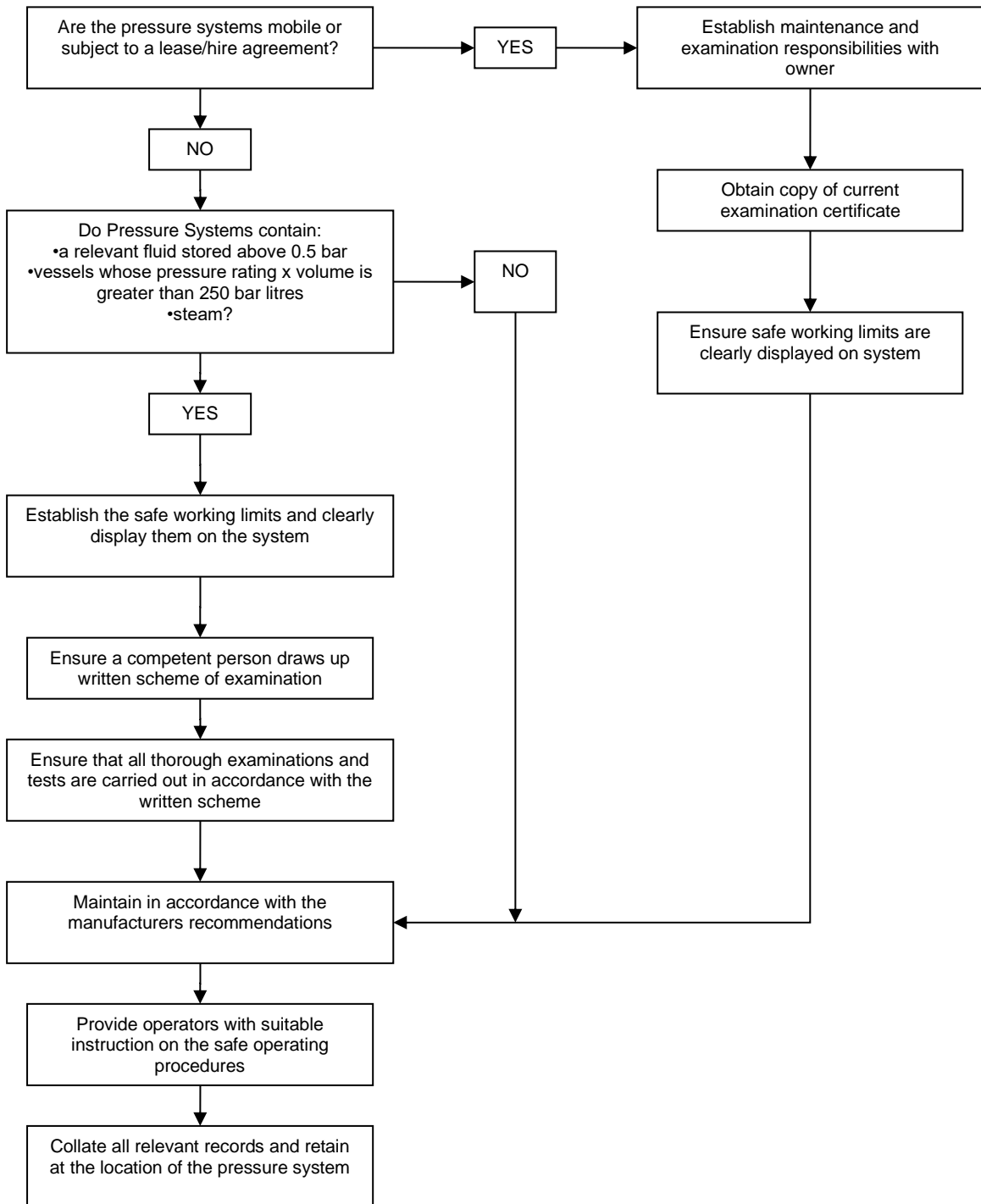
### INTRODUCTION

Pressure systems have the potential to cause significant injury or damage to property in the event of an unexpected release of stored energy as a result of system or component failure. The correct installation, maintenance, examination, testing and use is vital.

It is our policy to:

- Ensure that pressure systems are installed by a competent person.
- Install new pressure systems in positions which will minimise injury and damage in the event of unexpected releases of stored energy.
- Establish safe operating limits of pressure systems prior to use and ensure that they are clearly marked on the system.
- Have a competent person draw up a written scheme of examination for systems where steam at any pressure, pressurised hot water above 110°C or a relevant fluid at above 0.5 bar are stored.
- Ensure that a competent person carries out all such maintenance, thorough examinations and tests as prescribed in the written scheme of examination.
- Ensure that all systems not subject to a written scheme of examination are maintained in accordance with the manufacturer's recommendations.
- Rectify without undue delay any repairs arising from any reports on the condition of the systems or from any fault reporting system.
- Provide operators with adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures.
- Retain all relevant records i.e. manufacturer's safety information, written schemes, examinations reports, modifications and examination postponements at the location of the pressure system to which it refers.

# Pressure Systems Procedure



# Risk Assessment

## Risk Assessment Policy

### INTRODUCTION

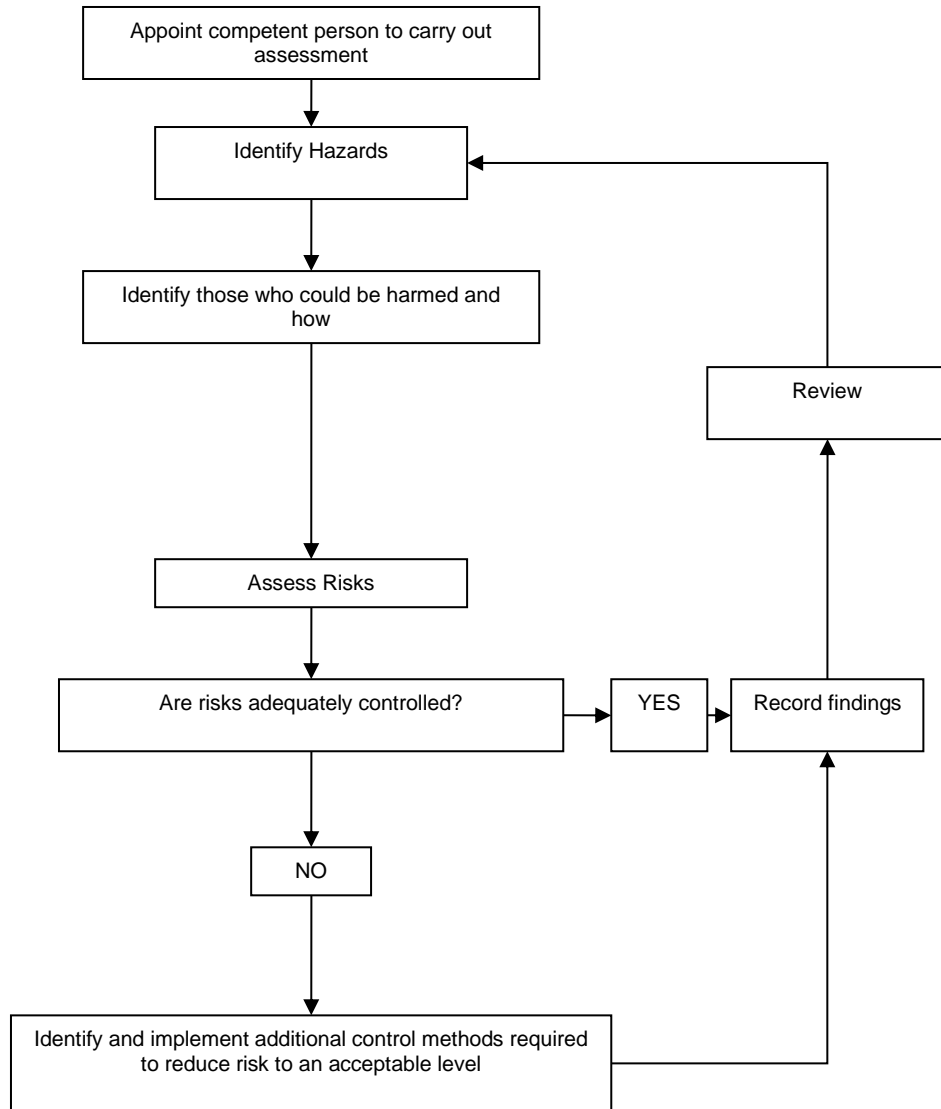
We recognise that risk assessments are the most important part of effective health and safety management. Risk assessments help us to prevent accidents and ill health by considering the hazards that exist and how we manage them. From these assessments, we can develop safe systems and methods of work and ways to prevent problems occurring.

'Specific' risk assessments are required by certain regulations. These regulations may contain a specific reference to the requirement for risk assessment or may refer to the Management of Health and Safety at Work Regulations for this requirement.

It is our policy to:

- Appoint a competent person or persons to carry out risk assessments, recording their details on our Health and Safety Law poster.
- Carry out suitable and sufficient risk assessments of our activities.
- Identify and carry out those specific risk assessments we are legally required to carry out.
- Carry out detailed risk assessments on hazardous activities.
- Implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected.
- Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date.
- Train staff on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risk.

# Risk Assessment Procedure



# Smoking

## Smoking Policy

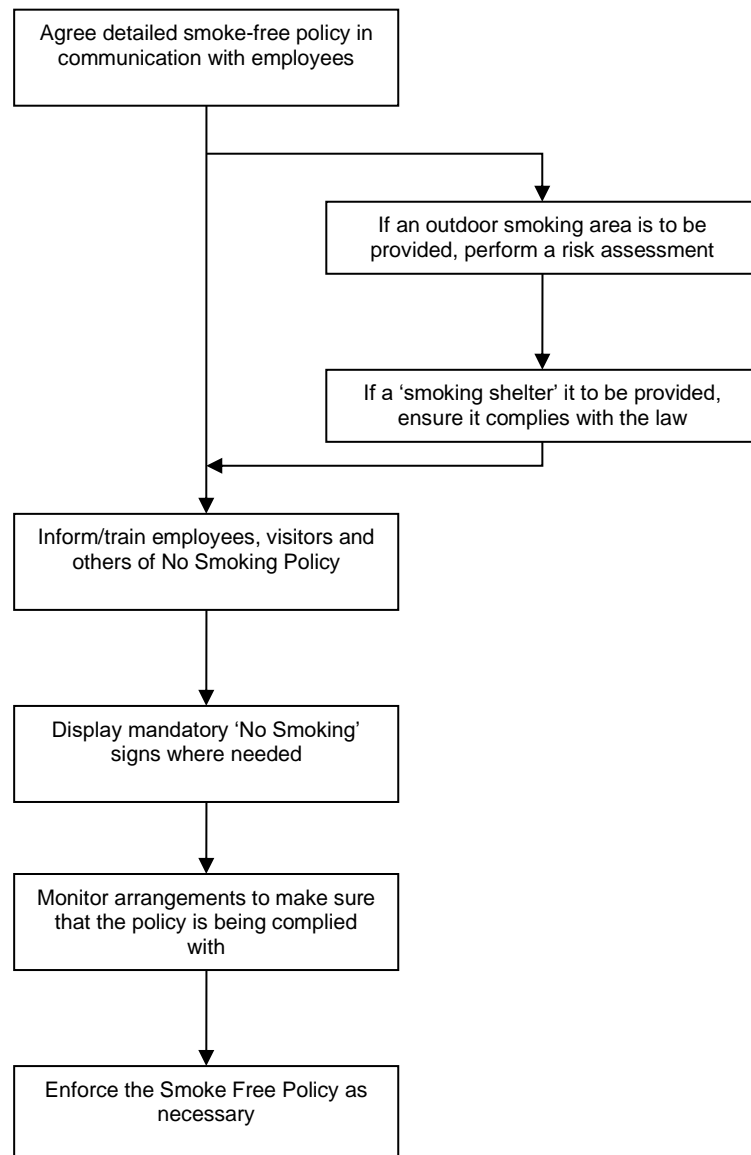
### **INTRODUCTION**

We recognise the hazards and risks associated with both direct smoking and passive smoking and have adopted this policy and procedure to introduce controls.

#### **It is our policy to:**

- Prevent smoking in all substantially and wholly enclosed areas.
- Ensure that members of staff and others are not exposed to passive smoking at work as far as is reasonably practicable.
- Display 'No Smoking' notices throughout all smoke-free areas.
- Designate and train person(s) in charge of implementing and enforcing the policy.
- Enforce our No Smoking Policy as necessary.
- Provide support for employees who wish to quit smoking.

## Smoking Procedure



# Stress

## Stress Policy

### INTRODUCTION

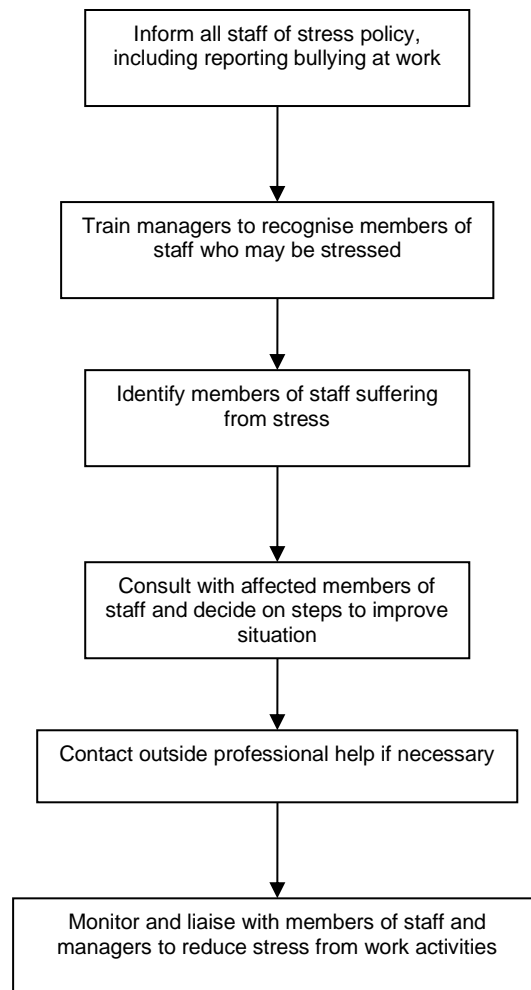
Stress is the reaction some people have to excessive pressures imposed upon them. As a result, stress occurs when people worry that they 'can't cope'. Stress, therefore, may be seen as the impairment of physical and behavioural performance from real or perceived challenges.

It is our policy to:

- Take stress seriously and to sympathetically help those employees who admit to feeling over stretched.
- Train managers and supervisors to recognise the signs of stress.
- Encourage supervisors and managers to watch for signs of stress and to listen to employees' views regarding the pressures of their work.
- Ensure adequate training is provided in order that employees can carry out their tasks confidently.
- Provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out.
- Ensure that people are treated fairly and consistently.
- Take accusations and cases of bullying and harassment seriously and investigate all such accusations and incidents.
- Encourage good two-way communication.
- Prioritise tasks and, where possible, give warning of urgent tasks.
- Seek professional outside help if it is suspected that stress may be a problem in the workplace.



## Stress Management Procedure



# Training

## Training Policy

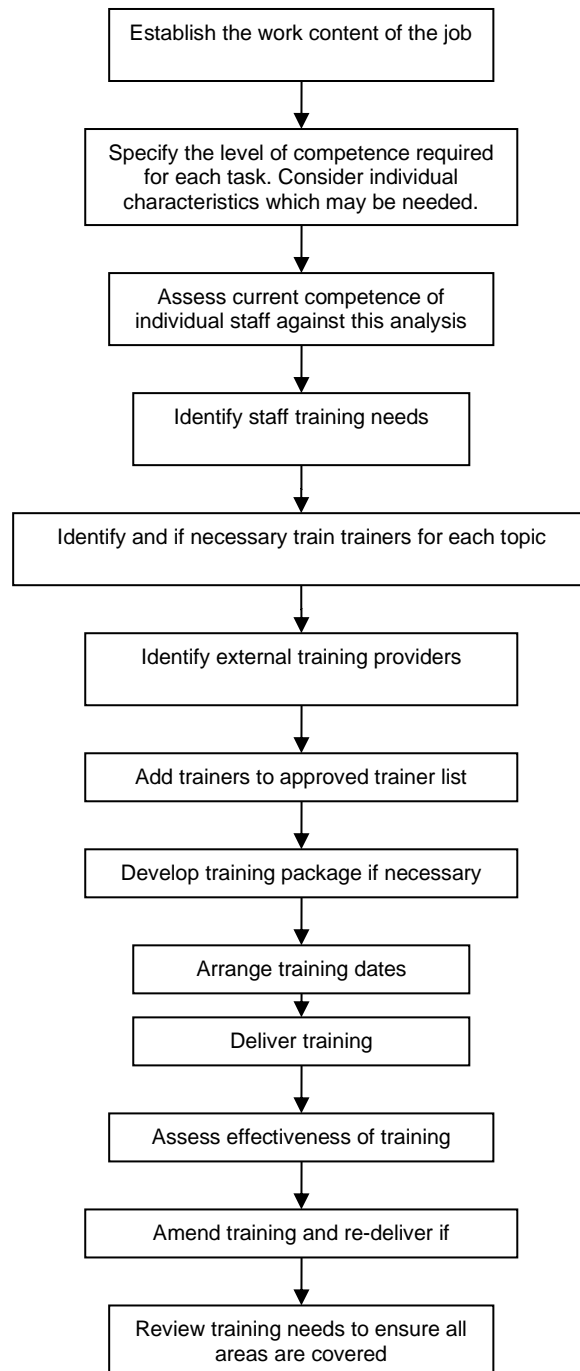
### INTRODUCTION

Training is a vital part of our strategy to effectively manage health and safety issues within our business. When carried out effectively, it can change our staff's perception of risk and result in significant improvements in health and safety performance, preparing our staff to work safely and reducing accidents and damage to our premises and equipment. It is also a general factor in motivating staff, so that improvements are often found in overall commitment and work performance, and ensures that staff are competent and confident when carrying out their work. It is our legal responsibility to provide adequate Health and Safety training.

It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our staff:
  - Induction training for new starters
  - Training on our Health and Safety Policies and Procedures
  - Work activity training relevant to the member of staff, including the use of any equipment
  - Training required by specific legislation
  - Training on Fire and Emergency procedures including alarm raising
  - Training on the recognition, handling and use of hazardous substances
  - Awareness training for Management staff
  - Refresher training where identified in our training needs analysis.
- Keep records of all staff training and related documents.
- Ensure staff are aware of their legal obligation to co-operate and to put into practice any new instruction or guidance given.

# Training Procedure



# Vibration

## Vibration Policy

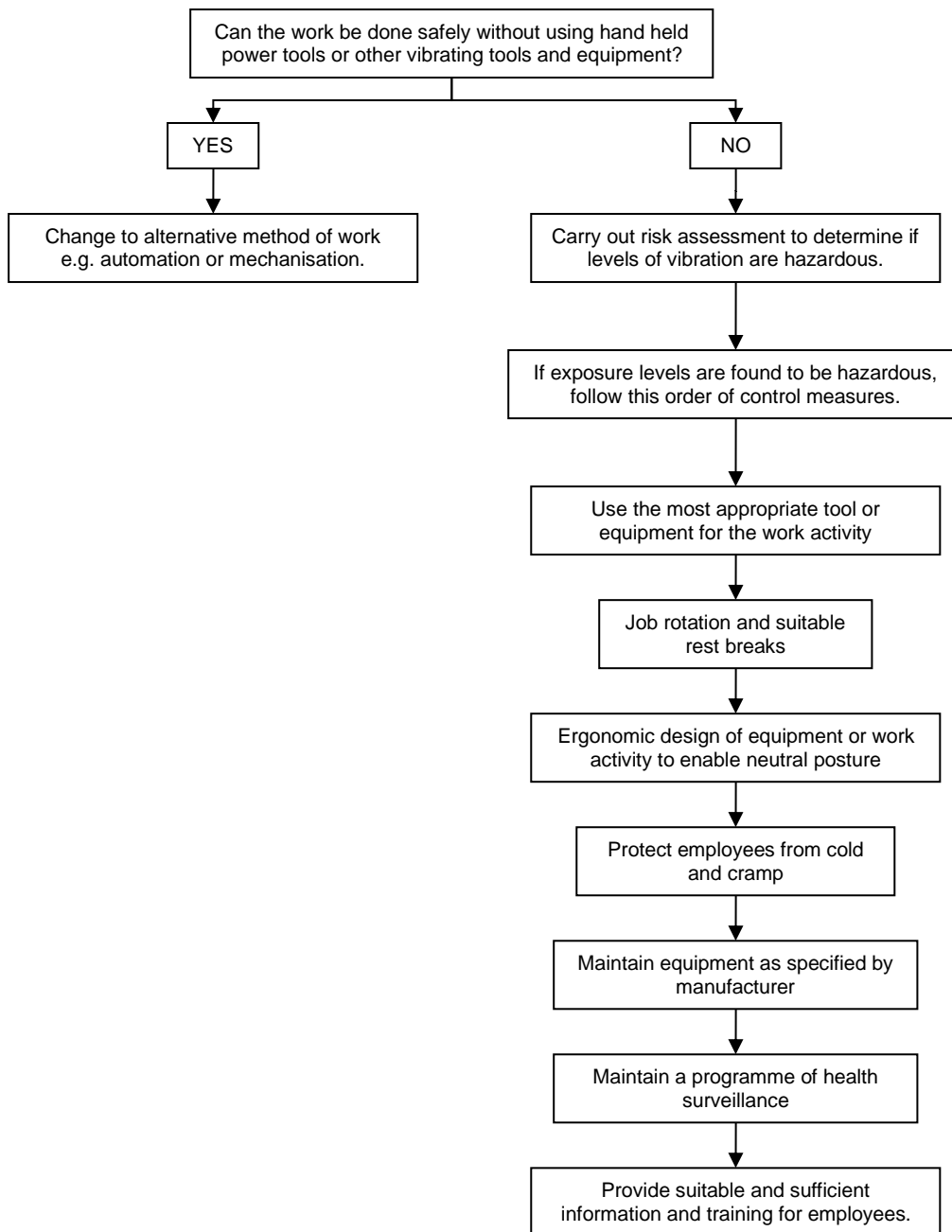
### INTRODUCTION

We recognise that regular exposure to continuous vibration from the work process has the potential to cause long term ill health to a range of occupational diseases collectively known as hand-arm vibration, and whole body vibration.

#### It is our policy to:

- Assess the risks to health from exposure to continuous levels of vibration, and determine the control measures needed.
- Introduce effective control measures to ensure levels of exposure to hand-arm vibration and whole body vibration are eliminated or reduced as far as is reasonably practicable.
- Record the assessments, and review them periodically or when changes occur.
- Ensure that the most appropriate equipment is used for the job.
- Ensure that those persons responsible for managing work likely to result in exposure to hand arm vibration and whole body vibration are adequately trained and competent.
- Inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration.
- Ensure no new equipment or processes are introduced into our work activities where there is a foreseeable risk of hand-arm or whole body vibration without a risk assessment and approval of a designated manager.
- Maintain an inventory of all vibration equipment used that is likely to cause hand arm vibration and whole body vibration.
- Monitor exposure of hand arm vibration and whole body vibration, and undertake appropriate health surveillance, where necessary.
- Maintain tools to the manufacturer's specifications to avoid worsening vibration.
- Review this policy periodically, particularly when changes in legislation occur.

# Vibration Procedure



# Violence to Staff

## Violence to Staff Policy

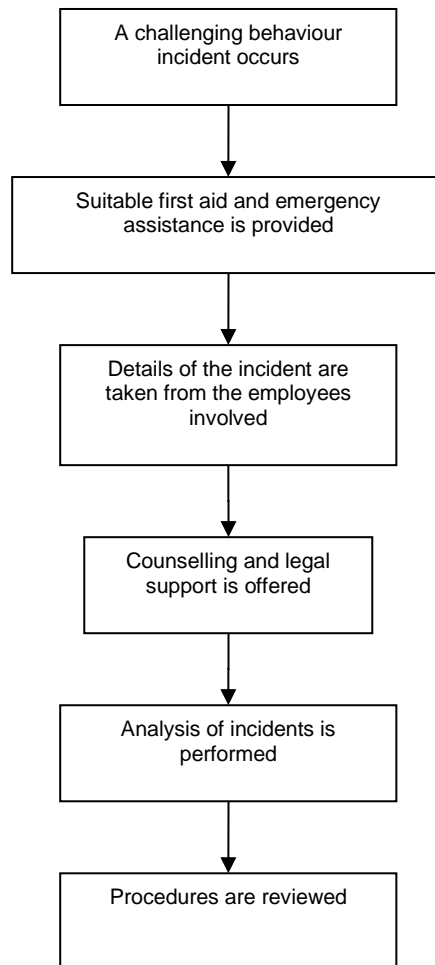
### **INTRODUCTION**

We recognise that certain elements of our customer base may be violent towards our staff.

#### **It is our policy to:**

- Inform all employees of the procedure following a challenging behaviour incident.
- Not tolerate violence or challenging behaviour towards our employees.
- Train our employees who may be exposed to challenging behaviour situations.
- Support the employees involved in any incident.
- Support their decisions regarding the pressing of criminal charges.
- Provide any counselling or post-incident assistance required by the employees.

## Violence Procedure



# Visitors

## Visitors Policy

### INTRODUCTION

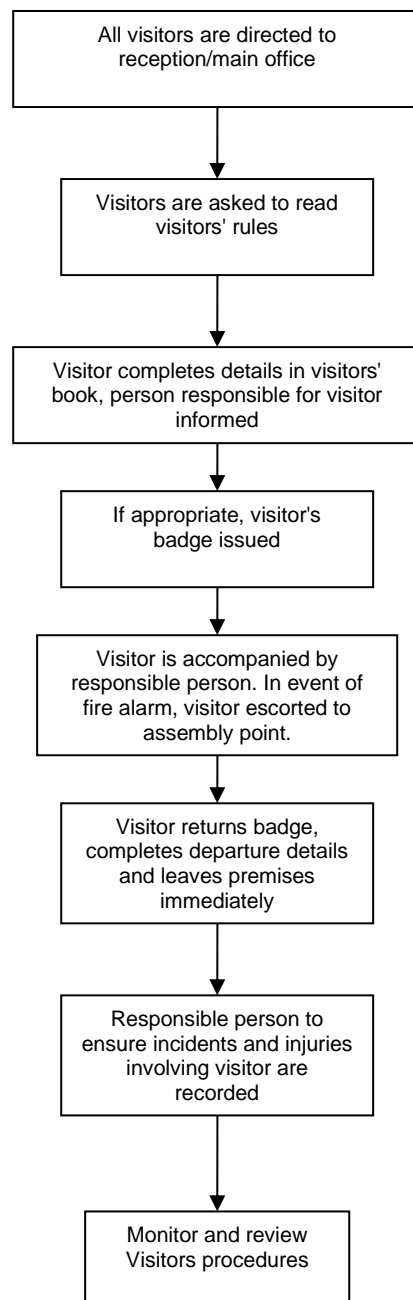
As an employer and occupier of premises, we have a duty of care towards all visitors, including contractors, and we need to have regard to their health and safety, particularly as they may be unfamiliar with our premises, activities and hazard controls.

It is our policy to:

- Ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors to our premises.
- Control the access of visitors, including contractors, to ensure the health, safety and security of our staff.
- Ensure visitors are aware of our rules and procedures.
- Accompany visitors wherever possible or, if unaccompanied, warn them of any danger areas or foreseeable risks.
- Take or direct visitors to the fire assembly point in the event of an evacuation of the premises.
- Record all injuries to visitors in the Accident Book and carry out a thorough investigation.
- Inform visitors of our smoking policy.



## Visitors Procedure



# Work Activities

## Work Activities Policy

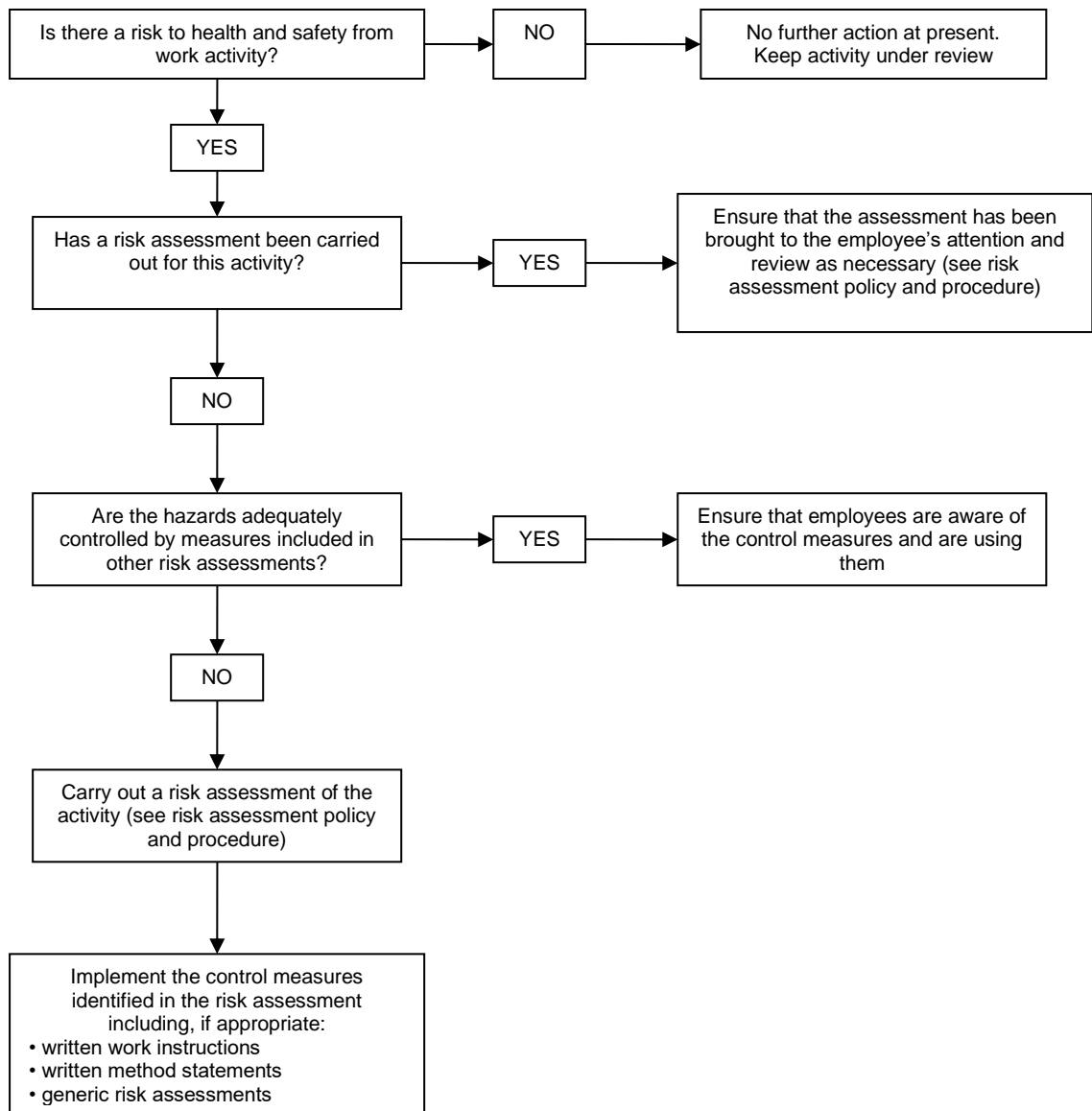
### **INTRODUCTION**

Our work activities are diverse and may present significant hazards to our health and safety which must be controlled. This policy outlines the actions to be taken to identify hazards and control risks and illustrates our commitment to those controls.

It is our policy to:

- Carry out risk assessments on activities which present hazards to health and safety
- Provide appropriate control measures to minimise risks arising from work activities including information, instruction, training and supervision
- Train staff to carry out their work in a safe manner
- Develop work instructions where necessary to control health and safety, over and above our health and safety rules.

## Work Activities Procedure



# Work at Height

## Work at Height Policy

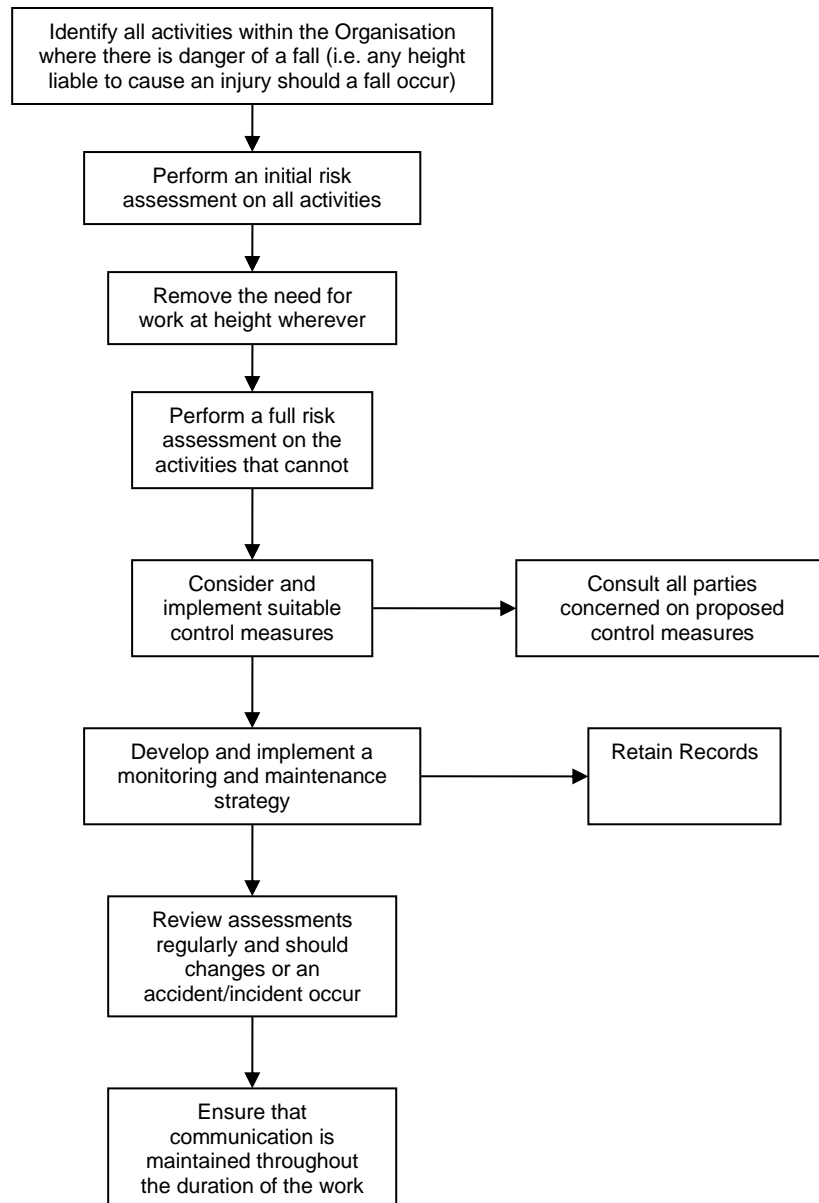
### INTRODUCTION

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The organisation will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

It is our policy to:

- Identify all work activities that involve work at height.
- Eliminate the need to undertake work at height whenever it is reasonably practicable to do so.
- Evaluate the risks associated with activities where work at height cannot be eliminated and take steps to control them.
- Provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent falls of persons or materials from the workplace.
- Provide the necessary equipment to allow safe access to and egress from the place of work.
- Provide the necessary equipment to ensure adequate lighting and protection from adverse weather conditions.
- Provide suitable plant to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary.
- Ensure that any working platform and its supporting structures are selected and/or designed in accordance with current standards.
- Regularly inspect all equipment required for work at height.
- Ensure that all persons who have to undertake work at height are trained and competent to do so.
- Appoint competent persons to be responsible for the supervision of all work at height and associated activities.
- Ensure contractors comply with this policy.
- Provide suitable information and training to persons who are required to undertake activities that involve work at height. Refresher training will also be given at reasonable intervals.

## Work at Height Procedure



# Work Equipment

## Work Equipment Policy

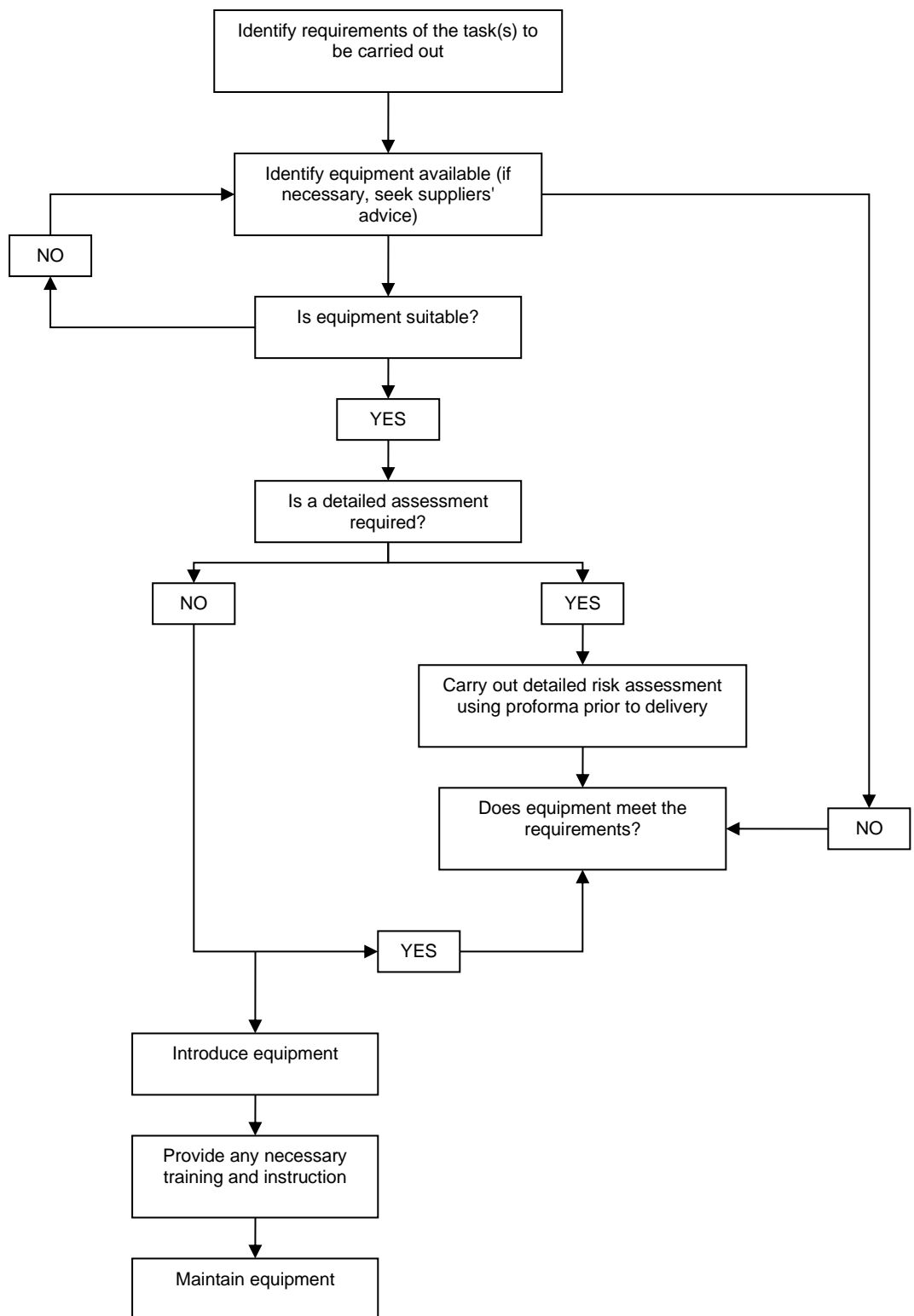
### INTRODUCTION

We recognise that work equipment can present hazards and risks to all our staff, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimised.

It is our policy to:

- Provide work equipment for staff that is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, inspected and tested as required.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, training and instruction where appropriate to all staff who use work equipment.
- Ensure that all work equipment is CE marked where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards.
- Provide protection against high or low temperatures.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop controls and emergency stop controls, are provided where necessary, and are suitable for the equipment and location.
- Ensure that all control systems are safe.
- Provide suitable means of isolating the work equipment from sources of energy.
- Provide suitable environmental conditions for the safe use of work equipment.
- Provide all necessary markings and warnings.

# Work Equipment (New) Procedure



# Work on Client Premises

## Working on Client's Premises Policy

### INTRODUCTION

Working on 3<sup>rd</sup> party premises exposes employees to a variety of risks and hazards that are beyond the direct control of TP Niven LTD.

TP Niven LTD endeavours to safeguard the safety of our employees.

#### It is our policy to:

- Obtain full work brief assignment instructions prior to finalising contractual agreements.
- Request and obtain Health and Safety information that is relevant to the activities at their premises and work to be undertaken by our employees.
- Contact 3<sup>rd</sup> party prior to start of contract to:
  - Establish rules and guidelines for our operations at their premises.
  - Obtain information on activities that may present a hazard to our employees and identify activities and actions that must be avoided.
  - Obtain information on emergency actions including fire, first aid and accident reporting arrangements.
  - Define the areas in which the work is to be carried out and any segregation arrangements.
  - Define areas that are not accessible to our employees.
  - Agree routes to and from the work sites and welfare facility access.
- Obtain copies of all safe working practices/method statements and safe working guidance to be adhered to and review such documents
- Stop working immediately if work appears unsafe, and establish that staff should report any concerns to a manager immediately.
- Ensure so far as is reasonably practicable that employees are provided with comprehensible and relevant information on the hazards and risks along with preventative and protective measures.



# Workplace Environment

## Workplace Environment Policy

### INTRODUCTION

We recognise that a safe and healthy work environment is not only a legal requirement but also contributes to staff satisfaction, can increase productivity and may lower absenteeism, which in turn will assist us in achieving our wider objectives.

It is our policy to:

- Provide a comfortable work environment which is safe and without risk to health.
- Control the following factors affecting our general working environment to ensure compliance with legislation:
  - Temperature
  - Ventilation
  - Lighting, including emergency lighting
  - Individual workspace requirements
  - General layout of work areas
  - Waste disposal, including contaminated or hazardous waste.
- Provide and maintain safe access to and egress from the workplace.
- Segregate pedestrian and vehicle movements wherever possible to avoid the risk of injury.
- Ensure safe materials are used in glazed panels and windows and that maintenance and cleaning can be carried out in a safe manner.
- Keep floors and walkways clean, and free from obstruction and slipping and tripping hazards.
- Provide and maintain the following welfare facilities:
  - An adequate number of toilets for the gender mix at our premises
  - Washing, changing, and clothing storage facilities where appropriate
  - Rest areas, including arrangements for non smokers to avoid inhalation of smoke
  - Rest facilities for pregnant workers and nursing mothers.
- Ensure the workplace, its equipment, services and facilities are maintained.
- Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.
- Prevent a build up of waste in the workplace by disposal in accordance with current health, safety and environmental requirements. This includes any controlled or contaminated waste that may be generated.

# Workplace Transport

## Workplace Transport Policy

### **INTRODUCTION**

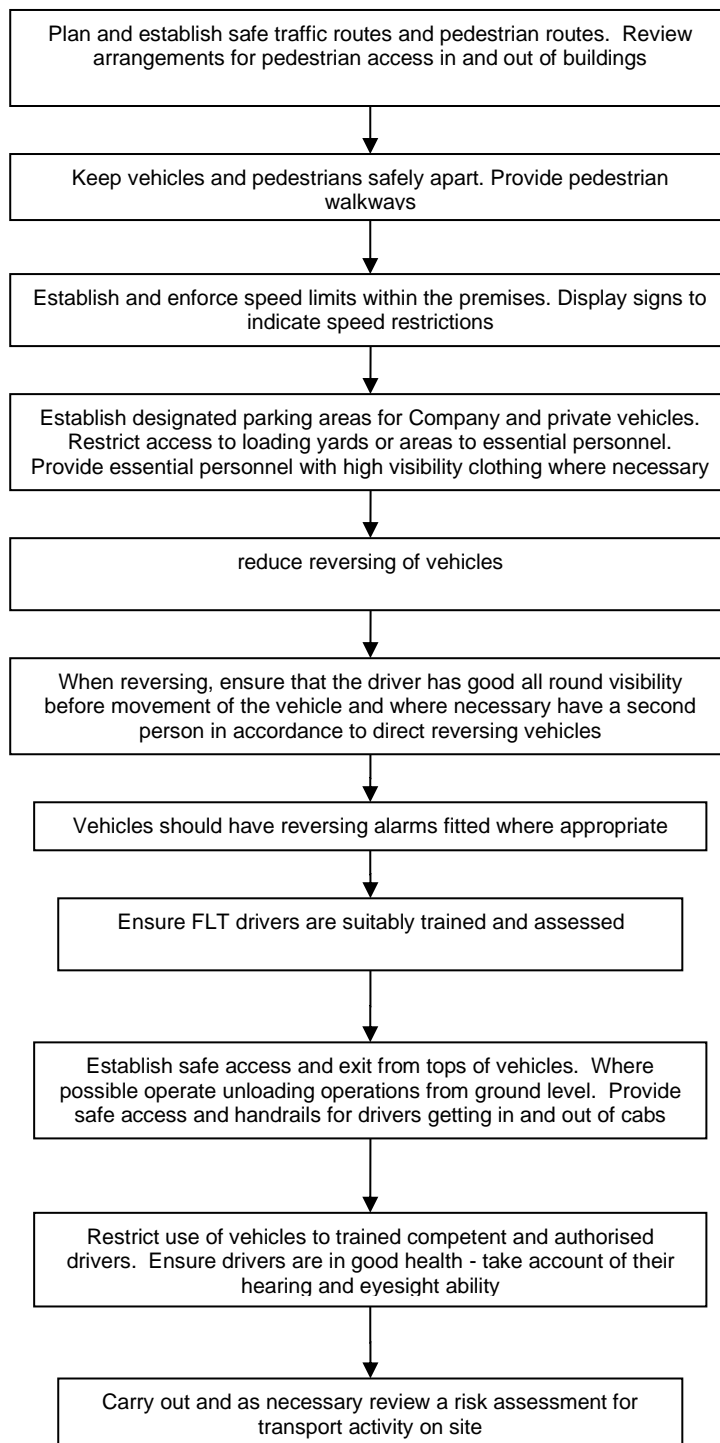
Workplace transport related accidents are the major cause of deaths and a significant cause of serious injuries.

Our industry sector uses a wide variety of vehicles such as fork lift trucks, tankers, lorries and other vehicles which present a range of risks such as falling from forklift trucks, persons being struck by vehicles or where persons fall from vehicles.

#### **It is our policy to:**

- Ensure that all Company employees who drive vehicles are instructed and trained and hold appropriate driving licences.
- Review site arrangements and procedures to ensure pedestrian safety and pedestrian / vehicle segregation where possible.
- Ensure arrangements are established for the safe reversing of vehicles.
- Review unloading and loading operations and have arrangements in place to prevent persons falling from vehicles or any other loading areas within the Company's control.
- Inform, instruct and train employees regarding safe movement of transport on the Company site and provide safe procedures for the loading and unloading of vehicles.

## Workplace Transport Procedure



# Young Persons

## Young Workers Policy

### INTRODUCTION

We recognise the inherent hazards and risks that arise when a young person undertakes activities within a working environment and that additional control measures are required to protect the health, safety and welfare of young persons. A young person is anyone under the age of eighteen. A child is a young person who has not yet reached the minimum school leaving age.

#### It is our policy to:

- Protect young persons at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or as a result of their being not yet fully matured.
- Carry out specific risk assessments on the work activities of young persons.
- Consider in the assessment process:
  - their physical and psychological capacity.
  - the potential for exposure to cold, heat, noise and vibration.
  - the potential for exposure to harmful agents.
- Provide greater supervision of young persons activities.
- Train young persons to enable them to carry out their work activities safely.
- Notify the local careers office of any young person we take into employment.

# Young Workers Procedure

