

Health and Safety at Work etc. Act 1974

Health and Safety Policy of

WSZ JOINERS LIMITED

Units 1 & 2, Waulkrigg Mill
Duke Street Industrial Estate
Galashiels TD1 1QD

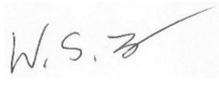
Prepared By
Bill Zawadeckyj

Job Title
Director

Policy Date
03/03/2018

Policy Review Date
02/03/2019

Signed:



Date: 03/03/2018

It is the policy of WSZ Joiners Ltd. Ltd. to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. WSZ Joiners Ltd. health and safety objective is to minimise 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. Our Health and Safety policy is based on the safety notes (GE700/15) as provided by the CITB. The GE 700 manual is available to all employees.

WSZ Joiners Ltd. recognise and accept 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 WSZ Joiners Ltd. will do all that is within its powers to ensure the health and safety of its employees, it is recognised 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 wellbeing of any other person.

The management of WSZ Joiners Ltd. 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 the H&S Supervisor. An effective health and safety programme requires continuous communication between workers at all levels. It

is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the H&S Supervisor. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

WSZ Joiners Ltd. health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months. The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Safety Personnel

The person with overall and final responsibility for health and safety at WSZ. Joiners Limited is the Director, Bill Zawadeckyj. For the purpose of this document all references to '**The H&S Supervisor**' will mean Bill Zawadeckyj.

Consultation

The management of WSZ Joiners Ltd. see communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of discussions as and when deemed necessary by either employer or employee.

Communication

The management of WSZ Joiners Ltd. will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy and the contents of the CITB Construction Site Safety Manual (GE 700). WSZ Joiners Ltd. communicates with its employees orally, in the form of directions and statements from the H&S Supervisor, in writing, in the form of this policy statement, and by example.

If we are to build and maintain a healthy and safe working environment, 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.

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 organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of WSZ Joiners Ltd. 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.

Workplace Inspections

It is the policy of WSZ Joiners Ltd. to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the workplace will be conducted by the H&S Supervisor. 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.

Work Equipment

It is the policy of WSZ Joiners Ltd. to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992.

WSZ Joiners Ltd. will endeavour 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 wellbeing of persons in or around the workplace will be restricted to authorised 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.

Personal Protective Equipment

It is the policy of WSZ Joiners Ltd. to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1998

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.

All personal protective equipment provided by WSZ Joiners Ltd. will be properly assessed prior to its provision.

All personal protective equipment provided by WSZ Joiners Ltd. will be maintained in good working order.

All workers provided with personal protective equipment by WSZ Joiners Ltd. will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

WSZ Joiners Ltd. will endeavour to ensure that all personal protective equipment provided is used properly by its employees.

Manual Handling Operations

It is the policy of WSZ Joiners Ltd. 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.

Control of Hazardous Substances

It is the policy of WSZ Joiners Ltd. to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002

A risk assessment will be conducted of 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.

WSZ Joiners Ltd. will ensure that exposure of workers to hazardous substances is minimised 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.

Asbestos

Asbestos Awareness: All employees are required to attend an asbestos awareness course before working unsupervised on any property built before the year 2000. If you have not attended an asbestos awareness course within the last 18 months, please contact the office and we will arrange for you to attend a course. New employees who have not attended an asbestos awareness course in the last 12 months, must not work on council properties, public buildings, factories, etc. until they have attended a course.

All guidelines given in the asbestos awareness course must be followed at all times. If Asbestos is discovered in any property, work must stop immediately and the H&S Supervisor informed directly. If an employee is unsure as to whether the substance is Asbestos or not, work must be stopped until a laboratory test is carried out on the substance.

Fire Safety

WSZ Joiners Ltd. fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

The person(s) with responsibility for the maintenance and testing of firefighting equipment is the H&S Supervisor.

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the H&S supervisor, if unavailable then call the fire & rescue service (dial 999 from the nearest telephone).

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care if smoking (smoking only to be carried out in designated smoking areas, see note below), keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Employees are responsible for keeping their working areas safe from fire and familiarising themselves with any fire procedures in the premises they are working in.

No combustible materials, fuels, etc to be stored on-site while works being carried out. Plastic fuel cans to be stored in closed metal containers and kept as close to exit door as possible.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workshop. Employees are expected to tackle a fire themselves 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 evacuate the building immediately.

If combustible materials or fuels are taken on to a site or place of work, a compatible fire extinguisher MUST also be placed on site in a strategic position.

Smoking

Smoking is prohibited in all areas of the workplace, on site, in customers premises and in all company vehicles. Smokers are only permitted to smoke outside of any premises they are working, provided they are 3 Mtrs from any entrance doors or in a designated smoking area if provided. It is no permissible to smoke on Local Authority property including all schools and public buildings. All cigarette ends must be extinguished properly.

Accident Investigation & Reporting

It is the policy of WSZ Joiners Ltd. to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

WSZ Joiners Ltd. 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 H&S Supervisor detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- 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 analysed 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.

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

Accident Procedure

A first aid box is located in the workshop and one in each company vehicle. All first aid boxes are clearly marked and are easily accessible by all employees during all working hours.

Accident records are compiled and stored by the H&S Supervisor.

It is the H&S Supervisor that is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

General

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement. Employees have DUTY OF CARE to fellow workers, members of the public, etc. to ensure they do not by way of any action cause harm either intentionally or unintentionally.
2. All employees shall immediately report any unsafe practices or conditions to the relevant person or authority.
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed in to the workplace.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. A) 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 jeopardise the health and safety of that person or any other person.

B) Employees must not wear or use any equipment that could affect their levels of alertness (i.e. personal headsets or headphones, mobile phone headsets, etc.). Where 'ear defenders' are used in a noisy environment, the user should take additional care regarding his surroundings.
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 or any member of the public.
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 authorised to carry out the task.
10. All injuries must be reported to the H&S Supervisor.
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 H&S Supervisor.
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. COSHH Sheets can be provided for all relevant materials and should be requested from the office for any unfamiliar material/chemical or substance.
14. Suitable clothing and footwear will be worn at all times. It is not permissible to wear neck ties, loose neck jewellery or scarves while operating any fixed machinery or powered hand tools. No loose clothing should be worn at any time while operating machinery or power tools. Personal protective equipment shall be worn wherever appropriate. Any protective equipment (Dust masks, gloves, etc.) required to carry out any job that is not readily available should be purchased, without permission being required, from one of the local suppliers.

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.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

Tool and Equipment Maintenance

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised 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.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.
8. Employees under the age of 18 must not use any powered circular saw or workshop machinery.

Personal Protective Equipment

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use. Safety boots or shoes must be worn at all times.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to the H&S Supervisor.
3. The firm's policy is that any item of PPE deemed to be necessary for any operation being carried out can be purchased from the appropriate supplier without any restriction, approval or requisition.
4. Employees should wear work trousers designed to take gel kneepads or similar. The knee pad inserts will be provided free and should be worn whenever the work carried out requires kneeling on floors. Short trousers must not be worn when kneeling is required.

Manual Lifting and Moving

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.
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. If the employee deems an item too heavy to be lifted or handled without the possibility of personal injury, they must: A) not continue working with or try to move the item, and B) seek assistance from another competent person.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees should assume a squatting position, keeping their 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.

Working with Sub-Contractors

1. All sub-contractors are required to complete a questionnaire prior to carrying out sub-contract work for the company. The questionnaire must include details of the sub-contractors safety record for the last 3 years.
2. Annual reviews of sub-contractors safety record must be carried out.
3. Sub-contractors with a poor safety record must not be used by the company.

Company Vehicles

1. It is the responsibility of any Employee required to drive a company vehicle to ensure the vehicle is road worthy and in a safe condition. Weekly vehicle check sheets are provided and should be completed by the driver of the vehicle on the Friday of each week. Any defects found on any company vehicles should be reported as soon as possible.
2. Employees should not drive a company vehicle until they have been informed they have been included on the firm's vehicle insurance policy. All drivers must report any road traffic convictions and accidents, prior to their employment and any that occur during their employ.

These include all convictions and accidents in either company vehicles or any other vehicle. Vehicles should be parked safely without causing obstruction to other vehicles. The driver of the vehicle is responsible for any parking offences and must pay any parking fines on time.

3. Employees who are required to drive company vehicles on customers or suppliers premises should ensure they adhere to any speed restrictions shown. Driving in school playgrounds when children are present is strictly forbidden. Reversing on school property must be supervised.
4. All vehicles should be kept clean and tidy with all daily acquired rubbish removed at the end of each day. Foot wells should be kept clear of all obstructions.
5. The driver of the vehicle is responsible for securing all loads tied to the vehicles roof racks. No load should project more than 500mm from the rear of the vehicle and if this is unavoidable, must be fitted with a flag.
6. It is the driver's responsibility to ensure that the vehicle is locked and secure when not attended. This includes the security of all 'goods in transit' including tools. Keys must not be left in the vehicle (particularly the ignition) when the vehicle is unattended.
6. All accidents involving a company vehicle, no matter how minor, should be reported immediately. Serious accidents involving injury to either party must be reported to the police.
7. Employees are required to comply with all current laws regarding use of mobile phones whilst driving (the law has changed from the 1st of March 2017). This includes the use of mobile phones or smart phones for texting and messaging. Any employee who is charged with using a mobile phone by the police will also receive a written warning for breaching the company's health & safety policy.
8. Fuel cans for use with portable tools should only be carried in the rear of the vehicle and removed from the vehicle to a safe storage place as soon as possible after arriving at destination.

Working at Height

1. WSZ Joiners Ltd. have a separate 'Working at Height' policy and this should be read by all employees when working at a height.

Trainees (under the age of 18)

1. Trainees must not use ANY power tools without having been given instructions on its safe and proper use. Employees under the age of 18 **MUST NOT** use any woodworking machine, power saws or nail guns.
2. All employees under the age of 18 **MUST** wear protective clothing, boots, etc. at **ALL TIMES**.
3. Trainees under the age of 18 are not allowed to smoke during working hours, while on site, on customer's premises, in company vehicles or in the workshop. Smoking is only allowed during break times and in an outdoor environment (see earlier related section on Smoking).

Duty of Care

1. Each employee has a duty of care to Him or Her Self, Fellow Employees, Fellow Workers while on site and the General Public. Any individual that causes injury or harm to another individual or group of people by an act of negligence or breach of their duty of care may be prosecuted for the said breach.
2. WSZ Joiners Ltd. will endeavour to provide the safest working environment possible for all their employees. It is the responsibility of each individual employee to ensure that there is no breach of these conditions. All signs and notices posted by WSZ Joiners Ltd. within the work place, company vehicles, etc. must be complied with.
3. Incidents deemed to be a breach of an employee's duty of care, will be recorded in the individual's employment record with persistent or serious breaches leading to disciplinary proceedings and possible dismissal under the heading of 'Gross Misconduct'.

THIS POLICY SHOULD BE MADE AVAILABLE TO ALL EMPLOYEES AND A SIGNED DECLARATION OF COMPLIANCE SHOULD BE TAKEN FROM EACH EMPLOYEE AFTER EACH REVIEW PERIOD AND AFTER ANY REVISIONS HAVE BEEN ADDED.

ALL EMPLOYEES SHOULD BE AWARE THAT A BREACH OF HEALTH & SAFETY REGULATIONS CAN LEAD TO DISCIPLINARY ACTION AND IN SEVERE CASES WHERE INJURY HAS OCCURRED BY A FAILURE ON THEIR PART, MAY RESULT IN A COURT ACTION AGAINST THEM.

WSZ JOINERS LTD. WILL NOT BE HELD RESPONSIBLE FOR ANY INJURY INCURRED BY ANY EMPLOYEE IF ANY OF THE GUIDELINES AND RULES OF THIS POLICY HAVE BEEN BREACHED.

REVIEW NOTES (List changes to the policy during the last review):

Asbestos section updated
Company Vehicles – Item 7 has been updated
Sub-contractors procedure added 18/09/2017