
HEALTH AND SAFETY POLICY

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1.0 STATEMENT OF INTENT

- 1.1 Plastek (UK) recognises that its people are the company's most important asset. Therefore, it is fully committed to ensuring the health, safety and welfare of its employees. It sees this aspect of the company's business as being an integral part of the total quality that the company sets out to achieve in the scope of its operations. The health and safety of employees, visitors, contractors and staff shall override all other business activities.
- 1.2 All reasonably practicable measures will be taken to achieve a satisfactory standard of performance in matters of health and safety, and progressive improvements will be actively sought in an attempt to achieve full compliance with the Health and Safety at work etc. Act 1974 and other associated Regulations.
- 1.3 This will have a resource implication and Senior Management will take this into account when setting budgets, so that funding can be made available for health and safety improvements and the provision of any training and advice. This will entail the setting of priorities.
- 1.4 Many people have occasion to use the facilities of Plastek (UK) who are not employees of the company. The company is equally committed to ensuring their safety and health while they are on site.
- 1.5 The company accepts that the successful management of health and safety has the benefit of improving the overall operation of Plastek (UK), by reducing injuries and ill-health, protecting the environment and reducing unnecessary losses and liabilities.
- 1.6 The company intends that health and safety considerations will form an important part of every planning strategy and be incorporated into all business activities. The health and safety implications of any capital expenditure will be assessed and the results considered before procurement.
- 1.7 Individual responsibilities and relationships necessary to create and sustain a positive health and safety culture are set out within specific health and safety management and operating procedures. The company recognises the importance of these postholders to the health and safety effort; to this end they will have the full support of the company.
- 1.8 The company will ensure that effective training is provided for all levels of staff on matters relating to occupational health and safety; this includes advice for non-work related activities.
- 1.9 The company recognises the importance of good communications in establishing co-operation and involvement in health and safety matters. They will ensure the maintenance of effective communication throughout the company safety management structure.
- 1.10 The company's health and safety performance will be measured and reviewed monthly by reviewing incident figures monitoring system.
- 1.11 The Health and Safety Policy Statement, Arrangements and Organisation will be reviewed and updated as necessary whenever circumstances dictate, or at intervals of no greater than two years.

2.0 ORGANISATION

2.1 Health & Safety Administrators

As part of the role of reporting at management level the health and safety performance of Plastek (UK), the Health & Safety Administrators will encourage and support all Managers in their efforts to improve health, safety and welfare of all persons who may be affected by Plastek (UK) operations.

2.1.1 The Health & Safety Administrators will report to Managers quarterly on the health and safety performance of the Plastek UK facility.

2.2 All Department & Managers

hereinafter referred to as “Managers” Although the General Manager accepts that final responsibility for health and safety matters rests with him as the representative of the board, he sees Managers as being the executive arm of the company’s health and safety policy.

2.2.1 Managers may delegate the actual implementation of the matters listed below which form an integral part of health and safety management, but they will be held accountable for their department’s performance in this field. To this end their management of health and safety issues will form part of their performance review.

2.2.2 Managers shall report regularly on their department’s performance in health and safety matters; this report shall be made to the General Manager at the Health and Safety Committee.

2.2.3 Managers will be represented on the Health and Safety Committee. This will provide an opportunity for expressing safety issues regarding employees, process and equipment within their department.

2.2.4 Managers should ensure that they and their staff receive adequate training, instruction and guidance to enable them to carry out their work safely and effectively.

2.2.5 Managers, in conjunction with the Health and Safety Administrators will investigate incidents, accidents and hazards, produce a report and take any necessary action to avoid re-occurrence.

2.2.6 An annual safety audit will be undertaken by the Health and Safety Administrators and the results communicated to all staff and a report made to the Health and Safety Committee.

2.2.7 All safety policies and procedures are to be kept up to date by the Health and Safety Administrators, and any revisions brought to the attention of all affected managers and staff.

2.2.8 Managers should also utilise the skills of external information providers such as the HSE, EMAS and Local Authority by directing queries through the Health and Safety Administrators.

2.3 Team Leaders -

- 2.3.1 Will thoroughly acquaint themselves with the policies of their Department.
- 2.3.2 Will co-operate with their Managers of departments in the formulation of policies, the setting of performance standards, training, monitoring and audit.
- 2.3.3 Will play an active part in the investigation of accidents, incidents and hazards. Attempting to identify and eliminate root causes.

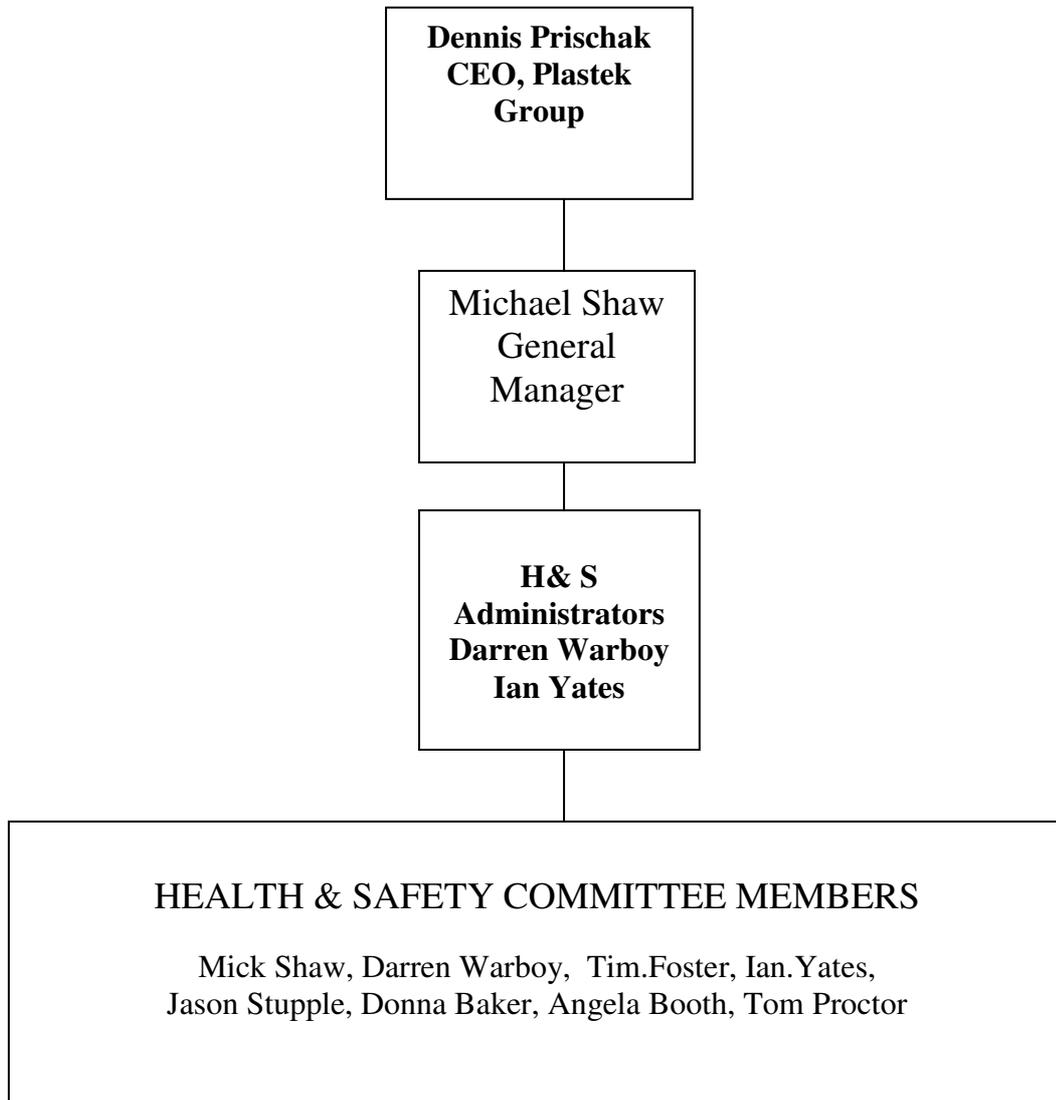
2.4 Employees -

- 2.4.1 Should be aware of and conform to departmental health and safety procedures, policies and Codes of Practice.
- 2.4.2 Should co-operate with their managers and with safety representatives to satisfy statutory and local health and safety requirements.
- 2.4.3 Should employ all safety devices or clothing to ensure their personal protection and the safety of others.
- 2.4.4 Should practice good housekeeping and report any deficiencies to safety representatives or their managers.
- 2.4.5 Should undertake training in health and safety matters as appropriate.
- 2.4.6 Should identify and assist managers in dealing with hazards to ensure safe working practices.

3.0 ARRANGEMENTS

- 3.1 Procedures:** The arrangements for health and safety will mostly be included in specific Health and Safety Operating Procedures (HSOPs) and Health and Safety Management Procedures (HSMPs), formulated to manage health and safety, (*section 5.0*). All such procedures will be kept up to date and all areas of the site will be made aware of them. The HSOPs and HSMPs will be audited annually.
- 3.2 General Manager:** On behalf of the Chief Executive, the General Manager is responsible for leading health and safety at Plastek UK Limited, and for ensuring that the requirements contained in the Health and Safety at Work etc Act 1974 and associated Regulations and Codes of Practice are applied.

ORGANISATION FOR HEALTH & SAFETY



3.3.1 Health and Safety Administrators: The Health and Safety Administrators are appointed to ensure effective implementation of health and safety legislation and policies, and also to act as reference point for detailed information or advice on health and safety issues.

Subjects on which he currently advises include:

- a) Health and Safety Policy formulation and development.
- b) Planning for health and safety, including the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards.
- c) Day to day co-ordination implementation and monitoring of Policy and plans, including accident and incident investigations, reporting and analysis.
- d) Reviewing performance and auditing the whole safety management system.
- e) Health and Safety training.

The position of the Health and Safety Adviser in the organisation is such that he supports the provision of authoritative and independent advice.

4.0 HEALTH AND SAFETY 'COMMITTEE:'

Plastek UK Limited Health and Safety Committee have been constituted. Its objectives are to review the measures taken to ensure the health and safety at work of employees; to advise on matters of health, safety and welfare policy; to promote co-operation between employers and employees in instigating, developing and carrying out measures to ensure the health and safety at work of employees.

The Committee meets bi-monthly. Minutes of meetings will be posted on the Health and Safety Notice Boards. Membership of the Committee will be publicised through these notice boards.

5 PROCEDURES

5.1 Health and Safety Management Procedures (HSMPs)

File No	Procedures	Responsible Person
HSMP-01/00	Internal communications, training & development	H&S Administrators and Managers
HSMP-02/00	External communications	General Manager and Health and Safety Administrators
HSMP-03/00	Health and safety improvement programme	H&S Administrators

HSMP-04/00	Non-compliance & corrective action	Health and Safety Administrators
HSMP-05/00	Health & safety management audit	Quality Manager
HSMP-06/00	Health & safety management review	All Managers

5.2 Health and Safety Operating Procedures (HSOPs)

File No	Procedure	Responsible Person
HSOP- 01/00	First-Aid	Human Resources and Managers
HSOP- 02/00	Accident Investigation and Reporting	Human Resources and Managers
HSOP- 03/00	Monthly inspections	Health and Safety Administrators
HSOP- 04/00	Isolation/Permit Procedures	Maintenance Manager
HSOP- 05/00	Fire control and Prevention of burns	Maintenance Manager
HSOP- 06/00	COSHH Engineering	Maintenance Manager
HSOP-	“ Mould Shop	Production Manager
HSOP-	“ Quality	Quality Manager
HSOP-	“ Finishing/Warehouse	Warehouse Manager
HSOP- 07/00	Display Screen Equipment	IT Manager
HSOP- 08/00	Risk Assessment Engineering	Maintenance Manager
HSOP-	“ Mould Shop	Senior Technicians
HSOP-	“ Quality	Quality Manager
HSOP-	“ Finishing/Warehouse	Warehouse Manager
HSOP- 09/00	No smoking at Work, inc- Alcohol & Drugs	Human Resources
HSOP- 10/00	Portable electrical equipment testing	Maintenance Manager
HSOP- 11/00	Safe Working of Contractors	Maintenance Manager
HSOP- 12/00	Structural Safety	Maintenance Manager
HSOP- 13/00	Legionella Monitoring and Control	Maintenance Manager
HSOP- 14/00	Lifting and Handling	Human Resources and Managers
HSOP- 15/00	Machine Safety Standards	Maintenance Manager
HSOP- 16/00	Asbestos	Maintenance Manager
HSOP- 17/00	Health Monitoring and Welfare	Human Resources
HSOP- 18/00	Pressure Systems	Maintenance Manager
HSOP- 19/00	Safe Means of access	Maintenance Manager
HSOP- 20/00	Safe use of Cranes & Lifting Tackle	Maintenance Manager
HSOP- 21/00	Personal Protective Equipment	Departmental Managers
HSOP- 22/00	Construction Safety	Technical Manager
HSOP- 23/00	Transport	Warehouse Manager
HSOP- 24/00	Noise	Technical Manager
HSOP- 25/00	Environmental Monitoring & Control	Maintenance Manager
HSOP- 26/00	Forklift Trucks	Warehouse Manager
HSOP- 27/00	Stress at work	Human Resources