

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of:

YATE WASTE MANAGEMENT LTD

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities; - to consult with our employees on matters affecting their health and safety; - to provide and maintain safe plant and equipment; - to ensure safe handling and use of substances; - to provide information, instruction and supervision for employees; - to ensure all employees are competent to do their tasks, and to give them adequate training; - to prevent accidents and cases of work-related ill-health; - to maintain safe and healthy working conditions; - to review and revise this policy as necessary at regular intervals.

Signed: *Darren Howard*

Date: 01/01/16 Review Date: 31/12/17

HSP/EMS/YWM/REV1/2013

Responsibilities

Overall and final responsibility for Health and Safety is that of the Board.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Technical Director, who will be designated as the Safety Officer.

The Operations Director, will be responsible as a deputy in case of absence of the Technical Director.

There is an appointed Safety Representative, in most cases the Transport Manager. The Safety Representative will provide the link between employees and the Safety Officer, and will be responsible for passing on such information as may be required by employees. Safety Representatives will also be responsible for co-operating and consulting with the Safety Officer as required.

It is the responsibility of every employee to ensure they are familiar with the Safety Representative and the means of reporting incidents and providing information.

All employees have to: - co-operate with supervisors and managers on health and safety matters; - not interfere with anything provided to safeguard their health and safety; - take reasonable care of their own health and safety; - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and Safety Risks Arising from our Work Activities

Risk assessments will be undertaken by the Safety Officer in consultation with the Safety Representatives.

The findings of the risk assessments will be reported to the Board.

Action required to remove/control risks will be approved by the Board.

The Safety Officer will be responsible, in conjunction with the safety representatives, for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed annually, or when the work activity changes, whichever is soonest.

Safe Plant and Equipment

The Safety Officer will be responsible for: - Identifying all equipment/plant needing maintenance; - Ensuring effective maintenance procedures are drawn up; - Ensuring that all identified maintenance is implemented; - Ensuring new plant and equipment meets health and safety standards before it is purchased.

Any problems found with plant/equipment should be reported to a Safety Representative in the first instance, to be dealt with by the Safety Officer if appropriate.

Consultation with Employees

Regular meetings will be held between the Safety Representatives and the Safety Officer. These meetings will provide an opportunity for the Safety Representatives to present any issues raised by employees.

The Safety Representatives should be the first point of contact for all employees for all Health and Safety issues including reporting accidents and near misses, dangerous incidents and occurrences and any suggestions you might have for improving safety and working conditions for yourself and your colleagues.

Any other consultation deemed to be necessary by the Safety Officer will be organised as required.

Safe Handling and use of Substances

The Safety Officer will be responsible for: - Identifying all substances which need a COSHH assessment; - Undertaking COSHH assessments; - ensuring that all actions identified in the assessments are implemented; - ensuring that all relevant employees are informed about the COSHH assessments; - checking that new substances can be used safely before they are purchased;

Assessments will be reviewed annually, or when the work activity changes, whichever is soonest.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the drivers' room.

Health and Safety advice is available in the first instance from the Safety Representatives, and from the Safety Officer, who will also provide details of external organisations should these be required.

The Safety Officer is responsible for ensuring that our employees working at locations under the control of other employers are given relevant Health and Safety information. This information may be distributed by the Safety Representatives.

Accidents, First-Aid and Work-Related Ill Health

The first aid box and eyewash bottles are kept in the drivers' room.

The appointed person is the Safety Officer.

All accidents and cases of work-related ill-health are to be recorded in the accident book. The book is kept in the drivers' room at each depot, by the Safety Representative. All accidents should be reported in the first instance to the Safety Representative.

The Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Competency for Tasks and Training

Induction training and job-specific training will be provided for all employees by a suitably qualified member of staff as designated by the Operations Director, and by outside organisations where required.

Specific jobs requiring safety training are: - Parts washer and spray-gun cleaner servicing; - Waste collection and handling; - operation of HGVs & LGV's

Training records are kept by the Safety Officer in the Office at Bristol.

The Safety Officer and the Operations Director will together be responsible for the identification, arrangement and monitoring of training.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Carry out a general site inspection on a weekly basis; - Carry out spot checks on plant and equipment; - Consult with Safety Representatives on a regular basis. - Review accidents and dangerous occurrences at bi monthly Board meetings and at regular meetings with Safety Representatives; - Review all risk assessments and policies on an annual basis.

The Safety Officer is responsible for: - investigating accidents; - investigating work-related causes of sickness absences; - acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

The Safety Officer is responsible for ensuring the fire risk assessment is undertaken and implemented.

Please see Fire Policy for specific regulations and procedures.

General

1. All employees should be aware of, and respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to a Safety Representative, the Safety Officer or other appropriate person.
3. Any person apparently under the influence of alcohol or any other intoxicating drug which might impair skills or judgement, whether prescribed or otherwise, shall not be allowed in the workplace if this might jeopardise the health and safety of that person or any other person.

4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed in the workplace if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or airlines 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 or stored in a designated area in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries must be reported to a Safety Representative in the first instance or to the Safety Officer.
11. It is the duty of all employees 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 a Safety Representative or to the Safety Officer. No guards or other safety devices are to be removed except under supervision and with specific permission.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. All employees are expected to attend safety meetings, when convened.

Personal Protective Equipment – Service Engineers

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Safety Officer.
3. Employees must maintain all personal protective equipment issued to them to ensure that it is not abused and remains fit for service as long as possible. In addition to the safety boots and workwear provided for all service engineers which must be worn at all times, the following items of Safety and Personal Protective Equipment are considered essential and must be available for use, in good condition, on each service vehicle:

- Eye Wash bottle. - First aid kit. - Safety goggles. - Green nitrile gloves. - Overalls. - Hi-Viz vest or jacket. – Instructions in writing. - 2 kg dry powder extinguisher (cab). - 9 kg dry powder extinguisher (externally mounted to rear). - Rags, granules or other absorbent materials. - Sack trolley. - Barrel trolley. - Respirator. - Hard Hat.

It is the driver's responsibility to ensure that all these items are available for use at all times. Should any item be missing or damaged, the Safety Officer must be informed immediately and a replacement obtained.

Under no circumstances should any solvents or wastes be handled unless the correct PPE is worn. All service staff must be aware of PPE requirements for all products to be handled as described in the Material Safety Data Sheet for those products.

PLEASE NOTE: YOU'RE HI-VISIBILITY JACKET OR VEST MUST BE WORN AT ALL TIMES WHEN WORKING OUTSIDE THE VEHICLE.

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 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.
3. Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
4. Where team lifting or moving is necessary one person should act as coordinator, giving commands to lift, lower etc.
5. The following items of Manual Handling equipment must be available for use in good condition on each service vehicle at all times:
1) Sack trolley. 2) Barrel trolley. 3) Pallet truck.

Under no circumstances must any drums, barrels, pallets, batteries or battery boxes be lifted or moved without the use of the correct handling equipment.

When loading or unloading a service vehicle, the tail lift must be used on every occasion. Please ensure that you are familiar with the safe and correct use of each of these items of equipment. If you have any doubts about correct use, please contact the safety manager or transport manager immediately. If any of these items are damaged or functioning incorrectly, please contact the safety manager or transport manager immediately.

Please ensure that any drum, barrel or battery box is sound and in good condition before attempting to move it using manual handling equipment.

6. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

Fire Policy and Procedures

Yate Waste Managements' fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

The person with responsibility for the maintenance of firefighting equipment is the Safety Officer. All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards

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

The Safety Officer is responsible for the provision and maintenance of fire prevention and detection equipment and is responsible for keeping the operating areas safe from fire, ensuring that staff are trained in proper fire prevention practices and emergency procedures.

Fire Fighting Equipment:

Fire extinguishers are located at strategic points throughout the workplace. 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 raise the alarm and evacuate the building immediately.

Fire Exits:

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

Smoking:

Smoking is prohibited in all areas of the offices and canteen, Smoking is prohibited in the yard.

Fire Emergency Procedure:

If you discover a fire: - Raise the alarm verbally and notify the senior person present; - Tackle the fire with the nearest appropriate fire extinguisher, but only if safe to do so;

If you are notified of a fire: - Leave the building by the nearest available exit; - Proceed to the assembly point at the main gate and await roll call;

In the event of a fire and after all reasonable firefighting action has been taken, leave the premises by the nearest available exit, closing all doors and windows where possible.

Assemble for roll call at the main gate, in a safe place, away from service vehicle entry points, to ensure that all are accounted for and no one is left on the premises.

Do not delay leaving the building by collecting personal belongings.

Do not re-enter the building until told to do so by the senior person present.

Upon being notified of a fire, the senior person present must: - Telephone the emergency services by dialling 999; - Remove the visitor's book where appropriate, and evacuate the building by the nearest available exit and proceed to the assembly point; - Initiate a roll call for employees and visitors; - Liaise with the senior fire officer, giving information on location of fire, missing employees or visitors, dangerous substances and chemicals; - Liaise with the senior fire officer before re-entering the building.

Working Environment

1. Work areas and benches 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 metal containers.

Walkways

1. Walkways and passageways must be kept clear from obstructions whenever practicable.
2. Trailing cables are a trip hazard and should not be left in any passageway.
3. Any change in the floor elevation of any walkway or passageway must be clearly marked.
4. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

Hi Visibility Clothing

A Hi-Visibility coat or vest **MUST** be worn at ALL TIMES when in the yard. HGVs are a significant hazard to your safety in the yard and wearing Hi-Viz will help to reduce the risk.

The transport managers at each depot keep a stock of Hi-Viz vests. If you need one, get one. If yours is dirty or old, get a new one.

Wearing of correct Hi-Viz will be monitored and disciplinary action may be taken against any employee who fails to adhere to this policy.