

W P EGLIN LIMITED

HEALTH AND SAFETY POLICY

The Directors of W P Eglin Ltd recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice. This responsibility extends to other persons while they are on the company premises.

As Managing Director, I recognise the duties and obligations imposed on the Company, both under the Health and Safety at Work etc Act 1974 and this policy, to ensure, so far as is reasonably practicable, the health and safety of:

1. All persons employed by the company whilst they are at work.
2. Persons other than company employees who may be exposed to risks arising out of, or in connection with, the activities of employees of the company whilst they are at work.

The company will, so far as is reasonably practical, pay particular attention to the following.

1. The provision and maintenance of plant and systems of work that are safe and healthy.
2. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision to ensure the health and safety at work of employees and others.
4. The control of the place of work – maintaining it in a safe condition.
5. The provision of a safe means of access to and exit from the place of work.
6. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.



R LAYCOCK
MANAGING DIRECTOR

Last revision : Jan 2009

PERIODIC REVIEW OF POLICY PROCEDURE

Organisation and Responsibilities

1. Managing Director

The Managing Director of W. P Eglin, through the Group Operations is responsible for safety in the company and will monitor the safety policy on a regular basis. The Board will be appraised of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training in manual handling where appropriate and the provision of eye tests for those who habitually use display screen equipment.

Moreover, information and training for employees will be provided in order (so far as is reasonable practicable) to achieve and maintain a high standard of safety proficiency.

2. Safety Officer

The Safety Officer whose responsibilities cover the maintenance of safety records, investigation of accidents, providing accident statistics and keeping a watching brief on changing safety legislation, and reports directly to the Director. Full investigation of accidents will be carried out by the safety officer under the direction of the appropriate manager with a view to the prevention of future occurrences.

The safety officer is responsible for ensuring that the company's obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met.

3. Departmental Manager

Departmental Managers, have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Each Manager will:

- a) Ensure that each new employee is given induction training, including the precautions procedures appropriate to their specific jobs (all new members of staff will be shown the location of first aid boxes, fire exits and fire-fighting equipment).
- b) Ensure that all staff are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures.
- c) Ensure that all staff for whom he or she is responsible are aware of the health and safety policy and procedure.

- d) Ensure that any temporary employee, before commencing work, is supplied with comprehensible information about any special occupational qualifications or skills required in order that the work can be carried out safely.
- e) Keep up to date with health and safety matters applicable to the operations of the company.
- f) Investigate all accidents with assistance of the safety officer, with a view to prevention.
- g) Ensure that good housekeeping standards are applied.
- h) Review all new and existing equipment periodically with reference to mechanical and operational safety and, in particular, the location of all equipment bearing in mind the requirements of the workplace and the use of work equipment regulations.
- i) Carry out regular safety checks and audits.

4. **Supervisors**

Supervisors have the responsibility to provide leadership and to promote responsible leadership attitudes towards health and safety.

Supervisors must ensure that all tasks carried out in their sections are performed with the utmost regard for the health and safety of all those involved. Accidents must be reported immediately to the Health and Safety Officer. Particular regard will be paid to:

- a) Equipment and methods of working to ensure that they are safe and do not endanger health.
- b) Providing safe arrangements for the handling, storage and movement of materials, equipment and substances.
- c) Supplying sufficient information, instructions, training and supervision to enable employees to avoid hazards and contribute positively to their own health and safety at work.
- d) Inspecting equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices on a regular basis to ensure their efficiency and maintenance.
- e) Ensuring that the staff for whom they are responsible are aware of any procedures in place to deal with serious or imminent danger.

5. **Employees**

All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to follow company procedures and, in particular, to report any accidents which have or may have led to injury or damage.

All employees should ensure that they use any equipment provided in accordance with the training they have received, inform their supervisor about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements. If the supervisor or manager are not available, an employee may stop work and immediately proceed to place of safety in the event of being exposed to serious, imminent and unavoidable danger. Any employee who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with the supervisor after the danger has ceased or has been dealt with.

ADMINISTRATIVE ARRANGEMENTS

Accident reporting

1. In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for a supervisor/first aider. **DO NOT MOVE THE INJURED PERSON.**
2. Report the full details to your supervisor/manager who will record the incident in the accident book. The record will be regularly inspected by the Safety Officer. The accident will be reported to the inspecting authority as and when necessary.
3. Any “near miss” incident which occurs should also be reported to your immediate supervisor who will be responsible for making a report to the Safety Officer.
4. All accidents will be investigated by the department manager and the safety officer. A report will be made to the Managing Director to ensure that the necessary action is taken to prevent reoccurrence.

First Aid

During the induction programme employees will be shown the location of the nearest first aid box to their work area.

Names of the first aiders and appointed persons together with information on how to contact them are given on the notice board.

Fire

Fire exits must be kept clear from obstruction. All employees must know their evacuation route and assembly point in case of fire.

If you **DISCOVER** fire:

1. Immediately operate the nearest fire alarm call point.
2. **WITHOUT PERSONAL RISK**, try to put out the fire, if possible, with the nearest appropriate fire appliance provided, by directing the hose or extinguisher to the base of the flame. (If you are unsure which extinguisher to use, do not attempt to extinguish the fire, leave the building and inform a supervisor / manager).

If you **HEAR THE FIRE ALARM:**

1. A supervisor will be responsible for calling the fire services.
2. Leave the building immediately by the nearest available exit and report to your warden at your evacuation assembly point. (EAP) **DO NOT RUN. DO NOT USE THE LIFTS. DO NOT DELAY FOR PERSONAL BELONGINGS.**
3. Do not re-enter the building until instructed by your supervisor.

A detailed fire procedure has been attached in Appendix 1

Hazardous substances

A number of hazardous substances exist in the workplace. The company conducts risk assessments to identify, evaluate and control these hazards.

It is the duty of all employees to play their part in minimising exposure by:

- ◆ Wood dust: ensure that capture hoods are correctly adjusted on machines and that extraction is functioning properly. Accumulations of dust and chips must be cleared from machines on a regular basis and the working area must be vacuumed at least once per day. Sweeping should not be used as it creates clouds of wood dust. Any extraction problems must be reported to the supervisor. Operators using machines not connected to extraction, which can create dust, must wear a dust mask and the area must be vacuumed at the end of the job.
- ◆ Powder coating: ensuring that boxes of powder are kept closed and conducting regular vacuuming of the working area
- ◆ Solvents: lids must be kept on all tins and units containing solvents. All tins must be stored in flameproof containers over night. Thinner use should be avoided where possible with cleaning solvent recaptured after use. Waste solvent must be stored in a lidded container in the designated area.

Inspections and assessments

Audits, Inspections and Assessments are conducted by Management and Supervisory staff and reports prepared and circulated to all relevant staff. Consulting bodies will be used in any specialised areas.

An assessment of the risk is carried out to meet the requirements of:

1. Provision and use of Work Equipment Regulations 1998
2. Manual Handling Operations Regulations 1992
3. Personal Protective Equipment at Work Regulations 1992

4. Health and Safety (Display Screen Equipment) Regulations 1992
5. The Control of Noise at Work Regulations 2005
6. The Control of Substances Hazardous to Health Regulations 2002

Machinery

Machinery may only be used by authorised operators. Authorisation will only be granted following an assessment of each operator on the machine in question. The assessment will be documented and a list of operators authorised for each machine will be posted in the relevant work-shop.

Manual handling

40% of reportable injuries in the furniture industry are due to manual handling. In order to reduce the likelihood of injury, the company has undertaken manual handling risk assessments which have led to the identification and implementation of measures to reduce the level of manual handling risk.

Employees must exercise caution when moving objects by hand. Mechanical aids such as trolleys and fork lifts should be used wherever possible. If in doubt, help should be sought when lifting a heavy item.

Noise

The following areas have been designated hearing protection zones as noise levels typically exceed 85 dB(A). Anyone entering these zones, even for a short time, is legally required to wear hearing protection. Failure to do so may lead to disciplinary action:

- ◆ Welding and metal working areas
- ◆ Wood mill

The following areas will typically expose workers to 80 to 85 dB(A). The use of hearing protection is optional – but strongly advisable:

- ◆ Powder coating
- ◆ Wood coating
- ◆ Assembly

Safety Training

Safety is to form an integral part of in-service training within the company. Of particular importance is the training given to employees who change their job function. In the case of new starters emphasis should be placed on the safety regulations relating to the work areas in which they will be working. The induction of employees at the commencement of their employment should include the relevant instruction and information on all aspects of safety and in all cases an awareness and understanding of the code of practice.

It is the responsibility of the Manager, Head of Department or Supervisor to ensure that all personnel under their control are fully aware of their responsibility under the code and Health and Safety at Work etc Act 1974.

Visitors and Public

All reasonable action is to be taken to ensure that visitors are either accompanied in all areas where risks are known to exist, or that they are made aware of such risks. The company is to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out by its employees, whether on company premises or not.

COMPANY CODE OF SAFE PRACTICE

Good housekeeping

1. Undue hurrying and forgetfulness cause many office accidents. Do not run down steps. Use handrails going up or down stairs.
2. Watch out for people coming round blind corners or opening doors quickly.
3. Never read while walking.
4. Leaving lower filing drawers open causes many trips and falls. Please make sure they are closed.
5. Electrical wires and telephone cords must not be allowed to lie uncovered on the floor and should be taped down, since they are major tripping hazards.
6. Ensure that all floor areas are well lit and free of obstruction.
7. Spilled drinks and tracks from rain or snow should be cleaned immediately.
8. Pointed objects such as pencils, pens, letter openers and files must be used carefully to avoid puncture wounds.
9. Horseplay, including throwing paperclips, shooting rubber bands and throwing objects out of windows, is unacceptable behaviour.

Electrical Equipment

Electrical equipment provided by the company is safe to use, it is properly installed and regularly inspected. Remember that water and liquids are conductors of electricity and their association with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses, etc., would make the shock more severe.

NEVER touch electrical equipment with wet hands, move any portable electrical equipment without disconnecting it from the mains or make electrical repairs or do other electrical work unless you are an authorised person.

KEEP electrical supply cables and flexes away from wet areas or from where they will be damaged by being walked over or knocked when moving equipment about.

ALWAYS switch off electrical equipment when not required, unless continuous operation is necessary disconnect electrical equipment at night by removing the plug from the socket, again unless continuous operation is necessary and/or instructed otherwise, and report defective equipment to your immediate supervisor.

Working at heights: reaching, etc.

Do not attempt to obtain items which are beyond your reach. If you cannot reach, use a ladder or stepping stool. Be sure the ladder is in a safe condition. Do not use chairs, open drawers or any makeshift device for climbing. Do not climb up the shelves themselves. Do not over reach on the ladder. It is safer to get down and move the ladder.

ADDITIONAL CLAUSES

Health and Safety: grievance procedure

This procedure relates only to the occupational health and safety problems, disputes or grievances.

1. In the event of the above, employees should either orally or in writing refer the matter to the Managing Director.
2. If the employees are dissatisfied with the outcome or in the event of there being a danger of death, serious imminent danger or health risk, staff may stop work immediately, leave the workplace and proceed to a place of safety. The matter should be reported as soon as possible to the Managing Director who will investigate and determine what action should be taken.
3. After the investigation, the employee will be informed that:
 - a) The company has, so far as is reasonably practicable, eliminated the danger and employees must resume normal working.
 - b) The company does not consider that the matter constitutes a grave risk to health or safety, and employees must resume normal working, or
 - c) The company will undertake further investigation and may, if necessary, obtain expert opinion. Employees will then be suspended on full pay or be transferred to alternative work whilst the investigation takes place.

Refusal to resume normal working when instructed to do so will be a breach of company discipline. The matter will then be dealt with under company's normal disciplinary procedure.

WORKPLACE INSPECTION

All employees and their work premises are subject to the provisions of Health and Safety at Work Act 1974. This stipulates that the health, safety and welfare of employees at work is the employer's responsibility. The workplace constitutes one means of fulfilling these obligations.

Inspections should be carried out regularly by either the Safety Officer or the person responsible for co-ordinating health and safety matters in the company.

Check lists in the form of Workplace Inspection forms will be completed and held by the Safety Officer, the person responsible for co-ordinating health and safety matters so that a record of the inspections carried out can be produced when required.

Additionally, if certain remedial work needs to be carried out, a copy should be forwarded to the appropriate person for authorisation.

Appendix 1: Fire plan

Everyone has a duty to help the company minimise the risk of fire through a number of simple measures to reduce the amount of fuel and the likelihood of ignition:

- ◆ Ensure that working areas are regularly cleared of off-cuts and dust, with vacuums being used to remove lighter material.
- ◆ Confine smoking to designated areas
- ◆ Switch off electrical appliances at the end of the shift

Action upon discovering fire

- ◆ Break the glass at the nearest fire alarm point to activate the alarm. If you are in an area without an alarm, shout “FIRE” to raise the awareness of everyone else in the vicinity.
- ◆ One person in the main office will undertake the duty to phone the fire brigade
- ◆ Extinguishers are provided around the premises. These may be used if:
 - ◆ You are trained on how to operate an extinguisher; and
 - ◆ It is safe to use an extinguisher; and
 - ◆ There is a chance of controlling the fire.
- ◆ However, personal safety comes first and you should never try to fight a fire where there is a risk of personal injury. Furthermore, if the flames have not been eliminated after discharging two extinguishers, exit the building through the nearest fire exit.

How people will be warned of fire

- ◆ If you hear the fire alarm or a shout of “FIRE”, proceed to the nearest fire exit at once.
- ◆ Do not stop to collect personal possessions.

Assembly points

- ◆ All personnel are required to gather on the far side of Victoria Road, opposite the office

Procedures for checking that evacuation is complete

A number of fire marshalls have been appointed. These individuals have the following duties:

- ◆ To check that their area and any other area assigned to them is clear of the people for whom they are responsible
- ◆ Instruct anyone else to perform a task as necessary and confirm that the task has been completed e.g. ensuring all areas are aware that there is a fire
- ◆ Obtain the register for their area (visitors, deliveries, etc.)
- ◆ Report to the designated person at the assembly point
- ◆ Take a roll call and complete the register at the assembly point and report the facts to the designated person
- ◆ Wait for approval to return to their area

Identification of key escape routes

Fire exits and escape routes are provided throughout the premises. All employees have a duty to ensure that they:

- ◆ Familiarise themselves with the location of the nearest exits and escape routes
- ◆ Take care on a daily basis to avoid storing goods on escape routes or within 2 metres of fire exit doors

Fire fighting equipment provided

Extinguishers are provided. These should only be used if you have been trained, it is safe to use one and there is a chance of controlling the fire.

Different types of extinguishers are present:

- ◆ Water: for use on solid fuels such as timber and paper
- ◆ Carbon dioxide: for use on electrical fires after the power has been turned off.

Arrangements for special individuals

Staff bringing visitors and contractors onto the shop floor site must notify the manager of the area in which they are working.

Processes / machines which must be stopped prior to evacuation

Press the “stop” or “emergency stop” on any machinery which is in use at the time of an evacuation.

How emergency services summoned and by whom

The emergency services should be summoned by the person discovering the fire. Alternatively, this individual can ring reception to perform this task.

Procedures for liaising with services upon arrival

The most senior manager will be responsible for liaising with the emergency services, assisted by the fire marshalls.

Training required by employees

All employees are provided with induction training which includes details of:

- ◆ What to do on discovering a fire or hearing the fire alarm
- ◆ Location of fire exits and fire fighting equipment
- ◆ How and when to use fire fighting equipment
- ◆ Location of fire assembly point

Refresher training is also provided on a periodic basis.