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### **Additional Reference and Supporting Material held separately in the Health and Safety Manual**

- ◇ Notices, Posters and Reference Publications
- ◇ Registers of Safety and Records of Examination of Plant and Equipment
- ◇ Safety Rules for Contractors working for Phoenix
- ◇ Risk Assessment covering all relevant areas and activities

# POLICY

## 1.1 GENERAL POLICY STATEMENT

The company has a responsibility to ensure that safe and healthy working conditions are provided and maintained for all its employees as far as this is possible.

It will so far as is reasonably practicable:-


provide safe plant and equipment, safe systems of work and adequate training

take all necessary steps to prevent or limit the exposure of employees to any substance hazardous to health as an ongoing priority

make available access to good first aid, medical and occupational hygiene services

comply with the law.

Every person is reminded that they have a responsibility to safeguard themselves, either by instruction, example or behaviour and should not put other people or the company's plant, equipment and property in jeopardy.



**DIRECTOR RESPONSIBLE  
FOR HEALTH AND SAFETY**

Arrowsafe Limited

**HEALTH AND SAFETY  
ADVISER**

## **1.2 OBJECTIVES OF THE POLICY**

To advise employees at all levels on safe working methods, equipment and conditions.

This will achieve:-

1. The avoidance of injuries.
2. The provision of safe and healthy working conditions and a general environment in which the individual can offer his/her maximum contribution to the job.
3. The control of loss and/or damage to plant and equipment.

## **RESPONSIBILITIES AND ACCOUNTABILITY**

### **2.1 GENERAL**

The Managing Director is ultimately responsible for the application of Health and Safety legislation and for achieving the objectives of the Health and Safety Policy.

He delegates this authority through various people within the organisation. These are listed on the following pages defining the responsibilities for which they will be held accountable.

### **2.2 ALL EMPLOYEES AND CONTRACTORS**

All employees and contractors regardless of position have a responsibility not to commit acts in breach of legislation and they must not willfully and without reasonable cause do anything likely to endanger themselves or others.

This responsibility cannot be passed to anyone else.

All employees and contractors must:-

1. Ensure that they are familiar with the Company Health and Safety Policy, safety rules and safety procedures.
2. Take due care for the Health and Safety of both themselves and their fellow workers.
3. Conform to rules, procedures and instructions regarding safe working practices.
4. Report to their immediate supervisor all accidents, unsafe plant, tools and equipment and unsafe practices, methods of work and any other hazards.
5. Not use equipment or tooling which has safety defects.
6. Use correct methods of work, do not improvise by using methods, tools or equipment which entail unnecessary risks.
7. Use appropriate personal protective equipment as required.
8. Assist in the maintenance of good housekeeping standards

9. Co-operate with the Company in the implementation and observation of all statutory health and safety requirements.
10. Not misuse or interfere with anything provided by the Company for the purpose of Health and Safety at work.
11. Assist in the investigation of accidents that occur.

### **2.3 DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY**

1. Ensure there is an effective Health and Safety Policy for the Company and periodically appraise its effectiveness.
2. Ensure Health and Safety is a permanent agenda item at regular meetings of Managers and Directors.
3. Be aware of major hazards and that General Managers, Managers and Engineers make periodic checks to ensure that approved safety precautions are being carried out.
4. Ensure all levels of Management understand and take responsibility, actively support and implement the Health and Safety Policy and Procedures.
5. Be aware of statutory legislation, Common Law and Codes of Practice affecting his sphere of operation.
6. Ensure that the Company's activities are conducted in such a way that the general public are not exposed to risks to their safety or health.
7. Provide adequate staff, funds and material to meet the requirements for Health and Safety.

## 2.4 MANAGERS

A Manager is responsible for the health and safety of all employees at work in his sphere of operation. He must, therefore,

1. Contribute to and fully operate the Health and Safety Policy within his sphere of operation.
2. Ensure his subordinates are instructed and trained and they fully implement the Health and Safety and Procedures.
3. Be informed about State Legislation, Common Law and Codes of Practice as it affects the Company.
4. Authorise adequate funds and resources to meet Health and Safety requirements.
5. Maintain interest and enthusiasm for safe working amongst all his subordinates. Actively seek their co-operation and assist them in resolving problems.
6. Make regular inspections to ensure all safety procedures are being operated particularly for lifting equipment, safety regulations effectively displayed and understood and that portable tools and equipment are of the required standard.
7. Ensure that in the case of new plant, equipment, change in building structures or new materials/substances used that all statutory and Company safety regulations and procedures are followed.
8. Ensure that Health and Safety meetings are held, where appropriate, and the findings acted upon promptly.
9. Ensure he and his staff are familiar with the main hazards in his area and the action that should be taken in an emergency.
10. Ensure that job safety requirements are established for all jobs and that these and other health and safety requirements are made known to the employees by adequate training.
11. Ensure that the highest standard of house keeping is maintained in the Company.
12. Ensure appropriate personal protective equipment is available and used.
13. Ensure adequate and up-to-date regulations, posters and signs are prominently displayed, understood and observed.
14. Be aware of and ensure observation of site instructions imposed on all contract employees.
15. Ensure that contractors under his direction carry out their work according to Company Policy.

## **2.5 ENGINEERS**

An Engineer is responsible to the health and safety of all contractor's at work in his sphere of operation and must, therefore,

1. Contribute to and fully operate the Health and Safety Policy.
2. Ensure his subordinates understand and implement the Health and Safety Policy and procedures.  
Ensure also that safe systems of work are used and the necessary training is given to people under his control.
3. Ensure awareness of the Statute Legislation, Common Law and Codes of Practice as it affects his Company.
4. Continuously monitor safety performance.
5. Ensure he and his subordinates operate in accordance with onsite permit to work systems.
6. Ensure the highest standard of housekeeping is maintained onsite.
7. Ensure that all incidents resulting in damage to property and 'near misses' are reported.
8. Ensure he is familiar with the main hazards onsite and the action that should be taken in an emergency.
9. Make regular inspections of his area to ensure all safety procedures and practices are being adhered to.
10. Investigate all injury producing accidents, complete and return accident report forms.
11. Maintain interest and enthusiasm for safe working amongst all contractors.  
Actively seek their co-operation and assist them in resolving problems referred to him and refer to his superior any problems which he cannot safely control.
12. Ensure contractors are aware of health and safety protective equipment available and ensure its correct use and maintenance.
13. Ensure clear access is available to all safety doors, fire alarm buttons and fire extinguishers.
14. Carry out Safety Induction training for new contractors and ensure that all job safety requirements are made known by adequate training.

## **SAFETY STRUCTURE AND GENERAL GUIDELINES**

### **3.1 ACCIDENT REPORTING AND INVESTIGATION**

All reported accidents, defects and 'near misses' will be investigated by the engineer/manager and the cause(s) established. Defects will be assessed and remedial action will be taken to prevent further accidents.

### **3.2 FIRST AID PROVISIONS**

The Company will provide a sufficient number of adequate First Aid boxes.

### **3.3 PROTECTIVE EQUIPMENT AND CLOTHING**

Necessary equipment required for the protection of employees will be provided. All such equipment will comply with the relevant British Standard.

### **3.4 DISCIPLINE**

Company disciplinary procedures will be used, where appropriate, for breaches in Health and Safety at work policies and procedures.

### **3.5 GOOD HOUSEKEEPING**

Good housekeeping will be a major objective of the Safety Program, in which everyone must take an active part. There are arrangements for:-

1. Storage of clothing, washing and toilet facilities.
2. First Aid facilities.
3. Adequate and clearly marked gangways.
4. Storage of tools, equipment and waste.
5. Provision of space for plant and machinery.
6. Lifting equipment and mobile mechanical handling equipment.

### **3.6 PERSONAL HYGIENE**

The following recommendations are made for employees who come into contact with oil, grease, dirt etc.

1. Wash hands before going to the toilet or handling food.
2. Wipe oil and grease off skin surfaces as soon as possible.
3. Use a barrier cream on hands where possible.
4. Try to avoid wearing oil-soaked overalls for long periods.
5. Try to avoid keeping oil-soaked cloths/rags in overall pockets.



# **Environmental Policy**

**Units 15 & 16 Littleton Business Park  
Cannock  
Staffordshire  
WS12 4TB**

# 1. Environmental Controls

## 1.1 Pollution

Under the Environmental Protection Act 1990, harmful substances must be disposed of in a correct, safe and controlled manner.

It is the Contractor's duty to dispose of harmful substances in accordance with the stated regulations. The Company's Environmental Manager / Engineer will give assistance and advice when requested.

## 1.2 Spillage Procedure

In the event of a chemical spillage the following procedure should be adhered to:

- Move to a safe distance from the spillage area.
- Contact the site security immediately
- Give concise information on:
  1. the location of the spillage.
  2. the nature and extent of any injuries.
  3. the nature of any spillage, e.g. liquid/powder, colour etc.
  4. if known, the name of the substance.

For small spillages, the Company's Emergency Spillage Kit can be used to contain substances but only if there is no risk of personal injury.

## 1.3 Waste Control

The wasteful use of resources (materials, energy and water), as well as the generation of solid, liquid and gaseous wastes can lead to environmental damage. In order to reduce energy use and improve conservation, materials should be re-used or re-cycled wherever practicable.

## Environmental Details

Director/Manager with Environmental Responsibility: Mr. Allan Potter

Activities require environmental arrangements: Yes

Published environmental policy: Yes

Environmental reviews/audits to establish performance: Yes

Will accept a verification visit by Contractor Rep: Yes

Subject of any env. Proceedings in the last 5 years: No

**ENVIRONMENT AGENCY**

CERTIFICATE OF REGISTRATION UNDER THE CONTROL OF POLLUTION (AMENDMENT) ACT 1989

**Regulation Authority**  
Name: Midlands Region - Upper Trent  
Address: Sentinel House  
9 Wellington Crescent, Fradley Park  
Lichfield  
Post Code: WS13 8RR  
Tel: 01543 444141 Telex: Fax: 01543 404931

**Uncertified Copy Please Call For Current Registration Status**

The following information is hereby certified by the above-mentioned authority as being information which at the date of this certificate is entered in the register which they maintain under regulation 3 of the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991:-

Name(s) of registered carrier: Phoenix Industrial Flooring Ltd

Registration number: BUT/773254

Business name (if any): Phoenix Industrial Flooring Ltd

Address of registered carrier's principal place of business: Unit 16, Littleton Business Park  
Huntington  
Cannock  
Staffordshire  
WS12 4TR  
Tel: 01543 466 906 Telex: Fax: 01543 466 907

Date of registration: 27/05/2003

Date of expiry of registration\*: 26/05/2006

Date on which last amendment (if any) was made to the carrier's entry in the register: 27/05/2003

Signature of authorised officer of the regulation authority:  Date: 27 MAY 2003

[See Team Leader Customer Contact & Authorisations]