

## Introduction

In order to comply with the Health and Safety Work etc. Act 1974 employers have a duty to prepare and publicise a written Safety Policy.

Gurit UK Ltd aims to continuously improve Occupational Health and Safety performance throughout all operations and regards the promotion of health and safety equal to that of any other management function, and shall:

1. Ensure employees are aware of safety and safe working practices for the work in which they are engaged.
2. Ensure that a high standard of safety is maintained in all operations and at all workplaces and that sufficient resources are made available to promote this policy.
3. Ensure, as far as is reasonably practicable, that the risks to which employees and persons not in their employment may be exposed are reduced to the lowest level.
4. Comply with current Health and Safety legislation.
5. Maintain effective communication links between management, employees and other relevant parties.
6. Ensure safety procedures are regularly reviewed and update staff with regard to the safety precautions they are expected to observe.
7. Emphasise that a safe working environment and safe systems of work require the participation of all individuals at all levels.
8. Maintain an externally verified Health & Safety Management System to assist and improve the site management of Health & Safety

## Objectives

The objectives of the health and safety policy are:

1. To set standards which demonstrate the commitment of Gurit to safety in all their activities and to meet all national and local statutory requirements.
2. To review and develop health and safety standards to meet changes in legislation, working practice and changes in technology.
3. To ensure all employees are informed of their responsibilities for health and safety and that they discharge them effectively.
4. To ensure that all sub-contractors are informed of relevant safety standards and monitor their compliance, without detracting from their legal responsibilities.

5. To co-operate with the appropriate Authorities.
6. To provide adequate information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety.
7. To be committed to the prevention of injury and ill health.

## **Responsibilities and Structure**

The Site Manager has overall responsibility of the implementation of the health and safety policy and for ensuring, as far as is reasonably practicable, that sufficient resources are made available to maintain adequate standards of health and safety in all of Gurit's operations.

## **Definition of Responsibilities**

### **Site Manager**

- Has overall responsibility for Health & Safety at Gurit and acts with the full authority of the Board of Directors
- To allocate sufficient resources to enable Gurit to meet all statutory obligations
- To encourage best practice, and has regular reviews with the H,S&E Manager

### **Health and Safety Manager**

- Delegated specialist responsibility for health and safety within the company
- Promote good practice with regard to health and safety
- Advise all levels of the company on health and safety matters
- Be involved in risk assessments and safety audits

### **Line Managers**

- Primary responsibility for implementation of the Health and Safety policy in their department which the company defines as a key line management function
- Coordinate proactive and reactive measures resulting from risk assessments and accident/incident investigations
- Be the first point of contact for departmental health and safety matters
- Promote good and safe working practices

### **Supervision / Line Leaders**

- Responsibility for implementation of Health & Safety policy at workplace level

### **Safety Representatives**

- Assist in the promotion of good practice and assist in risk assessment, accident and incident investigation
- Perform safety audits

### **Departmental Staff**

- Follow safe working practices
- Inform line management or supervision of safety concerns

## **Implementation and Communication**

So far as is reasonably practicable Gurit will:

1. Ensure there is an effective and cohesive health and safety policy in place, which is monitored and reviewed regularly.
2. Identify training needs and make improvements in the flow of information within the company as they become apparent.
3. Encourage employees to bring to their attention any potential hazard and make suggestions as to ways in which health and safety can be improved.
4. Maintain records of all accidents and dangerous occurrences / incidents.
5. Ensure all responsible persons are aware of the requirements of the Health and Safety Executive in relation to the reporting of injuries and dangerous occurrences / incidents.
6. Consult with employees via the H,S & E Committee which is comprised of Management and Safety Representatives
7. Ensure that all staff are aware of the location of staff trained in first aid and the location of first aid equipment.
8. Ensure that suitable protective equipment is made available and is worn whenever necessary.
9. Ensure adequate supervision and training of staff, particularly where there are young persons or staff required to undertake work practices for the first time.
10. Stop any work, which, in their opinion endangers the safety of any employee or any other person.

## **Risk Assessment**

The Health & Safety Manager is responsible for ensuring that suitable and sufficient risk assessments are performed in conjunction with the relevant Line Managers or their nominated representatives. (See WI-HSE-021) The risk assessments are stored in the Risk Assessment Register on the Shared J Drive.

Risk assessments should be performed on work activities and processes in which the employees of Gurit are engaged. The purpose of the risk assessment is to identify risks arising from such activities, initiate remedial actions to minimise or eliminate those risks, and to produce action plans detailing activities and responsibilities.

The Line Manager is responsible, together with the Health & Safety Manager, for ensuring that all staff in the department are made aware of the findings of the assessments which affect them.

## **Fire Procedures**

The Health & Safety Manager is responsible for fire related matters which includes:

- Reviewing fire procedures and performing risk assessments as required
- Ensure that all staff are aware of the location of firefighting equipment and the procedures to be followed in the event of an emergency, such as fire.
- Ensuring staff receive suitable training in emergency equipment and procedures
- Arranging for annual inspection and maintenance of firefighting equipment
- Maintaining records of all tests, inspections and fire drills carried out
- Ensuring that escape routes and procedures are maintained

## **Accident Reporting**

All accidents, incidents, and work-related illnesses must be reported in accordance with the Accident and Incident reporting procedure. (See WI-HSE-006)

All accidents and incidents will be investigated in a manner according to their severity and where possible actions will be implemented to prevent re-occurrence. The line manager with the HS&E Manager will carry this out.

All accidents and work-related illness, which results in absence of 7 days or more must be reported to the Health & Safety Manager who is responsible for notifying the HSE.

## **First Aid and Occupational Health**

A full list of First Aiders is available from the Human Resources Department and is maintained on the Intranet.

Each first aider is responsible for ensuring that first aid kits in their area are fully stocked.

If they or any other member of staff are aware of a shortage in a kit then this must be reported to the Health & Safety Manager who will arrange for replacement.

An Occupational Health Policy statement is available on the Management System.

## **COSHH**

The Control of Substances Hazardous to Health Regulations can affect every member of staff. Hazardous substances will only be used where there is no safer alternative. It is the responsibility of the Health & Safety Manager to maintain assessment records of hazardous substances and to ensure that staff have received training and instruction in the hazards which may be present and the measures to be adopted to minimise any risk. Where protective clothing is provided it is the employees' responsibility to use and maintain it, keep it safe and report any damage / shortcomings to their supervisor/manager.

## **Work Equipment**

Line Managers are responsible for ensuring that work equipment in their area is in serviceable and safe condition. They will report all defects to maintenance and, if in their opinion the defect renders the equipment unsafe, then they are entitled to prohibit use until the fault is rectified.

Employees are to report any faults in equipment to management as soon as they develop and are only to use equipment for which they have been trained and authorised to use.

The Maintenance Department are responsible for routine inspection and maintenance of equipment.

## **Manual Handling**

The Health & Safety Manager is responsible for ensuring adequate manual handling assessments are performed. Ensuring that training in appropriate techniques is the responsibility of the Line Manager and the relevant trainers.

The company has trained manual handling instructors to perform adequate manual handling training in appropriate techniques.

## **Training**

The Health & Safety Manager is responsible for identifying all relevant safety related training needs in conjunction with the Human Resources / Education department who are responsible for organising training and maintaining records.

The safety performance of staff may be the subject of discussion in the individuals' appraisal, during which any safety related training needs can be identified.

Staff are encouraged to discuss any needs that they may have with regard to health & safety at work. Their first point of contact is with their Manager, or if they feel that the issue has not been satisfactorily addressed then they should discuss their concerns with the Health & Safety Manager.

All staff will undergo a suitable safety induction briefing relevant to their needs.

## **Employees Responsibilities**

All employees of Gurit will:

1. Familiarise themselves with the safety policy and adhere to it at all times (all employees will receive a copy of the safety policy)
2. Comply with all instructions given by the Site Manager or his appointed representative.
3. Work in such a way so as to ensure their own safety and the safety of those around them, and comply with the Health and Safety at Work etc. Act 1974, and if they firmly believe their H&S is at risk to cease the activity and report it immediately
4. Ensure that the workplace is kept in a tidy state at all times.