

Signbox limited

health and  
safety policy



# general statement of intent

The company believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but more cost effective than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety makes good business sense.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:-

- 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 & 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 and review and revise this policy at regular intervals with advice from Bibby Consulting & Support.



**Mark Bartlett**  
Managing Director

**Date: 1 December 2010**  
**Review Date: 1 December 2011**



## organisation

Overall and final responsibility for health and safety is that of the managing director.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the general manager.

Health and safety supervision for employees working on-site within the construction industry is delegated to a qualified SSSTS (The Site Supervisor's Safety Training Scheme for the Construction & Civil Engineering Industries) employee.

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

**Mark Bartlett – Managing Director**  
Overall and final responsibility for health and safety

**Brett Bailey – General Manager**  
Day to day responsibility for health and safety

## employees' duties

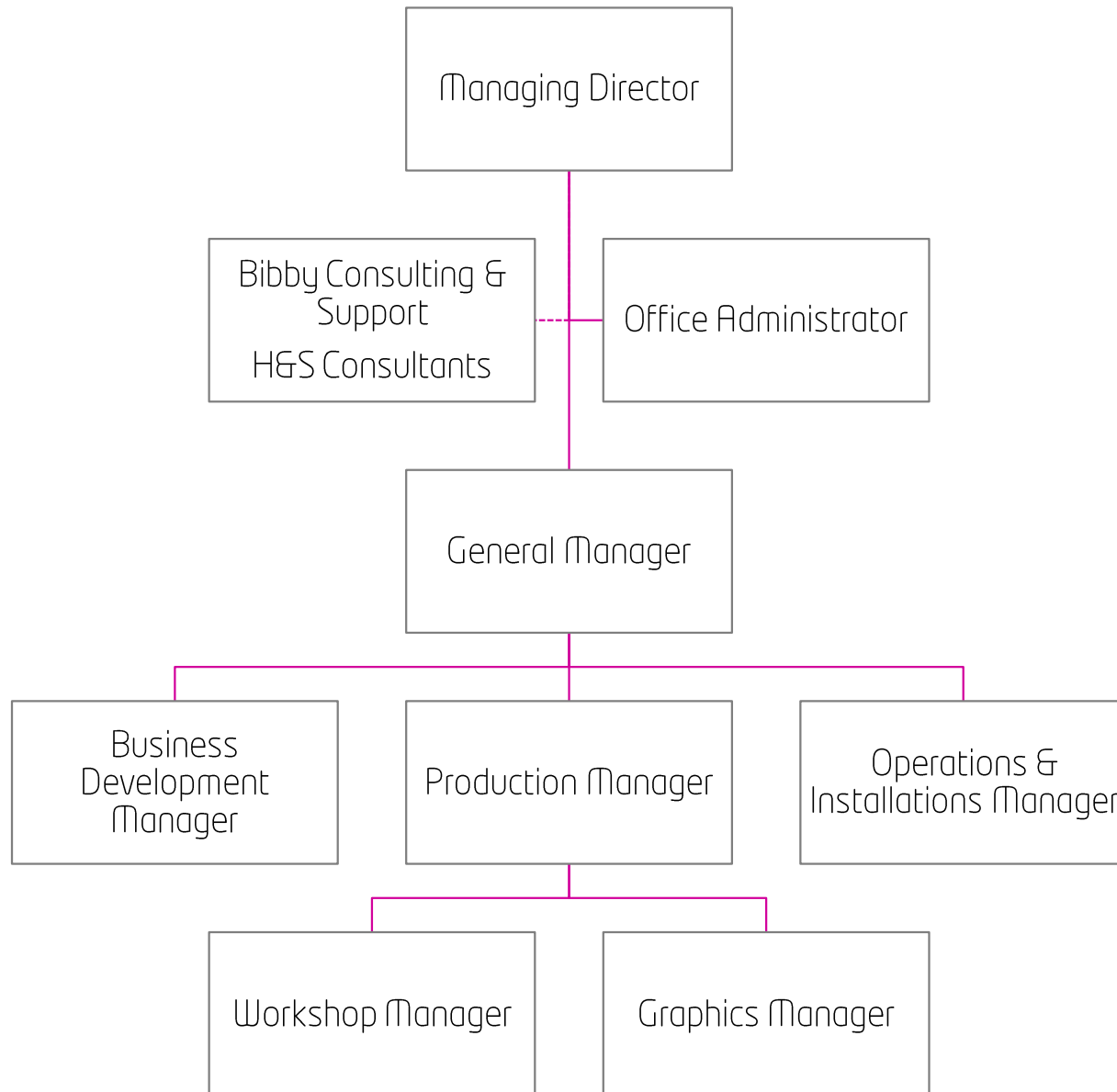
All employees are required to:

- 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 the health and safety of themselves and others;
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.



# organisation chart



# arrangements for implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

## risk assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by the workshop manager and the graphics manager.

Approval for the required action to remove or control risks will be given by the general manger.

## health & safety management system

The company operates a documented health and safety management system provided by our health and safety consultants, Bibby Consulting & Support. The system consists of monthly prioritised actions for the company to complete and implement, and can be viewed on request.

The health and safety management system is the responsibility of the office administrator.

## health & safety manual

The company has a health and safety reference manual, which contains advice on all key aspects of health and safety law.

***The manual is provided by mhl support, and is kept with the office administrator***

## consultation with employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees will be provided by staff meetings tool box talks and department meetings.



## safe equipment

The company will ensure that all equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Responsibility for identifying all equipment needing maintenance is that the workshop manager, graphics manager and installations manager.

Responsibility for ensuring that effective maintenance procedures are drawn up is that the production manager and installations manager.

Responsibility for ensuring that all identified maintenance is implemented is that of the workshop manager, graphics manager and installations manager.

Any problems with plant or equipment should be reported to the workshop manager, graphics manager and installations manager.

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that the managing director.

## safe handling and use of substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Responsibility for identifying all substances that need a COSHH assessment is that of the workshop manager, graphics manager and installations manager.

COSHH assessments will be carried out by the workshop manager, graphics manager and installations manager.

Approval for the required action to remove or control risks will be given the general manager.

## information, instruction and supervision

The Health and Safety Law poster is displayed in the workshop, the workshop manager's office and on the mezzanine floor.

The company employs bibby consulting and support to act as our competent advisors on health and safety issues. They can be contacted at any time for advice, but in the first instance please contact the following, who are authorised to contact mhl support if necessary;

- managing director;
- director & company secretary;
- general manager;
- office administrator;
- operations & installation manager;
- production manager;
- workshop manager;
- graphics manager;
- administration assistant;

Supervision of young workers/trainees will be arranged/undertaken/monitored by the department heads.



## training and competency

Induction training for all new employees is the responsibility of the general manager.

Job specific training will be provided by department heads and external training providers.

Training records are kept with the office administrator.

Training will be identified, arranged and monitored by department managers.

## accidents, first aid and work related ill-health

First aid boxes are in the workshop and the mezzanine floor.

All accidents and work related ill-health are recorded in the accident book, which is kept by the office administrator.

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of the managing directors.

## monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will conduct observations in the workshop and on site.

Responsibility for investigating accidents is that of the general manager.

Responsibility for investigating work-related causes of sickness absence is that of the general manager.

Responsibility for acting on investigation findings to prevent a recurrence is that of the general manager.

## asbestos

Health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of proper control measures and work methods.

arrangements for securing the health and safety of employees

Work on any areas containing asbestos will be carried out ONLY by contractors experienced in its handling and control.

No work shall commence without assessment of the potential exposure of employees and others to asbestos as a result of that work and a statement of a suitable plan of work shall be made before the work commences.

procedure for dealing with health & safety issues

Any employee discovering a problem with any asbestos based products (insulating boards, roof panels, lagging etc.) must immediately inform the installations manager.



## manual handling

arrangements for securing the health and safety of employees

Manual handling is one of the most common causes of injury in the workplace. An assessment of manual handling activities will be carried out by competent, trained personnel and any risks that are identified will be reduced.

To the lowest level reasonably practicable. The following factors will be considered during the assessment.

### the task

Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased.

### the load

The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided where appropriate.

### the individual

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; employees must not attempt to handle loads which are beyond their individual capability. Assistance must be sought where this is necessary.

### the working environment

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction.

### information and training

Suitable information and training will be provided by department heads

## slips, trips and falls

Inadequate provision of workspace can lead to increased risks of slip, trip and falling injury. To minimise the possibility the following precautions will be followed.

- a. When planning new workplaces or when making alterations to existing ones, adequate pre-planning must take place.
- b. In offices, ensure that when estimating the space per employee, the space taken up by the office furniture is taken into account.
- c. As well as the simple space per employee, the layout of the workspace must be considered to ensure that no risks are created by the provision of inadequate access.
- d. Ensuring that all potential slip and trip hazards in the workplace are identified.
- e. The layout of the work area should be arranged to minimise the risks of trips and falls caused by obstructions.
- f. Cabling and wiring should be arranged in such a way as to eliminate, as far as possible, any potential trip hazards.
- g. Adequate provision should be made for storage within the work area to prevent the accumulation of obstructions.



## slips, trips and falls cont.

- h. Regular workplace inspections should be carried out to ensure that good housekeeping standards are maintained.

Where necessary the appropriate risk assessments and risk reduction methods will be in place, this will be completed by the workshop manager, graphics manager and installations manager.

## working at height

All reasonable steps to secure the Health and Safety of those involved when working at height will be taken to ensure that any risks are reduced to a minimum.

Employees must adopt the following precautions for the protection of their self's and visitors and the general public.

- a. Provide properly erected and maintained access.
- b. Provide working platforms, guard rails and toe boards which are suitable and adequate.
- c. Ensure that crawling ladders or boards are secured in position and are capable of bearing the required load.
- d. Ensure that covers, where used, are securely fixed or clearly marked as to their purpose.
- e. Ensure that access on or over fragile materials is guarded or that the fragile material is suitably covered.
- f. Display prominent warning notices at all access points to fragile materials.
- g. Use only suitably trained workers.
- h. Ensure that any safety nets are properly installed, maintained, inspected and tested and that they are as close as possible below the work.

- i. Ensure that safety harnesses, where worn, are securely anchored and that they are properly maintained and inspected.
- j. Ensure that work is carried out under competent supervision.
- k. Ensure that the appropriate safe systems are in place prior to the commencement of any work.
- l. Visual inspections will be conducted on a daily basis.

Any concerns must be reported to the installations manager.

Erection of any working platforms / scaffolding can only be erected a certified competent person. Relevant risk assessments and method statements will be completed by the installations manager and / or the project manager.



## emergency procedures – fire and evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of the general manager.

Escape routes are checked daily.

Fire extinguishers are maintained and checked annual by contractor.

Emergency evacuation will be tested twice a year.

