

HEALTH AND SAFETY GENERAL POLICY STATEMENT

IT IS ESSENTIAL THAT THE PRINCIPLES SET OUT IN THIS DOCUMENT BE FAITHFULLY APPLIED IN ORDER TO MINIMISE AND AVOID ANY SERIOUS ACCIDENTS OR INCIDENTS WITHIN OUR WORKPLACE AND THAT OF OUR CUSTOMERS AND SUPPLIERS.

Company Policy

It is the policy of WEIR WASTE SERVICES LTD to protect, so far as is reasonably practicable, the Health and Safety of all its employees and any other persons who may be affected by the activities of the company and all of its employees. This includes customers, contractors and members of the general public.

WEIR WASTE SERVICES LTD considers the management of its Health and safety policy to be one of its key operational obligations and will commit the necessary resources to ensure that this policy is carried out. The policy includes in particular those areas specified in the Health and Safety at Work Act 1974 and any subsequent regulations that apply to the workplace. The company also undertakes to identify and comply with any other legislation that may affect its activities.

WEIR WASTE SERVICES LTD also recognises that its employees have an obligation under sections 7&8 of the Health and Safety at Work Act 1974 to ensure that their actions do not adversely affect the well being of themselves or any other person who may be affected by their actions either directly or indirectly. It is part of this company's policy to educate our employees so that they understand these obligations; we also undertake to provide any tools equipment or training that would assist them to comply with their obligations.

Management Structure

The company undertakes to have in place sufficient resources to be able to implement and monitor its Health and Safety Policy to an acceptable standard. The ultimate responsibility for Health and Safety will rest with Mr. Daniel WEIR (Managing Director).

General Provisions

The company undertakes to make provision for the following as a minimum to ensure that its policy is adhered to:

- The provision and maintenance of a safe and healthy working environment.
- The use of approved safe working methods and systems in order to eliminate or minimise risk to employees and others.
- The provision and maintenance of plant and equipment to eliminate or minimise the risk to employees or other persons.
- The provision of any information, training and supervision as is necessary to eliminate or minimise the risk to employees and others.
- The identification and assessment of hazards and subsequent implementation of systems or provision of equipment to eliminate or minimise the risk to employees or other persons.
- The provision and maintenance of appropriate P.P.E (Personal Protective Equipment) wherever appropriate to minimise the risk to employees or other persons.
- The provision and maintenance of a safe means of access to and egress from any places of work which are under the control of WEIR WASTE SERVICES LTD, so far as is reasonably practicable.
- The provisions of adequate consultation with the workforce to ensure that all areas of concern are addressed and to ensure that all the above measures are adequately implemented.

Employers Responsibilities

- It is the responsibility of all employers of a certain size to compile a Health and Safety policy that has to contain certain items to comply with the Health and Safety at Work act. This document complies with those requirements and fulfils our legal responsibilities in that regard.
- It is the responsibility of WEIR WASTE SERVICES LTD to fulfil their obligations under the Health and Safety at Work Act 1974, so far as is reasonably practicable, to look after the health and safety of all its employees and anyone else who may be affected by its actions. This includes customers, suppliers and members of the public as well as all employees whether they are full time, part time or casual.
- It is the responsibility of all employers to be aware of the risks and subsequent action that must be taken to avoid them. To ensure this is done WEIR WASTE SERVICES LTD undertake to provide adequate staff to carry out these responsibilities. We will also ensure that the staff are capable of carrying out their duties by means of regular monitoring and providing adequate resources, support and training for these staff.
- The appointed staff will ensure the company's obligations are met by carrying out regular workplace inspections, audits of company procedures, safety testing of all plant and equipment and adequate consultations with the workforce. They will also ensure that adequate training is provided both at induction and on an ongoing basis. Once a

hazard /potential hazard is identified a risk assessment will be carried out to attempt to eliminate the risk or provide a safe method of working to minimise the risk.

- All employees will have a system of reporting hazards and once reported the correct procedure will again be followed to eliminate or reduce the risk.
- It is the responsibility of the employer to provide adequate information to employees regarding the health and safety arrangements including the law and enforcing authorities. This is done by means of displaying a poster as prescribed in law in a prominent place in the workplace. This poster (Health and Safety Law) is displayed at both sites operated by the company and all employees should take time to read the poster and if you do not understand it please ask a member of the management team.

Employees Responsibilities.

- Every employee of this company has a duty of care under sections 7 & 8 of the Health and Safety at Work act 1974 to ensure that:
 - i) The actions of the employee do not put the safety and health of themselves and any other person affected by their actions at risk.
 - ii) All employees have a responsibility to ensure that they use all machinery and equipment in the prescribed way to ensure that the safety and health of themselves and all other persons are not affected by their actions.
- All employees have a responsibility to carry out their duties in the safest possible manner following guidelines and procedures as laid down in the various company documentation and as indicated in the training given.
- All employees have a responsibility to wear or use any safety equipment and Personal Protective Equipment issued by the company. It is also the responsibility of each employee to correctly use and look after all equipment issued and procure replacements when the old one is lost or damaged.
- All employees have a responsibility to report any incident or hazard as soon as possible to their immediate supervisor by means of the reporting procedure.
- The best tool that any of us is equipped with is common sense and the company therefore asks all employees to apply common sense to all situations and thereby reduce risks to themselves and all other persons affected by their actions.
- The failure by an employee to comply with any of these requirements will result in the employee being subject to the company disciplinary procedure.

Hazards and Potential Hazards.

Every action we undertake in our everyday lives contains a number of hazards or potential hazards which, if not dealt with properly, can lead to the safety and health of yourself or somebody being damaged. The company has attempted to list here a number of these dangers along with some basic rules to minimise their risks. This list is not intended as a definitive list and should not be regarded as a method of working but only as a general guideline.

- Alcohol and Drugs affect the way a person acts and the company will refuse access to our sites to anybody it believes is under the influence of drink or drugs. There are strict guidelines to control the level of alcohol consumption for drivers but the company operates a zero tolerance policy for any employee at work and will deal with any breaches of this policy most severely.
- Fire is a severe danger to all business and the waste management business has greater risks than some others. It is therefore the responsibility of all employees to ensure they make themselves aware of fire regulations. They must also familiarise themselves with the position of fire fighting equipment, the fire evacuation procedure and emergency collection points. All combustible materials must be controlled and isolated in line with company procedure.
- Smoking is forbidden on company sites except in designated areas.
- COSHH (control of substances hazardous to health) regulations form part of company policy and the company will ensure that it investigates the properties of all substances used by the company that are covered by the regulations. The guidelines for use will then be advised to all employees and methods of working devised to ensure that the items are handled safely.
- Electricity is very dangerous and cannot be seen. It is therefore imperative that all electrical equipment is visually inspected before being plugged in and should be used only in accordance with the manufacturers instructions. Any extension leads and plug sockets must not be overloaded. The company's recognised contractor will, on a regular basis, inspect all electrical equipment and these inspections will be recorded and documented according to the regulations. If a piece of equipment develops a fault it should be immediately isolated and put out of reach until it can be repaired by an approved repairer. If anybody receives an electric shock extreme caution should be exercised by anybody helping him or her to ensure they do not put themselves in danger, no approach should be made to the victim until the item causing the shock can be isolated.
- First Aid should only be carried out by trained first aiders in accordance with the training they have received. The company has fully trained first aid personnel and appointed persons according to the Health and Safety regulations, any untrained person should not give first aid as more damage can be done through lack of knowledge than by waiting for trained help to arrive.

Personal Protective Equipment

- The company will provide Personal Protective Equipment where a need is identified. It is the responsibility of each employee to wear the prescribed P.P.E and to care for the equipment provided, if it becomes damaged or worn out you must report it and obtain replacements.
- The type of P.P.E required will vary according to the circumstances of the task being carried out. Each task will be risk assessed and a copy of these risk assessments held at the premises of the company for inspection by employees of the company and any other appropriate person.
- The typical P.P.E provided by the company should include:
 - i) Steel toe cap safety boots/shoes
 - ii) Hard hat
 - iii) High Visibility (Hi-viz) jackets or vests.
 - iv) Gloves
 - v) Safety glasses
 - vi) Ear defenders
 - vii) Dust masks

Safety Signage

- Safety signs are placed around the company premises and it is the responsibility of all employees and visitors to ensure they notice them and abide by the instructions given therein. There are 4 types of sign:
 - i) Prohibition-these will normally be circular red signs and detail things you are forbidden from doing.
 - ii) Location- these are usually green and advise where to find certain items including fire exits.
 - iii) Mandatory- these are normally blue and contain must-do instruction
 - iv) Warning-usually yellow and black they give notification of a hazard.

Accident Reporting and Investigation

- Accidents must always be reported to your supervisor whether it involves personal injury or not. Once an accident has been reported it will be recorded and thoroughly investigated to identify the cause and to try and avoid a re-occurrence
- . If you have an accident on a site operated by one of our customers or suppliers you have a responsibility to report the accident both to the operator of the site and to your employer. They may both carry out an investigation into the accident.

Training

- The company undertakes to ensure that all employees are trained to carry out any duties they are asked to perform. The company will keep

a record of any training carried out by this company or appointed trainers.

- The company may recruit staff that have been trained by other organisations to carry out duties that are applicable to our business. The company undertakes to check the ability of any such person before they are allowed to operate equipment on our sites.
- The company also undertakes to ensure that adequate training is provided to those people who are charged with monitoring the abilities of our employees. The company also recognises that practical experience gained within the industry is as important as formal tuition and will therefore make every effort to recruit staff with experience.

Working Alone

- Working alone can be dangerous due to any accident that happens going undetected for a long period of time thus resulting in any injury being made more serious by the lapse of time. The company undertakes to put into place systems whereby a lone worker is monitored on a regular basis, you are therefore asked to co-operate with your management team to ensure that the risks of working alone are minimised.

Vehicle Movements

- Vehicle movements within confined spaces are one of the most dangerous activities and all drivers and yard staff are asked to be extra vigilant around vehicles.
- This company undertakes to fit all large vehicles with audible reversing warning systems and whenever possible to fit rear facing cameras to assist safe reversing.
- When in our yard all drivers must be aware of other traffic around them and whenever possible use the banks man provided by the company to assist safe reversing. One of the biggest causes of accidents with vehicles is impatience and we therefore ask that all drivers exercise common sense and wait until it is safe to proceed.
- Where a banks man is available the company will undertake to ensure that the person is competent and is trained to carry out the duties safely and effectively. A person acting as a banks man will usually wear a means of identification to set them aside from other workers in the same area.

Methods of Working

- Upon recruitment by the company you will usually be given induction training which will include rules and regulations imposed by the company to comply with the Health and Safety at work act and to ensure that your time the company business is carried out as safely as possible. This training will be monitored and updated on a regular basis and further training may be required to update your skills.
- The company carries out a number of different activities and each employee will be issued with a handbook, which details the rules and guidelines in operation within the company to ensure that each employee understands clearly what is expected of him/her. Copies of

these handbooks are available for inspection at any time at the company's premises. Every effort will be made to ensure the information contained within them is up to date and accurate.

- Machinery should only be operated by persons who have received training to operate that equipment either by this company or by any other company able to offer such training. A member of management will satisfy himself or herself of a person's ability to operate a piece of equipment and then authorise that person to operate that particular item of equipment. This person then becomes an authorised operator and only authorised operators are allowed to operate the machinery owned/operated by this company. Authorisation to operate each different type of equipment is required and that authority may be withdrawn at any time if the company has reason to believe that a person is no longer fit to operate that equipment. Any person operating machinery who is not authorised to do so will be subject to the company's disciplinary procedure.

Examples of machinery operated by this company include:

- i) Heavy Goods Vehicles
- ii) Lorry mounted lifting gear including skip and rolloff equipment.
- iii) 180 degree loading shovels
- iv) 360 degree loading shovels
- v) Tipper lorries and ejector trailers

This list is not exhaustive.

Garage/Workshop

- The company operates its own workshop staffed by fully trained personnel.
- Any person visiting the workshop must stay away from the working area and obey any rules and regulations in force.
- Garage staff must undertake to perform their duties as safely as is practicable and the company undertakes to provide all equipment necessary to carry out these duties.
- Garage staff must undertake a check of the work area before and after working. All equipment should also be checked and any defects reported immediately, faulty equipment should not be used.
- The company undertakes to provide safe methods of working and monitor on a regular basis to ensure these are undertaken
- Appropriate P.P.E. will be provided and must be worn. The minimum equipment will usually include:
 - i) Steel toe cap boots
 - ii) Safety glasses/goggles
 - iii) Ear defenders
 - iv) Gloves
 - v) Overalls
- The company undertakes to ensure that any substance covered by COSHH regulations is identified and all appropriate data sheets are held for these materials. Staff will be made aware of the substances and systems will be put into place to ensure their safe handling.

- Any items that require lifting should be treated cautiously and the company's manual handling procedure should be followed.
- All lifting equipment should be used according to the manufacturers instructions and the company undertakes to carry out regular testing of all equipment including chains.

Manual Handling

- The most common type of injury experienced by workers involves the incorrect lifting of materials. The company undertakes to comply with all legislation outlined in the Manual Handling Regulations. The company also undertakes to provide adequate training to ensure all personnel involved in manual handling situations are equipped to safely carry out these procedures.
- The best way to prevent injuries is to avoid manual handling, the company undertakes to put into place, wherever possible, systems of work which will avoid the need to manually handle an item. This will include looking at mechanical means of lifting or layout of the workplace.
- When manual handling is the only means available of moving the item the task must be examined and the areas to look at are:
 - i) Can the weight be reduced, e.g., split into smaller parcels
 - ii) Make the load easier to grasp by using handles etc.
 - iii) Covering sharp edges
 - iv) Use suitable P.P.E
- The task should then be approached using good lifting/handling techniques. A good 5 part technique is as follows:
 - i) Planning and preparation. Assess the weight and centre of gravity.
 - ii) Position yourself correctly, stand with feet apart, weight evenly distributed with the heaviest part of the load nearest to you.
 - iii) Lift, bend knees keep back straight, keep shoulder level and avoid twisting or turning your hips. Grip with both hands and bring load to waist height without jerking. Use legs to take the strain.
 - iv) Move the load by moving your feet and keeping the load close to the body. Do not twist or turn and ensure good vision.
 - v) Lower the load by reversing the lifting procedure, avoid crushing or trapping fingers or toes. Position the load after putting it down.
- It is the responsibility of all employees to report any strains sprains or other injuries as soon as possible.

Lock Off/Permit to Work Systems.

- Suitably qualified persons will carry out maintenance of all company equipment or machinery. Records will be kept of all such maintenance and safety inspections carried out.

- The use of an effective permit to work system is an important part of any company's Health and Safety Policy. This company undertakes to ensure that whenever an employee is required to work on a piece of equipment or machine, it will be isolated and keys removed to ensure the person working is safe to do so. Sub contractors working on company premises are also subject to the same restrictions and the person controlling the machine is charged with ensuring that it is put beyond use before any attempt is made to work on it.
- If a lock is used or the key removed, the ability to reverse this will rest only with the person working on the piece of equipment.

Working at Height

- Falls from height account for a large percentage of injuries in the workplace. There are regulations in force that aim to prevent falls from any height but there are specific steps necessary when persons are required to work at a height above 2 metres from ground level.
- Every effort should be made to carry out all duties from ground level whenever possible. The company will undertake to educate all staff to avoid working of the ground if possible.
- If it is unavoidable then every effort must be made to ensure the platform used for working at height is safe and secure and that access to and egress from this platform is by means of secure and safe means.
- The company undertakes to ensure that if there is any doubt to the safety of a person working above ground level there will be a system in place such as safety harnesses or nets with associated equipment.
- The company undertakes to fully train all persons to ensure that if it is necessary to walk on a load carried in one our vehicles or skips then extreme caution will be exercised to safeguard the operator's safety.

Conclusion

- In conclusion the company would like to establish that it takes the provision of a health and safety policy extremely seriously and will immediately deal with any persons or circumstances preventing the adequate implementation of the policy.
- The company and its directors will give full backing to the Health and Safety Policy and will support all those who endeavour to carry it out.

Signed by Daniel J Weir.....
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