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## **HEALTH AND SAFETY**

### **What this policy covers**

This policy sets out the Company's commitment to a safe environment for all employee, contractors and visitors.

Health and Safety is of the utmost importance to the Company and should be adhered to at all times.

### **PPE**

You must always wear the PPE provided in accordance with the Health and Safety Policy.

If for any reason you require additional PPE, please go to the relevant person to request more

The required PPE are as follows;

- Steel Toe Cap Boots.
- Trousers of working grade material, provided for you.

Gloves provided for you

### **Machines – Safe Working**

Employees must be trained and signed off on machines and tools before being left alone.

A longer serving employee will train new employees.

Once training is complete the Manager will assess the training.

The Manager will then advise further training or sign off the employee to use the machinery alone, the employee must also sign to confirm they are adequately trained in each aspect.

Periodic refresher training and assessments will take place.

Employees must ensure the machine is maintained and safe to use, if this is not the case the machine must be put out of action and not used until fixed and assessed as safe.

Whilst operating the fork lift truck care must be taken. The horn must be used when entering and exiting the factory. The truck must be driven at a walking pace, with the forks down.

### **Working Areas – Office and Factory**

*All employees must take care and responsibility in their safety and others around them.*

*The factory floor is a busy area with the use of fork lift trucks.*

*Employees on foot must ensure they stay out of the way of forklift trucks being driven.*

*Employees operating heavy machinery must ensure the area is clear and safe to do so.*

*All tools and materials must be stored in their designated areas.*

*All fire exits must be kept clear and free from debris.*

### **Moving materials**

Only licensed employees may use the fork lift trucks outside of the factory, this includes loading and

unloading third party delivery vehicles.

Care must be taken whilst moving materials around the factory.

#### Loading / Unloading – Vans / Lorries

Delivery vehicles, including vans and lorries, will often need to be loaded and unloaded with a forklift truck. When the forklift truck is being used, two people are required to ensure a safe working procedure.

This includes a licenced fork lift truck driver and another employee to help with guidance, as visibility can be difficult.

The horn must be used when manoeuvring.

The vehicle must always be loaded in a designated area which is safe and clear of any traffic or pedestrians.

While loading, any persons near the vicinity must be made aware of the activity and advised of the dangers present.

The loading area is to be marked with cones or an alternative such as marking out the floor.

When the fork lift truck is loading/unloading, any person nearby must stay at least 2 meters clear to avoid injury if a pallet of products falls.

When strapping the load down, it should always be done as tight as possible without damaging the products.

Straps should be wrapped as centrally to the pallet as possible to avoid them coming off or loose during transport. When this is not possible, two straps crossed over will be necessary.

#### Health and Wellbeing

It is within the interest of each employee to look after their health and wellbeing.

This can be done by taking regular exercise, eating correctly and sleeping well.

The way in which you work can be affected by your health and wellbeing, if you are tired you may work unsafely.

Please see attached policy on **Substance and Alcohol Misuse** and **Mental Health and Self Harm** to guide you if you feel you are in need.

The Management Team are required to deal with any employee showing signs of fatigue/confusion/sickness/substance influence via the appropriate action detailed in the corresponding policies.

#### Working Environment

Keeping the work environment, including the office/factory/outside/canteen, clean and tidy is very important to the health & safety of all employees.

Every employee is responsible for ensuring that all areas are kept clean, tidy, and organised.

The kitchen area is important to avoid any unnecessary danger and illness due to bacteria.

It must be kept clean, any dishes used are washed and put away, any personal items to be stored in the correct provisions provided, to avoid trips and falls and hoovering and storing food properly to

avoid mess.

Tools that have been used are to be put away in their correct place when they are finished with, including products or pallets being put out of the way and not in walkways.

When a delivery comes in, whether it is the factory or the office, it must be dealt with as soon as possible to avoid anyone tripping over it.

All desks must be organised and tidied at the end of each day, each week desks must be cleaned and sanitised to avoid spread of diseases.

#### Mobile Phones

The use of personal mobile phones within working hours is prohibited unless prior agreement from the Manager has been sought.

Using a mobile phone whilst operating machinery is dangerous and a breach of health and safety.

Mobile phones also cause disruptions and loss in productivity.

#### Employee Responsibilities

It is the responsibility of the employee to ensure they adhere to the policy. Failure to comply with the policy may result in disciplinary action up to and including dismissal without notice.