

# **Albany Total Waste Limited**

## **Health and Safety Policy (Revised 29<sup>th</sup> June 2021)**

### **Statement of Intent.**

### **Our Health and safety policy is to:**

- Prevent accidents and cases of work-related ill health.
- Manage Health and Safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
- Provide Personal Protective Equipment (PPE)
- Control of Substances Hazardous to Health (COSHH)
- Consult with our employees on matters affecting their Health & Safety.
- Provide and maintain safe plant and equipment.
- Ensure the safe handling and use of substances.
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident.
- Review and revise this policy regularly.

Albany Total Waste Limited will establish and implement a Health & Safety Management System to manage the risks associated with our premises and activities.

Albany Total Waste Limited will regularly monitor our performance and revise our Health & Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Albany Total Waste Limited will provide sufficient resources to meet the requirements of current Health & Safety legislation and aim to achieve the standards of Good Practice applicable to our business.



Albany Total Waste Limited will actively promote an open attitude to Health & Safety issues, encouraging staff to identify and report hazards so that we can ALL contribute to creating and maintaining a safe working environment.

Albany Total Waste Limited will communicate and consult with our staff on all issues affecting their health, safety and wellbeing and, in doing so, bring this policy to their attention.

Albany Total Waste Limited will provide adequate training for all our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

Albany Total Waste Limited will carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.

Albany Total Waste Limited will maintain our premises and work equipment to a standard that ensures that risks are effectively managed.

Albany Total Waste Limited will ensure the responsibilities for Health & Safety are allocated, understood, monitored and fulfilled.

## **Health and Safety Responsibilities.**

1. Overall and final responsibility for Health & Safety - Brian Easey (Managing Director)
2. Day-to-day responsibility for ensuring policy is put in to place.  
Tony Bishopp (Administration Manager)
3. To ensure health & safety are maintained / improved, the following people have responsibility in the following areas:  
Michael Martin - ISO 90012015, ISO 14001 2015, & ISO 45001.  
Tony Bishopp – Risk Assessments & Safety  
Gemma Easey – Riddor Management, accident and ill health investigation, emergency procedures fire and evacuation. Information, instruction, supervision & training.
4. Brian Easey – Maintaining equipment.

### **5. All Employees Should:**

- Co-operate with supervisors and managers on health & safety matters;
- Take reasonable care of their own health and safety; and  
Report all health and safety concerns to an appropriate person (as detailed above).



## **Arrangements for Health and Safety. Risk Assessment.**

1. We will complete risk assessments and take action where necessary.
2. We will review risk assessments when working habits or conditions change and annually.
3. 6 monthly meetings with all employees to discuss Health and Safety matters.

## **Training.**

1. We will give staff and subcontractors health and safety induction and provide appropriate training. Including working at height, loading, unloading, tanker rules and driving.
2. We will provide Personal Protective Equipment (PPE)
3. We will ensure that suitable arrangements are in place for all employees who work remotely.
4. We work closely with the Road Transport Association and subscribe to their updates on all matter haulage.

## **Consultation.**

1. We will consult with staff routinely on health & safety matters as they arise and formally when we review health and safety.
2. 6 monthly meetings with all employees to discuss Health and Safety matters.



## **Personal Protective Equipment. (PPE)**

The Purpose of the PPE Policy is to protect all employees of Albany Total Waste Limited from exposure to work place hazards and the risk of injury through the use of PPE. PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used and maintained when it has been determined that its use is required to ensure the safety and health of all employees and that such will lessen the likelihood of occupational injury and / or illness.

The Safety Person/s (Currently Graeme Pratt & Gemma Easey) will be responsible for the development, implementation and administration of Albany Total Waste Limited PPE policies:

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE
3. Reviewing, Updating and conducting PPE hazard assessments whenever:
  - A job changes
  - New equipment is used
  - There has been an accident
  - A supervisor or employee requests it
  - If any of our customers requirements change
  - New customer requirements
  - A minimum of once per year.
4. Maintaining records on hazard assessments.
5. Periodically re-evaluating the suitability of previously selected PPE.

Managers / Supervisor /Designated responsible person have the primary responsibility for implementing and enforcing PPE use and policies in their work areas.

Employees must ensure that all supplied PPE is worn at all times, when required. Please keep all PPE in good condition. Replacements can be obtained from Gemma Easey, these will be recorded.



## **Control of Substances Hazardous to Health. (COSHH)**

This policy defines Albany Total Waste Limited arrangements for the management of hazardous substances. The arrangements are based on the requirements of the Control of Hazardous to Health regulations 2002 9as amended hereafter referred to as the "COSHH Regulations"

In recognition of these legal obligations and the potential adverse health effects to staff and others from exposure, Albany Total Waste Limited will implement appropriate arrangements to ensure that no work activities are carried out without first considering the risks and necessary precautions, and any other action necessary to comply with the Regulations. This will be achieved by carrying out an assessment of the risks to health and implementing appropriate control measures to either prevent exposure, or where this is not reasonably practicable, adequately control. All Dangerous Goods will be transported using Albany Total Waste Limited and ADR guidelines and regulations.

Compliance with the regulations will ensure

- Albany Total Waste Limited meets its obligations in respect of legislation.
- The safe management of hazardous substances.
- That exposure to hazardous substances is prevented, or, where this is not reasonably practicable or adequately controlled.
- Everyone is aware of their roles and responsibilities.
- The safety and health of all employees whilst working with hazardous substances.
- The safety and health of others (including contractors, visitors, customers) is not compromised by those persons working with hazardous substances.

That all employees and others who work with hazardous are appropriately informed, instructed, and where necessary trained and supervised.

## **Safe Use of Work Equipment.**

Work equipment has a wide definition and covers all equipment used for work purposes, this ranges from hand tools e.g. hammers chisels and screwdrivers to most complex items of mechanised and / or powered machinery including the use of Tractor Cabs, Trailers, Tankers etc.

The use of work equipment has an extremely wide scope and extends beyond activities which involves operating work equipment and also includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning of work equipment.



The Provision and Use of Workplace Equipment Regulations (PUWER) require that work equipment provided for use at work is:

- Suitable for intended use
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by staff who have received adequate information, instruction and training.
- Where appropriate, accompanied by suitable and sufficient health and safety measures, such as protective devices and controls. These may include emergency stop devices, adequate means of isolation from sources of energy, clearly visible signage and markings, and warning devices.
- Used in accordance with other specific regulations and requirements such as mobile work equipment.

Safe Use of Workplace Equipment applies to all employees of Albany Total Waste Limited and Contractors.

## **Evacuation.**

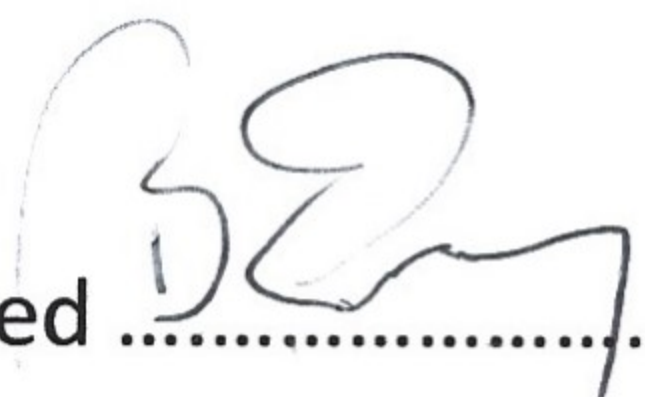
1. We will make sure escape routes are well signed and kept clear at all times.
2. Evacuation plans are tested from time to time and updated if necessary.

## **Accidents.**

1. All accidents will be reported and regulated under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
2. All incidents must be reported to Gemma Easey immediately. If Gemma is not available the Managing Director.
3. The responsible person must ensure the accident book is completed, in full.
4. If required the responsible person must then complete all necessary RIDDOR paperwork. This is all available on <https://www.hse.gov.uk/riddor/report.htm>

**It is the duty of all of us when at work:**

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that we can comply with our legal duties
- To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Signed  ..... Date 29/06/2021 .....

Position M. D. .....