

# Health & Safety at Grundon





# Introduction

## Health, Safety & Welfare at Grundon

The health, safety and welfare of our employees and any other persons affected by our operations is of utmost importance, and our objective is to provide a working environment that is free of accidents, ill health and loss to property and equipment.

The cornerstone of our efforts to achieve this goal is centred on the Company's Health, Safety & Welfare management system and the associated *Health, Safety & Welfare Manuals*, which fully describe the procedures to be adopted by all employees and contractors and detail the responsibilities that have been assigned to individuals throughout the organisation.

## About This Booklet

This booklet contains a summary of the Grundon Health, Safety & Welfare Management System, and has been produced to a) provide Employees, Contractors, Customers and Regulatory Authorities alike with a general overview of the arrangements that the Company has implemented, b) to outline what is expected from our employees and contractors, and c) to demonstrate the Company's commitment to providing a safe and healthy work place.

The information contained within this booklet has been taken directly from the appropriate sections of the Company's Health, Safety & Welfare Manual.

The booklet is arranged in three parts:

- 1) The *Health & Safety Policy Statement* (opposite page) that clearly states our objectives and the policy we operate.
- 2) The *General Arrangements for Health & Safety* describes briefly the arrangements that have been implemented for risk assessment, training, information, how the company addresses the many specific regulations to which it must comply, health surveillance, dealing with accidents, auditing and management review.
- 3) The *Organisation for Health & Safety* details the responsibilities that have been assigned throughout the Company from the Managing Director through to individual employees and temporary workers.

A booklet of this size cannot possibly give comprehensive guidance on all relevant Health & Safety issues, and where more specific information is required this may be provided on request.

# Health & Safety Policy Statement

**GRUNDON**

## HEALTH & SAFETY POLICY STATEMENT

The Company places the utmost importance on Health & Safety. It is the Company's objective to provide a safe and healthy working environment that fully meets the requirements of the Health and Safety at Work etc. Act 1974 for all employees, contractors, visitors and members of the public affected by our operations.

The Company will, so far as is reasonably practical, provide and maintain work equipment and systems of work that are safe, ensure that articles and substances are used, handled, stored and transported safely and without risk to health and provide and maintain a working environment that is safe and without risk to health with adequate welfare facilities.

The information, training, supervision and funding needed for this purpose will be provided, but the co-operation of **all** employees and contractors is essential to meet the Company's goal to eliminate accidents, illness and loss from the work place. Employees should report any Health & Safety concerns through their Supervisor, Manager or their Safety Representative.

This Health and Safety Policy Statement and the *Health, Safety & Welfare Manuals* represent the policy and system against which the Company will monitor and assess its Health & Safety performance. Every person has a legal responsibility to look after their own health and safety and that of others, and compliance with this policy and system is mandatory for all employees, contractors and visitors and will be subject to regular audits, will be reviewed annually and amended in the light of experience and developments.

The *Health, Safety & Welfare Manuals* lay down the guidelines and rules for achieving a safe and healthy workplace. They specify the manner, the organisation and the arrangements for, maintaining, measuring, reviewing and improving the health and safety system and for communicating with employees, contractors and visitors.

The Company has assigned responsibilities for Health and Safety throughout the organisation and further commits itself to making use of the services and advice available through external competent sources with special skills and services, including the Health and Safety Executive.



R. M. Skehens  
Managing Director  
9<sup>th</sup> March 2009

# Summary of General Arrangements

## 1. Introduction

This document provides a summary of the arrangements for Health, Safety & Welfare, and provides a cross reference to the appropriate sections of the Health, Safety & Welfare Manual that contain the more detailed policies, procedures and information. This summary is organised into five main sections; *Health & Safety Policy Statement, Legal Requirements & Risk Assessment, Implementation & Operation, Checking & Corrective Action* and *Management Review* which correspond to Sections 2, 3, 4, 5 and 6 of the Health, Safety & Welfare Manual.

The number assigned to each sub-section of these General Arrangements corresponds to the numbered tabs inserted into the main sections of the Health, Safety & Welfare Manual. For example the policy and procedures relating to 4.2 Training below can be found in Sub-Section (tab) 2 of Section 4 *Implementation & Operation*, of the main manual.

## 2. Health & Safety Policy Statement

As required under Health & Safety law, the Company has published a Health & Safety Policy Statement as evidence of its commitment to maintaining a safe and healthy work place, copies of which are displayed in prominent areas throughout the Company.

## 3. Legal Requirements & Risk Assessment

### 3.1 Legal Requirements

The Company maintains a *Register of Legal Requirements* that identifies the various Health & Safety regulations that affect the Company's operations.

### 3.2 Risk Assessment

The Company assesses and records the risk to Health & Safety of anyone who might be affected by its operations. Where any significant risk is identified, appropriate action is taken to eliminate or reduce the risk.

Risk Assessments are periodically reviewed, and also in the event of any incident, change of legislation, equipment or procedure. Risk Assessments and any associated documentation are kept together by the appropriate manager on site and available for all to see.

## **4. Implementation & Operation**

### **4.1 Organisation & Responsibilities**

The Company has assigned responsibilities for Health & Safety throughout the organisation. These responsibilities are fully defined in Section 4 of the Health & Safety Manual - The Organisation for Health & Safety.

#### **Competent Person**

The Company has appointed the Health & Safety Manager as the competent person to assist in applying the provision of Health & Safety law and, in particular, devising and implementing protective measures to ensure compliance with relevant legislation.

### **4.2 Training**

The Company ensures the competence of all employees through training. Training needs are assessed by line managers and through risk assessment and subsequent reviews for each type of work. These include basic skills training, specific on-the-job training and training in Health & Safety and Emergency Procedures. In particular, all new employees receive Induction Training including arrangements for First Aid, Fire Procedures, Traffic Management, site-specific information and other role/task specific training requirements.

The needs of young/inexperienced employees and those employees in a new role are addressed by more specific training and supervision. Vocational/non-vocational training is provided where required. Training records are maintained for all employees, and are reviewed at regular intervals to assess the need for further training.

### **4.3 Information, Communications & Consultation**

#### **Communication & Consultation with Employees**

The Company recognises the need for effective communications, and takes steps to ensure that employees are well informed on Health & Safety matters. Full use is made of notice boards to communicate relevant information.

All new employees receive a copy of the Health & Safety Policy, and information relating to the Health, Safety & Welfare arrangements through training and instruction and through consultation with their Safety Representative.

- Fire and Evacuation Procedures
- Procedures for First Aid
- Safe Operating Procedures
- Safety Rules & Notices
- Any substances that may be harmful (COSHH)
- Depot Specific Information

#### **Safety Representatives**

The value of day-to-day communications with employees and their representatives is recognised by the Company. Appropriate training is provided for all Safety Representatives throughout the Company. Safety Representatives assist managers with risk assessment, safety inspections and investigations and represent fellow workers at Safety Representative's meetings. Safety Representatives actively promote Health & Safety.

### **Contractors & Sub-Contractors**

All contractors and sub-contractors entering Company premises are provided with appropriate information, guidance, rules and procedures relating to Health & Safety and advised of any specific dangers. Equally they are required to provide the company with insurance and training certification and Risk Assessments and Safe Operating Procedures relevant to the work they are carrying out.

### **Visitors**

All visitors are required to sign the visitors' book on arrival and departure. Visitors are made aware of Health and Safety rules on sites and procedures that affect them, and are restricted from areas of risk. They are required to remain with their host/guide at all times and all visitors will be required to wear appropriate PPE for the area visited.

### **Approval of Suppliers**

Where there is a risk to health and safety of employees, contractors or the public, only contractors, sub-contractors, equipment suppliers or suppliers of professional services who have been formally approved may supply goods to Grundon or be permitted to carry out work on Grundon sites.

## **4.4 Management System**

The company Health & Safety Management System is documented and structured to conform to the OHSAS 18001 specification. The system implemented:

- Identifies and minimises hazards through Risk Assessment Procedures.
- Ensures, as far as reasonably practicable, that employees and visitors are protected from dangers to their health and safety by site rules/supervision.
- Uses documented Operational Procedures.
- Ensures regular inspections and audits are conducted.
- Ensures corrective actions are implemented.
- Requires that the entire system be reviewed to ensure suitability.

## **4.5 Documentation**

A system of document control, amendment and update is used to ensure that all documentation is kept up to date.

## **4.6 Workplace Management**

All Company work places are required to meet certain standards. Housekeeping inspection checklists have been developed and are used by Management and Safety Representatives to monitor performance.

There is a system in place for reporting:

- Defective plant/equipment.
- Hazards.
- Accident/near misses.
- Monitoring/reviewing progress.
- Suggestion scheme.

Where required under the Quarry Regulations 1999, the company has implemented procedures for the inspection of tips and faces.

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

The Company provides suitable PPE where risks cannot be controlled by other means. Requirements are identified by risk assessment and managers routinely inspect PPE to ensure that it is appropriate for the purpose, and well maintained.

## **4.8 Work Equipment & Maintenance**

The Company has implemented standards and procedures to ensure that

- Work equipment is suitable for the intended purpose and complies with all relevant regulations.
- Work equipment is regularly inspected by a competent person where necessary.
- Faulty equipment is identified and repair or disposal effected.
- Records of all inspections and repairs are maintained.
- Only trained and competent persons operate equipment where there is a risk to safety.

## **4.9 Lifting Operations & Lifting Equipment (LOLER)**

The Company has implemented procedures (refer to 4.6.09 in the Health & Safety Manual) that ensure that Lifting Equipment:

- is suitable for the intended purpose
- is marked with safe working loads
- is inspected and examined by a competent person at installation and at appropriate intervals during its working life
- is serviced and maintained in safe working condition
- inspection records are maintained
- is the subject of adequate training for operatives.

## **4.10 Permit to Work & Lock Off Systems**

The Company has identified certain types of activity involving Hot Work, Electricity, Mechanical Maintenance and Work in Confined Spaces that are particularly hazardous and controls these using a Permit to Work system and/or an appropriate isolation and Lock Off Procedure as required by the risk assessment.

## **4.11 Work in Confined Spaces**

The Company has identified certain operations requiring employees to work in confined spaces, has implemented controls and procedures to minimise the risks involved. These activities are to be undertaken by employees or contractors who are trained and competent to do so and in line with the requirements of the risk assessment.

## **4.12 Electricity at Work**

The Company has implemented procedures (refer to Section 4.6.12 of the Health & Safety Manual) to ensure that all fixed, portable and transportable electrical equipment and installations are correctly inspected and maintained by competent and approved external contractors.

All equipment is inspected/tested at appropriate intervals. Procedures are in place for the isolation, reporting and repair/replacement of faulty equipment. All employees receive instruction in the dangers of electricity and training in its safe use.

#### **4.13 Noise at Work**

Where risk assessment has identified areas of excessive noise, the Company employs external consultants to conduct appropriate monitoring/surveillance.

Where excessive noise cannot be eliminated using reasonably practicable measures, the Company provides appropriate PPE and designated zones where appropriate hearing protection must be worn. Signs are posted prominently.

#### **4.14 Introduction of New Plant, Equipment and Procedures**

It is Company Policy that no new plant, equipment or process is introduced until a risk assessment has been completed, and any additional measures needed to ensure Health & Safety are identified and implemented.

#### **4.15 Manual Handling**

Where practicable, the Company has eliminated the need for manual handling using lifting devices. Manual handling assessments are conducted to identify areas of risk and staff trained in the techniques to be adopted. It is Company Policy that all operational staff receive basic manual handling training.

#### **4.16 Display Screen Equipment (Policy)**

The Company conducts a risk assessment for all employees using DSE. Where the findings of the assessment identify employees who habitually use DSE as a significant part of their normal work, the Company provides free eyesight tests and assistance in the purchase of corrective appliances where required. Appropriate Health & Safety training is provided to all employees. The Company provides adequate equipment (chair, workstation, lighting, etc) in line with the risk assessment.

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

The Company undertakes regular assessments of substances in the workplace to identify any potentially hazardous to health. Where use of the substance cannot be eliminated or a less harmful substance substituted then the Company implements safe working practices to reduce the risk. Appropriate training is given and PPE is provided/used. Where risks cannot be controlled by more effective means sufficient information/training regarding the substance is available (through safety data sheets, signs and the services of the Technical Department).

The Company has implemented a programme of health surveillance for employees who might be exposed to hazardous substances.

#### **4.18 Health & Safety Signals & Signs**

The Company has posted adequate and appropriate warning signs that comply with the Health & Safety (Safety Signs and Signals) Regulations to warn of hazards at all sites, and where appropriate, on work equipment.

#### **4.19 Carriage of Dangerous Goods by Road etc**

To ensure compliance with the Carriage of Dangerous Goods by Road Regulations, the Company maintains a number of staff who are fully qualified as Dangerous Goods Safety Advisers, and has adopted procedures to ensure that all dangerous goods are documented and transported in compliance with current legislation.

#### **4.20 Construction Work (CDM Regulations)**

The company has implemented procedures to provide a control framework for any construction work that lasts for more than 30 days or involves more than 500 person-days of work or includes any demolition work or involves more than five construction workers being on site at any one time. All work implemented is supervised by a competent person.

#### **4.21 Control of Pesticides**

The Company uses appointed/approved external contractors only for the application of pesticides and pest control.

#### **4.22 Ionising Radiation**

The Company has identified test equipment that uses low-level ionising radiation. The equipment is stored securely at all times and is operated by approved external competent persons only, who are responsible for compliance with the regulations.

#### **4.23 Quarry Regulations**

Within the quarry operational areas, the Company has implemented procedures that ensure compliance with the Quarry Regulations 1999.

#### **4.24 Asbestos Regulations**

The Company has identified/recorded the locations of all areas containing asbestos and established procedures to prevent work being undertaken in these areas unless adequate control measures have been taken.

#### **4.25 Working at Height**

The Company will take all reasonable steps to secure the health and safety of those involved in any work at height. It is recognised that there are inherent safety hazards in working at height and the Management will ensure that any risks are reduced to a minimum. This will be achieved through carrying out risk assessments and providing safe systems and places of work. The Company will undertake to give information and training to enable its employees to carry out their work safely.

## **4.27 Fire Safety**

The Company takes all reasonable steps to prevent fire on their premises. Fire risk assessments have been carried out on all sites. A programme of inspection and maintenance of fire exits, alarms, emergency lighting and extinguishers has been implemented and staff trained in the use of fire fighting equipment. There is a programme of fire drills. Fire wardens are appointed and trained where required.

## **4.28 First Aid**

The company maintains a number of employees suitably trained and equipped to assist with on-site emergencies. Suitable First Aid equipment (first aid kits, wash down showers, eye wash facilities etc) is suitably located on all sites and in all LGV vehicles.

## **4.29 Emergency Procedures**

Where risk assessments have identified significant risk, the Company has implemented Emergency Plans and Procedures, and has trained employees in the actions to be taken in the event of such an emergency.

## **4.30 Security Procedures**

The Company has identified from risk assessment, areas of its operations where “unauthorised” persons might be at risk, and has established and documented Security Procedures to minimise this risk.

# **5. Checking & Corrective Action**

The Company measures and monitors Health & Safety performance in the following areas:

## **5.1 Health Surveillance**

The Company operates a Health Surveillance Programme to monitor the health of all employees who might be exposed to hazardous substances, noise or occupational disease at work as identified by risk assessment.

The Company has appointed Specialist Medical Advisers to operate the Health Surveillance Programme, and screens employees who have been identified as being at risk of exposure to identify any adverse health effects at an early stage so that appropriate action can be taken.

## **5.2 Accidents, Incidents, Non Conformances and Corrective/ Preventative Action**

### **Accidents at Work**

All accidents, dangerous occurrences and near misses are reported, reviewed and the results analysed to identify trends and areas for further action.

The Company has implemented procedures for the reporting, recording and investigation of accidents and near miss incidents, and the reporting of accidents required under RIDDOR.

All accidents/incidents are reviewed at safety representative meetings and the Health & Safety Committee Meetings.

### **Non Conformance & Corrective / Preventative Action**

Procedures for the reporting and rectification of non-conformances and preventative actions identified by senior management compliance inspection or management system audits have been implemented. These are to be found in Section 5.2 of the Health & Safety Manual.

### **Road Traffic Accidents**

Although not required under Health & Safety regulations, due to the Company's dependence on road vehicles for its operations, the Company has implemented procedures for reporting and analysis of all road traffic accidents.

### **Incident Reporting**

To reduce the risks of Health & Safety, the Company has implemented procedures for reporting and recording incidents involving vandalism, theft etc

## **5.3 Record Keeping**

The Company has identified records that can demonstrate compliance with the Health & Safety Management system, and has put in place procedures for record keeping.

## **5.4 Auditing**

The Company has implemented an audit plan and has established Auditing Procedures that are used to verify that the Health & Safety Management system is operated correctly at all levels of management. The audit identifies non-compliances with established standards. Audit Procedures ensure that corrective actions are implemented and recommendations for improvement are made to senior management.

## **6. Management Review**

The Health & Safety Committee (comprising the Technical Director, Operations Director, General Manager – Technical, General Manager – Logistics, Health & Safety Manager, Compliance Manager & Aggregates Manager) reviews the Health, Safety & Welfare Management System to ensure its effectiveness, and compliance with current Health & Safety legislation.

# The Organisation for Health & Safety

## 1. Introduction

This section outlines the Company's organisation structure for the purposes of implementing and maintaining the Health & Safety Policy.

The Company has the ultimate responsibility for the fulfilment of the Health & Safety Policy and ensuring that working conditions are safe. It fulfils this by delegating responsibility to all levels of management and supervision.

The directors are responsible for ensuring that reasonable funding is available to meet routine health and safety expenditure and to meet contingencies that may arise over and above normal expenditure.

Operational managers are primarily responsible for the maintenance of a safe workplace and safe systems of work, and the Company allocates general responsibilities, as set out in the broad terms below:

## 2. Managing Director

**The Managing Director** is ultimately responsible for ensuring that the Company complies with all Health & Safety-related legislation, determining the requirements of the Health & Safety Policy, ensuring sufficient resources (both financial and personnel) are available and generally ensuring that the required standards of health, safety and welfare provision and management are achieved.

To ensure this, the Managing Director has assigned the specific tasks and responsibilities to fellow directors, senior managers and appointment holders as follows:

## 3. Health & Safety Committee

**The Health & Safety Committee** comprises:

- Technical Director (Chairman)
- Operations Director
- General Manager - Technical
- General Manager - Logistics
- Health & Safety Manager
- Compliance Manager
- Aggregates Manager
- Group Fleet Engineer
- Regional MRF Operations Manager
- Health & Safety Advisor
- Health, Safety & Training Co-ordinator

They have a general responsibility to review collectively the Health & Safety Management system and direct strategy with regard to Health, Safety and Welfare.

## 4. Senior Management

a) **The Technical Director**, as Chairman of the Health & Safety Committee, is responsible for:

- Actively promoting Health & Safety within Grundon.
- Establishing the framework for the implementation, monitoring and reform of the Health & Safety Policy and the Health & Safety Management System.
- Ensuring that the Health & Safety Policy and Management System accurately reflects the current priorities of the Board of Directors, and that all decisions affecting health, safety and welfare made by the Board of Directors are implemented in the Policy and operated and managed by use of the Health & Safety Management System.
- Ensuring that the Board of Directors is kept informed of any significant change to Health & Safety legislation.
- Ensuring that the Board of Directors are kept informed of Health & Safety performance and any significant incidents requiring their direct input.

b) **The Company Secretary / Finance Director, the Operations Director, the General Manager – Technical, the General Manager - Logistics, and the Fleet, Regional MRF Operations, Compliance and Aggregates Managers** are responsible for:

- Actively promoting Health & Safety within Grundon.
- Developing, in consultation with fellow directors and senior managers, the Health & Safety Policy and Health & Safety Management System, ensuring compliance with Health & Safety legislation.
- Ensuring implementation of, and compliance with, the Health & Safety Management System through use of the Health, Safety & Welfare Manual throughout all areas of the business, and for reviewing the effectiveness of the Policy and the associated Management System.
- Providing guidance and direction to operational management under their control, and generally promoting a positive attitude towards Health & Safety with employees, contractors, visitors, suppliers and customers.
- Ensuring adequate resources are budgeted and allocated to meet normal Health & Safety expenditure.
- The approval, appointment and monitoring of specific categories of supplier and contractor.

- Regularly chairing or attending the Health & Safety Representatives meetings in the work places or locations under their managerial control.
- c) **The Health & Safety Manager** reports to the Board via the Compliance Manager and liaises directly with the Operations Director, General Manager – Technical, General Manager – Logistics, Compliance Manager, and Aggregates Manager for guidance and direction on matters pertaining to their specific operational areas.

**The Health & Safety Manager's role is one of advice and recommendations, training, inspection, investigation and support. He is not responsible for day-to-day compliance with the Health & Safety Policy, Management System and legislation – this responsibility rests with the Operational Managers.**

**The Health & Safety Manager** is responsible for:

- Actively promoting Health & Safety within Grundon Waste Management Ltd & S Grundon (Ewelme) Ltd.
- Advising the Company on the implementation of and compliance with current, new and proposed Health & Safety legislation and codes of practice.
- Providing operational management with an advisory service including up to date information on hazards, risks, preventative and control measures.
- Conducting periodic inspections of the workplace and work activities in conjunction with operational management with a view to identifying and advising on the elimination or control of the risks to health and safety.
- Identifying where there is a need to promote safety awareness and developing, in consultation with the Health & Safety Committee, appropriate programmes.
- Participating where necessary in accident and dangerous incident investigations, reviewing investigation reports, making recommendations where appropriate and raising and filing with the authorities any statutory reports (for example, RIDDOR).
- Collating accident reports and producing and analysing Company-wide safety and accident statistics and publishing appropriate reports for the Health & Safety Committee and the directors with recommendations for improvement in overall safety performance.
- Maintaining liaison with external professional contacts, the Health & Safety Executive, external authorities, and other relevant bodies, and communicating relevant information internally.
- Organising and conducting Safety Representatives meetings in accordance with and as specified in the guidelines in section 4.3.01 of the Health, Safety & Welfare Manual.

- Establishing and developing, in consultation with the Health & Safety Committee and all other managers, Company-wide Health & Safety-related training programmes for all employees.
- The approval and monitoring of Health & Safety (and related) training organisations and expert advisors on the Approved Supplier Register.
- Arranging appropriate resources for the Health & Safety (and related) training of managers, supervisors, First Aiders, new employees, Driver Assessors and Safety Representatives and, where necessary, conducting and/or participating in their training.
- Advising management when new plant, equipment, substances and procedures are introduced to ensure that they meet legislative and Company standards.
- Participating as required in the audits of the Health & Safety Management system in accordance with the guidelines and the audit plan in Section 5.4 of the Health, Safety & Welfare Manual.
- Arranging a principal resource or resources (Approved Supplier) for the supply of PPE and Safety Workwear and for the advising on the type of protective equipment and clothing necessary for particular areas or processes.
- Arranging resources for pre-employment examinations, statutory and / or agreed medical examinations and vaccination programs as required under the Company's Health Monitoring programme.

**d) The Health & Safety Team (Health & Safety Advisor, Safety Skills Trainer and Health, Safety & Training Co-ordinator) works to the remit of the Health & Safety Committee, and are responsible for:**

- Actively promoting Health & Safety within Grundon Waste Management Ltd & S Grundon (Ewelme) Ltd.
- Maintaining the formal Health & Safety Management system to the standards set down in HSG 65 "Successful Health & Safety Management".
- Providing a central resource of Health & Safety legislation, and ensuring that the Register of Legislation (Section 3 of the Health, Safety & Welfare Manual) is kept up to date.
- Identifying new or changing Health & Safety legislation, Approved Codes of Practice, standards etc., and recommending, where applicable, the implementation of appropriate changes to the Health & Safety Management System to ensure compliance is maintained.
- Providing assistance and guidance to operational management in the production of Risk Assessments, Safe Operating Procedures and establishment of safe systems of work.

- Monitoring and appraising Risk Assessments, Safe Operating Procedures and safe work practices and making recommendations to operational management for their consideration.
  - Establishing and publishing, in consultation with the Health & Safety Committee, a Company-wide audit plan to ensure compliance with Health, Safety & Welfare Management Systems and reporting to them the findings.
  - Participating as necessary in the audits of the Health & Safety Management system in accordance with the guidelines and the audit plan in Section 5.4 of the Health, Safety & Welfare Manual.
  - Providing a central resource to review and analyse accidents, incidents and near miss reports and to report on relevant issues to the Health & Safety Committee.
- e) **The Aggregates Manager** reports to the Finance Director & Company Secretary and in addition to 4b above is also responsible for:
- Ensuring that the Company's aggregate processing and associated plants and operations are run in compliance with the Quarry Regulations and all other Health & Safety statutory requirements.
  - Providing advice and support to the Health & Safety Committee on Health & Safety (and related) matters in respect of aggregate production and quarrying.
- f) **The Human Resources Manager** reports to the Finance Director & Company Secretary and is responsible for:
- Actively promoting Health & Safety within Grundon.
  - Advising the Health & Safety Team on occupational health (where appropriate) and allied issues including personal injury claims.
- g) **The Administration Manager** reports to the Finance Director & Company Secretary and is responsible for:
- Providing advice and support for the design of the Health, Safety & Welfare Manual content including forms.
  - Publishing and distributing controlled copies of all documents contained in the Health, Safety and Welfare Manuals.

## 5. Operational Management

**Health, Safety & Welfare is primarily the responsibility of all managers who control or manage operational activities, including offices, workshops, transfer stations, MRF's, landfills and quarries.** They are responsible for:

- Preparing and reviewing risk assessments, taking appropriate action to eliminate risks identified and where these risks cannot be eliminated, ensuring they are adequately controlled.

- Drafting and finalising Safe Operating Procedures for **ALL** work activities carried out, and for the use, inspection, maintenance, cleaning and disposal of all work place materials and work equipment used by their employees and any agency workers employed by the Company on its behalf.
- Ensuring all risk assessments including specific assessments such as:
  - ⇒ COSHH (including Hazard Data Sheets)
  - ⇒ Working at Height
  - ⇒ Manual Handling
  - ⇒ Confined Space
  - ⇒ Live Electrical Work
 are made available to all employees and workers who are required to be informed of the risk assessment.
- Ensuring all employees and agency workers sign a formal record to confirm they have seen and understood any risk assessment and SOP's that apply to them and / or their work activity.
- Ensuring that all risk assessments are in place and have been presented to all employees before any work on that activity or work equipment commences.
- Ensuring that all work activities are continually monitored against the controls and requirements set down in all and any Risk Assessment and/or Safe Operating Procedures.
- Ensuring that all prescribed high risk activities (*Doc Ref 4.6.10.1*) carried out on Company premises or on sites controlled by the Company are subject to control and management under a Permit to Work. In particular all operational managers are to ensure that:
  - ⇒ Only persons appointed in writing are permitted to authorise any permit to work.
  - ⇒ That all and any hot work conducted by any contractor is subject to authorisation by a permit to work.
  - ⇒ Permits to Work are only to be authorised by appointed persons who are competent in the activity/process being covered by the Permit to Work i.e. people authorising a Confined Space Permit to Work must have completed the management of confined space or confined space entry training packages.
- Preparing a monthly report on Health, Safety & Environmental matters and submitting the report to the Health & Safety Department by the 7th day of the following month covered by the report.
- Actively promoting the use of the Company Hazard and Near Miss reporting system and to use and manage it fully in line with the procedure for the system.
- Awarding responsibility to Safety Representatives and Driver Assessors in their support activities of a Health & Safety nature and for the managing and monitoring of these activities which will include those detailed in the section covering the Responsibilities of the Safety Representative later in this document (Para 6 below).

- Ensuring that all employees and workers receive the complete Induction 1 package pertinent to their role (Operational/Administrative) within the Company. Further ensuring that the respective package is delivered thoroughly and within the correct time frame.
- Managing and controlling the activities and prescribed duties assigned to the Safety Representatives, First Aiders and Fire Wardens. This includes:
  - ⇒ The managing of monthly and any other periodic inspections to be carried out by respective Safety Representatives/Fire Wardens and the monitoring of those inspections.
  - ⇒ Ensuring that all Safety Representatives attend Safety Representative meetings.
  - ⇒ Ensuring that all Safety Representatives and Fire Wardens receive the appropriate training packages to enable them to function effectively in the roles.
  - ⇒ Ensuring that First Aiders carry out a monthly check of all first aid boxes and eye wash stations etc. and replace or replenish any date expired or spent/used items immediately. These checks must be recorded.
  - ⇒ Ensuring that Fire Wardens complete on a monthly basis the checking of all fire fighting appliances for security, accessibility, damage and visibility. This inspection will also include checking of all emergency access routes for freedom of hazards, obstacles and poor lighting conditions (including exit doors).

The manager is to ensure that all inspections and checks carried out by him / herself, and/or the Safety Representatives, Fire Wardens and/or Driver Assessors are documented and recorded and all documentation and records are retained for inspection and/or audit purposes.

- ⇒ Ensuring competence of their employees through selection and training. Ensuring that all new employees receive appropriate and timely induction training, that training requirements are reviewed periodically and that training records are maintained in accordance with Company procedures.
- ⇒ Consulting employees under their control on Health, Safety & Welfare matters, especially the Safety Representatives, and ensuring that appropriate information (Policy, Arrangements, Risk Assessments, SOP's, Emergency Procedures, Site Rules etc.) is made available to all staff.
- ⇒ Issuing to their employees appropriate Personal Protective Equipment (PPE), and recording such issues. Ensuring that such equipment is used, inspected, stored and maintained in accordance with Company procedures.
- ⇒ Arranging inspection / maintenance / repair of plant and facilities using only approved contractors and in accordance with Company procedures. Ensuring that all contractors fully comply with Company Health & Safety procedures.
- ⇒ Conducting and recording (using appropriate forms and check lists), their own inspections of the work place as specified in the Operational Health & Safety Manual, and ensuring that any appropriate corrective or preventative action is undertaken.

- ⇒ Ensuring adequate health and safety facilities such as first aid, fire fighting equipment, security etc. are in place, and that emergency procedures are understood and followed by all employees, workers and contractors and, where necessary, make specific arrangements for overtime, shift or lone workers.
- ⇒ Investigating, recording and reporting all accidents and incidents in accordance with the Company's accident procedures.
- ⇒ Ensuring that the appropriate health surveillance for their employees as indicated by the Risk Assessments are carried out. When concerns are identified they must inform the Health & Safety Team as appropriate.
- ⇒ Co-operating with senior management and generally promoting a positive attitude towards Health & Safety with employees, contractors, visitors, suppliers and customers.
- ⇒ To deliver tool box talks using the company format to employees/ contractors/agency staff on topics of his own choosing or those directed by the company. All tool box talks are to be recorded and recorded on the monthly compliance report

## 6. Safety Representatives (Including Driver Assessors in the Safety Representative role)

- **Safety Representatives** report to their appropriate operational manager. Their responsibilities include:
  - Representing their fellow employees on Health & Safety matters.
  - Communicating regularly with their fellow employees and their manager on all health and safety related matters. They must ensure that they bring any concerns to the attention of their manager and communicate feedback as appropriate.
  - To actively promote and support the Near Miss and Hazard reporting system within the Company and in particular the individuals place of work.
  - To carry out a minimum of two thorough inspections of the workplace per calendar month to include the production of a report and confirmation of any remedial actions required or carried out during the inspection. These inspections must cover at least two of the following topics each calendar month:
    - ⇒ Physical checking of storage facilities (cupboards, stores, racks, fuel bunds, oil/gas stores) within their areas of responsibility looking for identification of hazards and /or evidence of bad practice.
    - ⇒ Conducting a safety sign and signal audit to include the auditing for presence, visibility, clarity, obstruction, damage and currency of all warning signage, notices, markings and information boards/notices within the working areas.
    - ⇒ Conducting an inspection of all pedestrian and vehicular access routes in the areas covered by your role, to include parking and refuelling areas as appropriate.
    - ⇒ Checking for serviceability and damage of a selection of hand tools and/or other non-mechanically or electrically powered work equipment within the workplace.

- Checking that local procedures for evacuation in an emergency are adequate, with appropriate signs, and that their fellow employees understand these.
- Participation and active support of the local manager in the investigation of accidents and near misses.
- To take copies of all Near Miss and Hazard reports from the person submitting them and to monitor their progress through the Near Miss system. Any report or reports not actioned appropriately by the local manager are to be collated by the Safety Representative and presented to the next Safety Representatives meeting.
- Attending and participating in regular meetings with fellow Safety Representatives, to provide these meetings with information on health and safety matters from their area of responsibility, and to communicate any relevant content of these meetings to their manager and fellow employees.
- Attending all and appropriate training courses and refresher sessions of such nature and content to support the individual in the Safety Representative role. This training could include:
  - ⇒ Safety Representative training
  - ⇒ Fire Warden Training
  - ⇒ First Aid training
  - ⇒ Fire extinguisher training
  - ⇒ Risk Assessment foundation training
  - ⇒ Near Miss training
  - ⇒ Other training deemed appropriate in support of legislative changes or in support of company H&S initiatives

## 7. Employees

**Health & Safety is not exclusively the responsibility of the management team; it is the responsibility of everybody, regardless of his or her role within the Company. All employees have a statutory duty of care for themselves and others that complement any job specific Health & Safety responsibilities.**

**Every employee** is responsible for:

- Observing Company Health & Safety rules and Safe Operating Procedures at all times, and to take care of their own Health & Safety and that of their fellow workers.
- Reporting all potential hazards, unsafe conditions and practices, defects, accidents and near misses to their supervisor, manager or Safety Representative without delay.
- Co-operating and consulting with management to improve Health & Safety standards.
- Using plant, vehicles, machinery and Company property correctly in accordance with the Safe Operating Procedures and training provided.

- Carrying out, and where appropriate recording, daily inspections of the plant, vehicle or machinery used by them in accordance with Company procedures and reporting to their manager, using the appropriate written defect report, any defects or shortcomings found.
- Using, maintaining and storing personal protective equipment and clothing provided correctly. Inspecting this equipment prior to use and reporting any loss, defects or damage to their manager.
- Practising and promoting good housekeeping.

Any disregard of the Health & Safety Policy and associated procedures shall be treated with the utmost seriousness and may result in disciplinary action, which could include dismissal.

## 8. First Aiders

**First Aiders** are responsible for:

- Administering first aid in the event of an accident and reporting all incidents in accordance with the company accident reporting procedures.
- Ensuring that the first aid boxes are maintained, and the content replaced through the local established ordering procedure.
- Monthly physical checking of first aid boxes and eye wash stations etc. and for the replenishing or replacement of spent/used/ date expired items. This is to be recorded locally.

First Aiders must hold a valid First Aid at Work Certificate, and are required to undergo external refresher training every three years.

## 9. Temporary Workers (Agency)

Operational management have a responsibility to ensure that:

- Only temporary workers who are suitably qualified or skilled are engaged to perform a specific and time-bound task.
- Before temporary employees commence their duties, they must be informed of any Health & Safety issues, correct working practices and Safe Operating Procedures.
- They must be issued with appropriate RPE / PPE / clothing / tools etc as required and instructed in the safe and correct use of such items.

Whilst working for the Company temporary workers have the same responsibilities as any permanent employee as described in section 7 above.



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