

SIGNPOSTS MARC LTD

EMPLOYEE SAFETY HANDBOOK

INTRODUCTION

This Employee Safety Handbook has been produced to provide employees with information that will enable you to understand the arrangements that we have made to comply with our duties under health and safety law.

It also provides information about your duties as an employee. Your responsibility is to read this Handbook and ensure you are familiar with its contents and any amendments to it that might occur from time to time.

To enable you to be aware of these legal requirements we have produced this 'Safety Handbook' for your information and it covers the following:

- Information for Employees
- Employees' Individual Responsibilities
- Safety Rules

This Safety Handbook seeks to ensure that you are fully conversant with all aspects of health and safety which affect you whilst undertaking work activities.

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General

Businesses that are successful in achieving high standards have Health and Safety Policies which contribute to their business performance whilst meeting their responsibilities to people and the working environment in a way which fulfils the spirit and letter of the law.

What the Law Requires

Unless exempt from certain provisions, our business has to comply with the requirement to have a written statement of Health and Safety General Policy for the protection of our employees and others who may be affected by our work activities.

This statement forms the basis of the actions necessary to combat issues within our organisation.

Our Health and Safety Policy and Procedures reflect our commitment to a planned and systematic approach to policy implementation.

A full review is undertaken from time to time, to ensure high standards and commitments are maintained by us.

You are required to co-operate with us so far as is necessary to enable us to fulfil any duty or requirements to be performed or with which we must comply.

You are to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions whilst at work.

You also have a duty not to interfere with or misuse things that are provided within the scope of any relevant statutory provisions.

All the above are identified within your Employee Safety Handbook as your individual responsibilities, rules and procedures and must be adhered to at all times.

SIGNPOSTS MARC LTD

HEALTH AND SAFETY GENERAL POLICY

We at Signposts Marc Ltd recognise our duties under the Health and Safety at Work etc Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

Signposts Marc Ltd recognises so far as is reasonably practicable the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that hazards are identified and regular assessments of risks are undertaken.
- To provide information, instruction, training and supervision as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout our organisation.
- To ensure we are taking the appropriate protective and preventative measures.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they cooperate with management and adhere with Signposts Marc Ltd safety rules which are provided within the **Employee Safety Handbook**.

Signature

Date

Position

ORGANISATION AND RESPONSIBILITIES

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INTRODUCTION

We are legally required to identify the duties and responsibilities for employees who have a specific role in managing health and safety in our workplace.

Those involved in the management of Signposts Marc Ltd have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

We also have a responsibility and duty to ensure that:

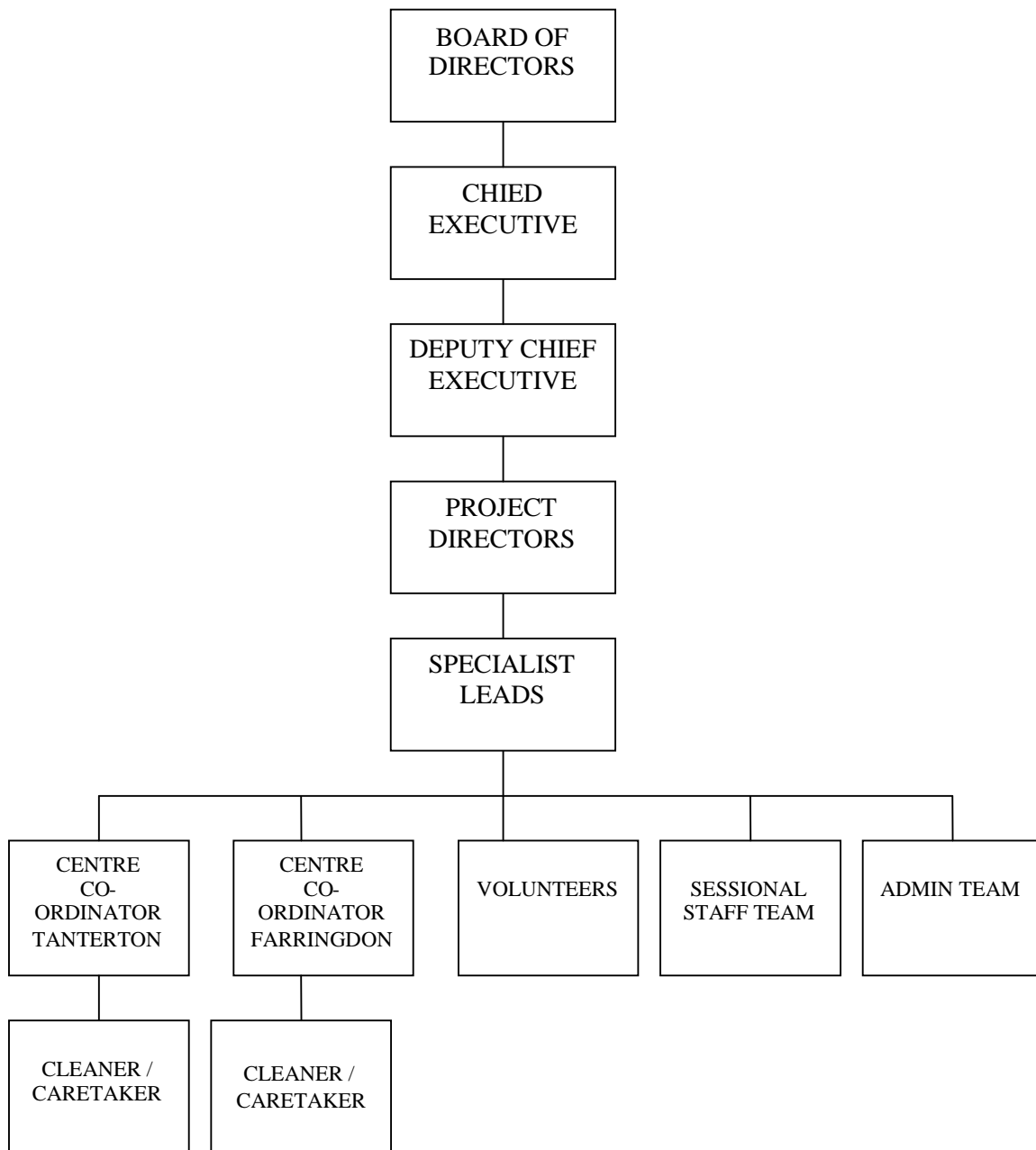
- You are aware of and understand the Health and Safety General Policy.
- You are aware of and understand the health and safety rules relating to your work.
- You are adequately instructed, trained and supervised.
- You are made aware of the hazards and risks associated with your work activities.
- You are provided with safe products, substances and equipment, safe methods of work and an environment in which it is safe and healthy to work.

The above duties and responsibilities are implemented through the use of the documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

ORGANISATIONAL STRUCTURE

The organisational structure diagram outlines the chain of command in respect of health and safety management. It also shows who has the responsibility for the implementation of the Health and Safety General Policy and are accountable for their areas of responsibility.

SIGNPOSTS MARC LTD



MANAGEMENT RESPONSIBILITIES AND MONITORING

Introduction

This Employee Safety Handbook has been produced to provide you with information that will enable you to understand the arrangements that we have made to comply with our duties under health and safety law.

It also provides information about your duties as an employee. Your responsibility is to read this Handbook and ensure you are familiar with its contents and any amendments to it that might occur from time to time.

Management Responsibilities

Health and safety law lays down specific duties on employers to make arrangements to protect the health, safety and welfare of their employees whilst at work and others (visitors and contractors) who might be affected by their undertakings.

To help us comply with these duties we have delegated specific responsibilities to Managers and others who have been given specific responsibility for their area of work (information on individual management responsibilities can be found in the **Organisation and Responsibilities** section of the **Health and Safety Policy and Procedures Manual**).

As part of our duties we have prepared a Health and Safety Management System that includes:

- Our Health and Safety Policy.
- Responsibilities and monitoring duties for management.
- Specific arrangements to deal with issues in our workplace.
- Risk assessments.
- Emergency procedures to deal with accidents at work, fire and evacuation of the premises.
- Rules for all of our employees.

You must read and take note of the information in this Employee Safety Handbook. You will be expected to sign a confirmation letter that you have read, understood, accepted and will comply with the contents and will keep yourself aware of its contents and any amendments to it that might occur from time to time.

We have provided copies of the 'Health and Safety Law – What You Should Know' poster that provides you with additional information. These are displayed in prominent positions throughout our premises. Where a poster cannot be displayed we will provide copies of the Health and Safety Law leaflet.

Where applicable we will also provide other documentation that provides the information necessary for you to be able to carry out your work safely.

LIST OF SPECIFIC ARRANGEMENTS

We are required to make specific arrangements to carry out our duties and to inform you about them. This section tells you what specific arrangements we have identified as requiring our attention (more information relating to them can be found in the **Policy and Procedures Manual**).

- Accident and Incident Reporting
- Accident Investigation
- Consultation
- Electrical Safety
- Equipment Use
- Fire / Emergency Arrangements
- First Aid
- Hazard Reporting
- Occupational Health
- Purchasing
- Risk Assessments
- Training
- Welfare / Working Environment
- Asbestos
- Cleaning
- Control of Contractors
- Display Screen Equipment
- Office Equipment
- Food Safety
- Hazardous Substances
- Use of Chemicals
- Storage of Hazardous Substances
- Legionella
- Play Areas
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Substance and Alcohol Use / Abuse
- Working at Height
- Personal Protective Equipment
- Playgrounds
- Work with Children
- Smoking
- Stress in the Workplace
- Transport
- Occupational Road Safety
- Violence
- Visitors
- Slips, Trips and Falls
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EMPLOYEE RESPONSIBILITIES, RULES AND PROCEDURES

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INTRODUCTION

Health and safety law lays down specific responsibilities on us to secure your health and safety whilst at work. The legislation also requires that we protect others who are not our employees but may be affected by our activities.

Health and safety legislation not only places general duties on Managers but also on you to look after your own health and safety and that of others who may be affected by your acts or omissions.

To ensure you are aware of the legal provisions and your responsibilities we have provided the relevant information regarding our rules and procedures for your protection whilst at work. These are included within this Employee Safety Handbook.

INFORMATION FOR EMPLOYEES

We are fulfilling our general duties and responsibilities for the provision of information to you and to your representatives on all aspects of health and safety at work by displaying or issuing various documentation as follows:

- The Health and Safety Law Poster.
- The distribution of literature and information leaflets.
- The displaying of information relating to safe working procedures.
- Making available information on the results of various risk assessments carried out and the control measures to be put in place.

In addition to the above, we have produced this Employee Safety Handbook, which is available for you to read. This Handbook contains information relating to individual responsibilities and safety rules covering the following working procedures, which are of particular importance and relevance to you as our employee:

- Working Practices
- Hazard / Warning Signs and Notices
- Working Conditions / Environment
- Protective Clothing and Equipment
- Fire Precautions
- Vehicles
- Accidents
- Health
- Drugs and Medicines
- Hygiene
- Rules Covering Gross Misconduct

EMPLOYEE RESPONSIBILITIES

RESPONSIBILITIES

As an employee of the organisation you have a legal duty to take reasonable care of yourself and others and ensure that you co-operate with management on points of health and safety.

Ensure that you comply with all the emergency arrangements that are communicated to you.

You must ensure that you report all accidents, near misses or damage to machinery and property as soon as possible. You must co-operate with any accident / incident investigations that you are requested to assist with.

You must refrain from wilful measures or interference with anything provided in the interests of health, safety and welfare.

You must carry out your tasks in a safe manner and follow the requirements of any instructions or safe systems of work that may be provided for you. Should you feel that there are situations that may pose a hazard; you have a duty to report such findings to management.

You have a duty to ensure that any personal protective equipment provided for your protection is worn, maintained and stored in the correct manner as directed by management.

ACHIEVED BY

Co-operate with your management on points of health and safety, including attending any health and safety training that may be deemed necessary to undertake your task. Make yourself familiar with the specific arrangements of the Health and Safety Policy that may affect you.

Ensure that you take notice of the procedural arrangements for action in the event of an emergency and keep yourself updated with any changes that may be communicated to you.

It is important that you inform those in control of the organisation's first aid or the emergency contact, so that effective action can be taken as soon as possible. Failure to report accidents, incidents or damaged equipment, may give rise to the same or similar incident arising again.

Carry out your tasks in a safe manner and follow any safety rules provided and have a general understanding of your limitations, in so far as the tasks you are employed to carry out.

Make yourself aware of the tasks you are required to undertake. If there is anything you are unsure about you must ask.

Follow any specific instructions to wear, maintain and store personal protective equipment as per the manufacturer's instructions.

SAFETY RULES

Introduction

This section of the Employee Safety Handbook outlines the general rules laid down and which are applicable to you. These safety rules are prepared in accordance with legal requirements and in compliance with acknowledged safe working practices. In addition there is a legal duty imposed upon you to comply with these rules, as breaches of the rules will result in disciplinary action, possibly leading to dismissal.

There may be more specific rules about how you are expected to undertake certain tasks. Where applicable, these will be in the format of safe working procedures, locally produced within your organisation, for which we, as your employer, will provide appropriate instruction and training.

It should be remembered that a breach of health and safety legislation by you may constitute a criminal offence and action taken by an Enforcing Authority against you, as an individual, can result in heavy penalties, i.e. fines and / or imprisonment.

Safety Rules

Working Practices

- You must not operate equipment unless you have been trained how to use it.
- You must use work equipment in the safe way that you have been trained.
- You must report any equipment problems to management as soon as possible.
- You must not make repairs to any work equipment unless you have been trained to do so.
- Work equipment must not be left switched on without someone controlling it.
- Hazardous substances must be used as instructed.
- All hazardous substances that are not in use must be stored correctly.
- You must obey the drugs and alcohol policy of the organisation.
- You must carry out manual handling tasks in accordance with safe systems of work.

Hazard / Warning Signs and Notices

- You must comply with all workplace warning signs and notices displayed.

Working Conditions / Environment

- You must clear up any spillage within the work area.
- Waste hazardous substances must be disposed of in the prescribed manner.
- You must make proper use of all equipment and facilities provided.
- You must keep all areas clean and tidy.
- You must dispose of all rubbish and waste materials using the facilities provided.
- You must report any hazardous conditions.

Protective Clothing and Equipment

- You must use all protective equipment as instructed.

Fire Precautions

- You must report any use of fire fighting equipment to your Supervisor.
- Do not fight fires unless you have been trained to do so.
- You must comply with all emergency procedures.
- You must not obstruct any fire escape route, fire equipment or fire doors.
- You must not interfere with or misuse any fire equipment provided.

Vehicles

- Safety checks must be carried out on all work vehicles.
- Do not operate any work's vehicles without approval.
- You must not allow unauthorised passengers in work's vehicles.
- You must not use work vehicles for unauthorised purposes.
- You must not overload work's vehicles.
- You must report any medical condition that will affect your ability to drive.
- You must not use a hand held mobile phone whilst driving.

Accidents

- You must report any injury suffered at work to the person in charge and enter details in the Accident Book.
- You must report immediately all accidents and dangerous occurrences to the person in charge.
- You must report all instances of damage to any property or articles.

Health

- You must report to the person in charge any medical condition which could affect safety.
- You must cooperate with the organisation's health surveillance provisions.
- You must inform the person in charge, as soon as possible, if you are pregnant.
- You must report to the person in charge any instances of illness that could compromise food hygiene. This includes;
 - Diarrhoea, sickness (vomiting) and other stomach disorders
 - Any discharge from the eyes, ears or nose or a sore throat
 - Any septic skin condition such as sores, boils, septic cuts etc.
 - Any other infection.
- You must inform your employer of any infections or illness immediately.
- Decisions to keep you away from work due to illness will only be taken by managers after careful consideration.

Drugs and Medicines

- All employees authorised for dispensing medication must obey the established procedures.
- The misuse of drugs or medicines is a disciplinary offence.
- All dispensing of medicines must be carefully recorded.

Hygiene

- You must maintain high standards of personal hygiene at all times.
- You must protect all open wounds with the appropriate dressings provided.
- You must report all relevant infections immediately to the person in charge.
- You must not consume food or drinks in a place where it may become contaminated.

Rules Covering Gross Misconduct

- You will be liable to summary dismissal if you are found to have acted in either of the following ways:
 - Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
 - Interference with or misuse of any equipment, for use at work that may cause harm.

CONSULTATION

To enable you to raise issues of concern relating to health and safety issues in our workplace consultation has to take place between us.

This is accomplished by consultation sessions between employees and management in the form of tool box talks (on the job) and by pre-arranged formal meetings. These meetings take place on a regular basis and the content of meetings is documented.

We consult with our employees on a one to one or group basis over matters concerning health and safety.

FIRE / EMERGENCY PROCEDURE

UPON DISCOVERING FIRE

- Should you discover a fire, raise the alarm by the established method identified in your training.
- Telephone the emergency services by using the organisation's agreed procedure. Provide your telephone number, address, postcode and location of the fire. Speak slowly and clearly.
- Ensure the relevant information is relayed back to you correctly.
- Leave by the nearest emergency exit and go to your established assembly point.
- DO NOT re-enter the building until authorised to do so by the Senior Fire Officer.

EMERGENCY EVACUATION ARRANGEMENTS

In the event of the alarm being raised, the following action must be taken:

- Leave the building by the nearest available emergency exit.
- Do not stop for personal belongings.
- Report to your established assembly point.
- Ensure the Senior Fire Officer is informed of any situations that may affect the safe evacuation of the premises.
- DO NOT re-enter the building until authorised to do so by the Senior Fire Officer.

FIRST AID

Arrangements have been made to ensure that incidents requiring first aid treatment are dealt with in an appropriate manner.

In the event that you have an accident resulting in an injury, however minor, you must report to the person appointed to administer first aid, if you are able to do so. You must enter the details of the accident in the **Accident Book**.

If you are in the vicinity of a serious accident then you must inform the First Aider immediately. If the First Aider is unavailable, you must inform the designated 'Appointed Person' to deal with the situation.

The name and location of the persons appointed to administer first aid can be found on the **First Aid Notices** that are placed in prominent positions throughout the workplace.

Accidents that do not result in an injury must also be reported.

HAZARD REPORTING

We have procedural arrangements in place to encourage your involvement in the reporting of hazards that may affect you or others.

This procedure provides a method of communication of all hazards, unsafe conditions and practices. Such hazards will be reported using a **Hazard Log**. The form is available for use and should also be completed where hazards and unsafe conditions may affect the health and safety of other persons who are not our employees. This may also apply to contractors working on the premises where their work activities are likely to affect our employees.

You should participate fully in ensuring that this procedure is adhered to and that defects or hazards are reported immediately in the interest of adherence to our Health and Safety Policy.

If you require assistance ask/seek from Line Manager. If you prefer to report defects or hazards verbally then do so to Line Manager. In these instances the report should be made to your Line Manager who will complete the **Hazard Log** on your behalf.

OCCUPATIONAL HEALTH

We have a legal responsibility to ensure the wellbeing of anyone who may be affected by the possibility of ill health arising from a work activity.

Hazards that have the potential to harm you, or anyone connected with our business, are identified in our risk assessments which are contained in the relevant section of the **Risk Assessments Manual**. These assessments will identify any occupational health issues that require controlling.

If our risk assessments deem it necessary, we will institute monitoring procedures for the health of any employee or prospective employee who is, or may be, exposed to health risks whilst carrying out work activities. This may mean that existing employees are referred for health screening, in the event that you have come into contact with something that is likely to cause long term harm and may affect your ability to safely continue with your normal duties. We reserve the right to refer you to an Occupational Health Practitioner appointed by ourselves.

If you suffer from any of the following medical conditions you must inform your Line Manager so that, in case of need, the appropriate action can be taken: bronchitis, heart complaints, epilepsy, allergy to any substance e.g. penicillin, asthma, confirmed pregnancy, high / low blood pressure, giddiness / fainting or diabetes.

This is not an exhaustive list. Any condition that affects your ability to work, or would affect the safety of others must be reported to the relevant Line Manager.

RISK ASSESSMENTS

We recognise that we have responsibilities to carry out risk assessments so that we can identify:

- The significant hazards that employees may be exposed to.
- Who could be harmed and how?
- What is the likelihood that someone could be harmed by the hazard?
- How the hazards are controlled and whether any action is required to deal with the hazard.

Completed risk assessments forms can be found in the **Risk Assessments Manual**.

Where necessary, copies of the completed risk assessment forms will also be placed in the relevant department.

The control measures identified in the risk assessments will form part of our safe working practices and procedures.

You will receive instruction in the form of training and information on both the control measures and safe working practices and procedures. You must comply with those instructions at all times.

SAFETY RECORDS

We have a need to maintain records of our activities (information on these can be found in the **Policy and Procedures Manual**). Completed records can be found in the **Safety Records Manual**.

Name: _____

EE/HS

Department: _____

**EMPLOYEE CONFIRMATION OF
CONTENT OF SAFETY HANDBOOK**

PART 1

Please read the notes below and then sign this form.

We at Signposts Marc Ltd have formulated a Health and Safety at Work Policy. This letter is to inform you that the sections of the Policy that affect all of our employees are contained in this Employee Safety Handbook.

The complete Health and Safety Policy and Procedures is available for you to inspect if you wish to do so. Your Line Manager will arrange for it to be made available to you if requested.

PART 2

I have read the Signposts Marc Ltd Employee Safety Handbook and understand, accept and will comply with its contents so forming part of my contract of employment. I will keep myself aware of its contents and any updates which I am made aware of.

Employee's signature: _____

Date: _____