



The Metal Ring Company Limited

Health and Safety

The company recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe and healthy and comply with all statutory requirements and codes of practice.

All Factory workers and those who enter the factory working areas as part of their role must refer to the Company Health and Safety Manual. This is available at all times in the main office. In addition to this document the company will pay particular attention to:

- The provision and maintenance of plant and systems of work that are safe and healthy
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of information, instruction, training and supervision to ensure the health and safety at work of employees and others.
- The control of the place of work, maintaining it in a safe condition.
- The provision of safe means of access to, and exit from the place of work.
- The maintenance of a working environmental that is safe and without risks to health and provides adequate facilities and arrangements for welfare at work.

a. Procedure

The Managing Director is responsible for safety in the Company and will monitor the safety policy on a regular basis. The Board will be advised of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, training where appropriate in manual handling and the provision of eye tests for those who habitually use display screen equipment. An allowance is provided for employees who require safety shoes for their work, these must be worn at all times. Contact the Finance Director for more information.

Information and training for employees will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

Safety Officer

The Safety Officer's (The MD) responsibilities cover the maintenance of safety records; investigation of accidents; providing accident statistics' and keeping a watching brief on changing safety legislation. Full investigation of accidents will be carried out by the Safety Officer under the direction of the appropriate manager with a view to the prevention of future occurrences. The safety officer is responsible for ensuring that the Companies obligations in respect of assessment, reporting, monitoring and control of all safety factors within the Company are met. These include, but are not limited to COSHH, PUWERR, VDU, Manual Handling, PPE, Fork lift operations.



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With regard to contract workers all Safety Officers must ensure they take adequate steps to ensure that all contract workers on the site to carry out maintenance etc., should be vetted to ensure that they are competent to carry out the necessary activities and must at all times adhere to the health and safety policy. The Managing Director will have the responsibility to provide leadership and to promote responsible attitudes towards health and safety and will:

- Ensure that each new employee is given induction training; including the precautions and procedures appropriate to their specific jobs (all new members of staff will be shown the location of first aid boxes, fire exits and fire-fighting equipment).
- Ensure that all staff are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures.
- Ensure that all staff for whom they are responsible are aware of the health and safety policy
- Ensure that any temporary employee, before he or she commences work, shall be supplied with comprehensible information about any special occupational qualifications or skills required in order that the work can be carried out safely.
- Keep up to date with health and safety matters applicable to the operations of the Company
- Investigate all accidents, with a view to prevention.
- Ensure good housekeeping standards are applied.
- Review periodically all new and existing equipment with reference to mechanical and operational safety and in particular, the location of all equipment bearing in mind the requirements of the workplace and the use of work equipment regulations.
- Carry out regular safety checks and audits to review existing risk assessments.

Employees

All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to follow company procedures and in particular, to report any incidents/hazards which may have led to injury or damage. All employees should ensure that they use any equipment in accordance with the training that they have received, inform their manager about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements. If your manager is not available, an employee may stop work and immediately proceed to a place of safety in the event of being exposed to serious, imminent and avoidable danger.

Any employee who is faced with such a conflict between the demands of safety and their job should raise the matter as soon as possible with the manager after the danger has ceased or has been dealt with. All employees should make their managers aware of any personal circumstances that may influence their personal health and safety at work, for example, pregnancy.

Personal Safety



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All employees need to be aware of their personal safety. This is particularly important if you are working late and alone. If you are working late and alone please ensure that you notify an appropriate person.

b. Reporting Accidents

In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for a manager or first aider

DO NOT MOVE THE INJURED PERSON

- Report the full details to the first aider who will record the incident in the accident book. The accident will be reported to the inspecting authority as and when necessary.
- Any “near miss” incident which occurs should also be reported to your immediate manager who will be responsible for making a report to the Managing Director.
- All accidents will be investigated by the Managing Director. A report will be made to ensure that necessary action is taken to prevent recurrence.
- All employees are required to co-operate fully in investigations into accidents and near misses.

c. First Aid

During the induction programme employees will be shown the location of the nearest first aid box to their work area. Names of first aiders and appointed persons together with information on how to contact them are given on the notice board.

Housekeeping and Common Sense

Throughout all Company premises the following should be observed :-

- a. All walkways should be kept clear; cables should be taped or protected if they must cross walkways. Areas where forklifts are likely to travel must also be kept clear at all times.
- b. All persons must be aware of their surroundings and behave in a consistent manner with those surroundings, (e.g., running in the workplace will invite injury)
- c. All persons are responsible for clearing up after themselves in all situations.
- d. Tools and sharp objects should be used and stored correctly



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d. Electrical Equipment

The following should be adhered to at all times regarding the safe use of electrical equipment :-
(This list is not exhaustive, and common sense must be applied to the use of electrical equipment)

- a. No electrical equipment shall be used where there is a danger of moisture unless it is designed to do so.
- b. All portable equipment should be checked for valid test record (PAT) prior to use, and should not be used without that record being present.
- c. No maintenance shall be carried out on electrical systems unless by authorised and qualified persons.

e. Working at Heights

Ladders and climbing aids should only be used as a last resort, and should be used carefully and sensibly. If ladders are to be used, a second person must “foot” the ladder for you and a thorough examination of the equipment be carried out prior to use.

f. Working with VDU's

Employees who in the normal course of their duty, spend a minimum of two hours every day at their VDU have the right to ask for free eyesight test and be supplied with a statutory amount towards the purchase of glasses under the Company policy.

This is in accordance with Health & Safety (Display Screen Equipment) Regulations 1992. It is the right of all employees to request an eye test. You should in the first instance speak to your manager.

g. Bomb Threats

In the event of messages threatening terrorist action and/or any other major incidents, please contact your manager. In addition, any suspicious packages should be reported to a manager immediately.

h. Manual Handling

Wherever possible the Company will avoid activities which involve employees in a risk of injury from manual handling. However in some circumstances it is impossible to avoid tasks which involve some degree of manual handling.

The Company's duty under the Manual Handling Operations Regulations 1992 is to establish whether the work required of employees includes manual handling operations where there is a risk of injury arising and if so, to assess the operation in order to establish a course of remedial action either to remove or to substantially reduce the risk of injury. All employees have received manual



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handling training to ensure that they stay safe whilst at work. The principles learnt in this training will be applied to all operations.

i. Fire Precautions

Operations within the Company pose the potential for causing fires chiefly due to sparks from welding operations, but also from many other causes. The threat from these potential dangers must be minimised at all times, this will be achieved by good housekeeping, adherence to regulations and common sense.

In the event of fire, emergency procedures must be followed and staff should assemble in the car park area, outside the Factory.

j. Executive Responsible for Health & Safety

The executive responsible for health and safety at work in the company is the Managing Director. He will ensure, so far as is reasonably practicable, that the company's policy on health and safety at work is effectively implemented.

k. Hygiene

Any exposed cut or burn must be covered with a first-aid dressing.

If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.