

H WICKS (LINDAL) LTD HEALTH & SAFETY & QUALITY POLICY

SCOPE:

The policy defines how H Wicks (Lindal) Ltd, *referred in this document as WICKS* will manage Health, Safety & Quality

LEGAL REQUIREMENTS:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999.
- HSG 65 Successful Health and Safety Management

RESPONSIBILITIES:

Level 1 - senior management is responsible for providing adequate Health and Safety resource and making funding available.

Level 2 - Individual Managers, as Senior Policymaker, are responsible for ensuring implementation of the policy and appointing individual area Policymakers to co-ordinate and implement all site H&S strategies.

Level 3 - The site HS&E Team is responsible for:

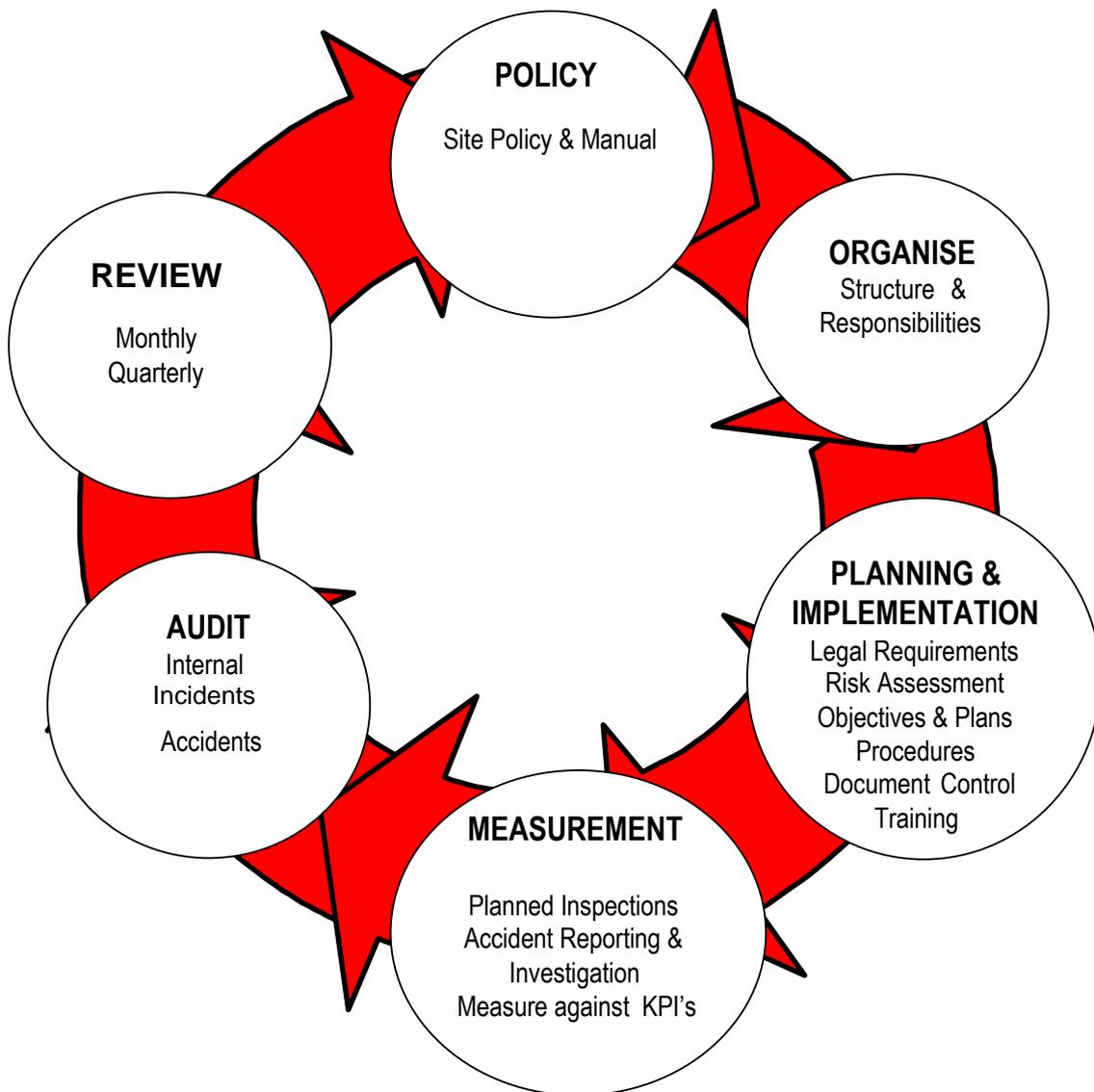
- Co-ordinating site implementation of the Management system through attendance at HSG 65 meetings.
- Ensuring that HSG 65 meetings are properly focused to give maximum control of each departments and the sites H&S risk base.
- Communicating the output from department HSG 65 meetings as appropriate to other department Policymakers and report as appropriate those results to site senior management at the site quarterly HSG65/PPI meeting.

Level 4 - Individual employees are responsible for co-operating with measures put in place to protect their health safety and welfare. All employees are encouraged to take an active role in the Wicks Health & Safety Management System.

Chapter 1 – Health and Safety Management.

1.0 Introduction

WICKS Ltd recognise that continuous improvement in health and safety performance requires a systematic approach. To this end, a Company Health and Safety Management Systems have been developed based on the HSE document HSG65, 'Successful Health and Safety Management'. The implementation of the Safety Management System is mandatory in each of the departments presenting significant risk to health and safety of its employees. Each of the elements of the management system are shown in the diagram below and are then described in more detail in the following supporting paragraphs.



2.0 Company Policy Statement

It is the policy of WICKS to ensure the health, safety and welfare of its employees and staff, and that of other persons who could be affected by its work activities.

In accordance with the requirements of the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, and other applicable legislation, has undertaken and maintains assessments of risks associated with the work activity.

The significant findings of the assessments are used to specify the requirements for information and training, maintenance of buildings and equipment, provision of safety equipment and health surveillance in risk control schedules to ensure, so far as is reasonably practicable, that:

- Places of work are maintained in a safe condition;
- Working environments are safe and without risk to health; and
- Information, instruction, training and supervision are provided as necessary.

The effective implementation of the safety arrangements requires the co-operation of all staff.

The Managing Director is ultimately responsible for health and safety within WICKS and he will ensure that adequate resources are made available for the implementation of the defined safety arrangements. The Sales & Marketing Manager, with the Operations Manager are responsible for ensuring that the policy is implemented in relation to the areas and activities under their control, and are responsible for the day to day safety arrangements on site.

All staff are reminded that they have specific legal responsibilities to:

- Ensure the health and safety of themselves and that of any other persons who may be affected by their acts of omissions at work;
- Co-operation to enable applicable statutory requirements to be complied with; and
- Report any areas where the safety policy fails to reduce the risks to an acceptable level.

WICKS have also implemented arrangements to monitor the effectiveness of the safety arrangements. These include safety inspections, accident investigations and consultation with staff. Where these arrangements identify shortcomings in the existing safety arrangements, immediate action is taken as necessary to reduce the risk. The findings of quarterly reviews will be used to make improvements that will ensure the above objectives are achieved.

WICKS recognise people as a key resource and are committed to ensuring the health and safety and wellbeing of its employees, customers, contractors and visitors. We understand that safety and welfare is equally as important as



production, quality and cost control, and that effective safety management will help improve operations and make the more efficient and more profitable.

Management and employees commitment is crucial to the ongoing success of safety systems and the creation and maintenance of positive health and safety culture. We must all, as individuals, accept our responsibilities and be accountable for our actions that may affect the health, safety and welfare of others.

To support this objective WICKS are committed to:

- 1) Consultation with employees, and contractors.
- 2) Develop and implement H&S policies and procedures that meet or exceed the requirements of relevant legislation.
- 3) The development and utilisation of competency based people having the necessary knowledge understanding and skills to work in a safe manner.
- 4) The provision of external expertise when required
- 5) To implement H&S improvement plans at all levels of the organisation.
- 6) Continuous Improvement in H&S performance
- 7) Considering the H&S impacts of our business decisions, including purchasing of plant and equipments.
- 8) Provide and maintain safe plant and equipment

3.0 Organisation

The Safety Management System uses a framework of Policy Makers, Planners and Implementers. Within the system, Department Heads are Policy Makers in their own departments, Planners in the site organisation and involved in implementation in the overall Company structure. This structure involves the maximum number of people in the management of safety, gives ownership and devolves responsibility to those who are most affected by our activities and therefore have most influence over our performance. The details of these arrangements are detailed in the section 3.5.

The Policy Maker at each level of the organisation shall always be the Department Heads but the policy allows flexibility for each Policy Maker to choose the best mix of Planners and Implementers to achieve the most effective mix for the particular risk base of the location. At department level, the Policy Maker shall nominate in writing their Planners and Implementers, ensuring that they are all trained in their roles and responsibilities. These nominations shall be published using the chart at paragraph 3.6.

The responsibilities and duties of each of the key position holders are described below.

3.1 Responsibilities

1. To have the competence to advise management and employees or their representatives in the implementation of health and safety at work policies.
2. To interpret and be responsive to statutory and Company requirements and industry standards.

3. To promote a positive health and safety culture and secure the effective implementation of health and safety policy and legal compliance.
4. To review performance and audit the health and safety management system, providing feedback to Site Management, Central Safety and Executive Board.
5. To report directly to Senior Management on matters of policy.
6. Set a personal example.

3.1.2 Duties:

1. To be adequately trained and suitably qualified, maintaining sufficient knowledge on topics including civil and criminal law, health and safety management and technical advances.
2. To be involved in establishing organisation arrangements, systems and risk control standards, by advising management on matters such as legal and technical standards.
3. To provide and conduct such training courses as are necessary and required by Senior Management.
4. To advise Senior Management on the maintenance of such records as are required by legislation and environmental health authorities.
5. To plan for health and safety, involvement in the setting of measurable short-and long-term objectives, prioritising by risk base.
6. Mandatory attendance of 'key' departmental (monthly) Health and Safety Management Meetings. To ensure the focus and agenda content is appropriate to the risk base of the department.
7. To stop work if it contravenes agreed standards and puts people at risk of injury.

3.2 Policymaker

See Flowchart

3.2.1 Responsibilities:

1. Interpret and be responsive to the WICKS Health and Safety Policy.
2. Develop clear and effective safety management systems, ensuring that responsibilities of others are clearly defined and adequately resourced.
3. Develop a culture supportive of health and safety by motivating, educating and training at all levels within the department.
4. Set both individual and departmental objectives, linked to the overall Business Objectives, monitoring performance through the appraisal and risk assessment processes.
5. Use design and purchasing policies to achieve hazards and risk control.
6. Liaise and take advice from health and safety professionals.
7. Set a personal example.

3.2.2 Duties:

1. Develop a broad knowledge of health and safety legislation and best practice, utilising the Health and Safety Reference Manual, H.S.E. publications and industry standards available from the site library.
2. Using the flow diagram based on HS (G) 65 identify Policy Makers, Planners and Implementers within the Department.

3. Ensure each level of health and safety management i.e. Policy Makers, Planners and Implementers, fully understand and are able to discharge their duties under health and safety legislation.
4. Monitor the performance in safety and health of those responsible to you and take into account achievements in this area when assessing their overall potential as members of line management.
5. Monitor the performance in safety of the Department via the dedicated health and safety management meetings.
6. On all occasions liaise with Site Engineering and Health and Safety when purchasing new plant and equipment.
7. Ensure consultation with occupational health, health and safety, Central Safety on all matters pertaining to safety.
8. Compliance with Policy and Procedures.

3.3 Planners

See Flowchart

3.3.1 Responsibilities

1. Ensure a systematic approach to the identification of hazards within the department.
2. Ensure that suitable and sufficient written assessments of the hazards are undertaken within the department.
3. Review assessments at regular intervals or where there is evidence of change.
4. Establish monthly dedicated Safety Management meetings with mandatory agenda items (prioritise by risk base).
5. Provide appropriate information, instruction and training, including establishing procedures and safety performance standards for each job.
6. Undertake safety audits and inspections.
7. Investigate all unsafe practices, incidents and injury accidents.
8. Ensure that all regulatory and best practice documentation, is stored in the site library.
9. Ensure the effective communication of safety-related matters between departments, across the shift system and within the department.
10. Liaise with and take advice from health and safety professionals.
11. Set a personal example.

3.3.2 Duties:

1. Develop a broad knowledge of health and safety legislation and best practice, utilising the Health and Safety Reference Manual, H.S.E. publications and industry standards available from the site library.
2. Carry out an initial assessment of hazard within the workplace to identify tasks/operations requiring risk assessment.
3. Make a written assessment of hazards present in the workplace and review.
4. Prepare clearly defined work instructions and safety performance standards to reduce the risks of each job, based on the results of assessment and utilising the health and safety reference manual.

5. Provide appropriate information, instruction and training to ensure that only trained and authorised personnel are permitted to undertake any task/operation. With the exception of a trainee working under supervision.
6. Appoint assessors from the workforce on a suitable basis to carry out a detailed assessment of the hazards identified.
7. Provide assessors with standard training, which shall include guidance on risk factors and their measurement, and instruction in completing the standard documentation.
8. Based on the results of assessment, establish mandatory agenda items for dedicated health and safety management meetings.
9. Circulate details of date and venue of health and safety management meetings for a 12 month period.
10. Maintain regular attendance of the health and safety management meetings by key personnel, encouraging those with responsibilities for safety to play an active role in the development of safety procedures and the promotion of group safety initiatives.
11. Document minutes of meeting and circulate in a professional and timely manner.
12. Using the standard checklist, undertake mandatory inspection/handover at the commencement of each shift, implementing corrective action where appropriate.
13. All accidents and near-miss incidents shall be recorded and thoroughly investigated. Where the incident has implications in another department/shift, corrective action shall be communicated to prevent recurrence of the incident.
14. Particular emphasis should be placed on chemical awareness and compliance with WICKS requirements under the COSHH Regulations. Particular attention should be given to safe working practices and Occupational Exposure Standards. Any incident involving chemical handling, usage or storage must be thoroughly investigated with corrective action documented and implemented to prevent recurrence.
15. The maintenance of all health and safety documentation, ensuring records are retrievable and easily accessed.
16. All documentation removed from the site library shall be accounted for.
17. Ensure the department is regularly represented at the Site Safety Committee Meeting, with all matters pertaining to the department effectively communicated via Team Briefings.
18. Where an employee raises a matter related to health safety, in consultation with Safety and Occupational Health department, ensure that all necessary steps are taken to investigate the incident, take corrective action where appropriate and advise the employee of actions taken. Compliance with Wicks policies and procedures.

3.4 Implementers

See Flowchart

3.4.1 Responsibilities

1. Co-operate with and provide assistance to Policymakers and Planners to ensure legal compliance and best practice.
2. To ensure procedures and safety performance standards are adhered to and maintained.

3. Ensure that any employee failing to comply with relevant standards is dealt with in accordance with the Wicks Ltd. Ensure the effective communication of safety-related matters, across the shift system and within the department.
4. Set a personal example.

3.4.2 Duties:

1. Develop a basic understanding of health and safety legislation and best practice, utilising the Health and Safety Reference Manual, H.S.E. publications and industry standards available from the reference library.
2. Ensure that only trained and authorised personnel are permitted to undertake any task/operation. With the exception of a trainee under supervision.
3. Take steps to ensure that any control measure, including PPE is used properly and where necessary
4. Compliance with policies and procedures.

4.0 Planning and Implementing

See Flowchart

4.1 Departmental Health and Safety

See Flowchart

5.0 Measurement

The following measures are taken and reported as part of ongoing monitoring of health and safety performance:

- Accident statistics
- Ill health rates
- Incident/near miss reporting
- Planned inspections
- Internal and external audits
- Compliance with standards

6.0 Audit

Internal and external parties are used to enable a flexible audit schedule, which takes into account the complexity of the system, the organisational structure and previous audit results.

7.0 Review

Information is sought from internal sources, including measuring our activities and obtaining feedback through climate surveys. All levels of the organisation are provided with the relevant information to enable decisions to be made about future improvements.

8.0 Quality Policy

The company is dedicated to the quality policy that will ensure that its products and services fully meet the requirements of its customers at all times. The goal of the company is to achieve a high level of customer satisfaction at all times. Commitment to the implementation of supporting managerial and business operational systems is essential to realising that goal. WICKS believe in the concept of client and supplier working together in pursuing this policy and in continually striving for improvements in service quality.

The quality policy is based on 3 fundamental principles:

1. Ensuring that we fully identify and conform to the needs of our customers.
2. Looking at our service provision processes, identifying the potential for errors and taking the necessary action to eliminate them.
3. Everyone understanding how to do their job and doing it right first time.

To ensure that the policy is successfully implemented, staff will be responsible for identifying customer requirements, and ensuring that the correct procedures are followed to meet those requirements.

Objectives needed to ensure that the requirements of this policy are met and that continual improvement is maintained in line with the spirit of the policy, will be set, determined and monitored at Management Review.

The quality policy principles and objectives will be communicated and available to staff at all times. Training will be an integral part of the strategy to achieve the objectives.

Within this Policy we are committed to operating our Company under the disciplines and control of a Quality Management System conforming to the International Standard ISO 9001:2000, planned and developed jointly with our other management functions.

We are all committed to operating continuously to this standard and we will maintain the necessary Quality Approvals consistent with our customer requirements.

Our Company will constantly review and improve on our services to ensure tasks are completed in the most cost effective and timely manner for the benefit of all our customers.

We shall ensure that all our personnel understand and fully implement our Company's policies and objectives and are able to perform their duties effectively through an ongoing training and development program.

9.0 RIDDOR Procedure

Reporting Changes

As of **6 April 2012**, RIDDOR's over-three-day injury reporting requirement has changed. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.



It is the H&S manager responsibility to complete all documentation and forward to the relevant HR & H&S department and follow any investigation working with both internal and external bodies.

	HEALTH & SAFETY & QUALITY POLICIES & PROCEDURES	
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