

INTERPIPE (UK) LTD

Group Health & Safety Policy Booklet

INTERPIPE UK LTD

GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health & safety of other people, including contractors and the public, who may be affected by our activities.

To achieve those objectives we will seek to: -

- Provide adequate control of the Health & Safety risks arising from our activities
- Consult with our employees about matters affecting their Health & Safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instructions and supervision for employees
- Ensure all employees are competent to do their tasks and give them adequate training
- Prevent accidents and causes of work-related ill health
- Provide and maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out in this booklet.

Management will give full backing to this policy and will seek to ensure that Interpipe UK Limited maintains compliance with all its legal obligations in relation to Health & Safety, recognising that these constitute only a minimum standard of achievement.

Signed:

Jamie Major
Managing Director
Date: 1 September 2005

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3. MANAGEMENT RESPONSIBILITIES

3.1 Overall and final responsibility for Health and Safety in the Company is that of the Managing Director, Mr Jamie Major, this will include the following:

Ensure that the Health & Safety Policy is implemented.

Ensure that all those to whom health, safety and welfare duties are delegated fully understand and meet their responsibilities.

Ensure that adequate resources are available to implement the policy.

3.2 Responsibility for implementation of this Policy rests with the Operations Director, Mr Keith Sharman, this will include the following:

Ensure all staff under his control are trained and competent to carry out their duties and responsibilities.

Ensure that all Managers, Supervisors and Operatives and others under his control fulfil their duties under the Company Health & Safety Policy.

Ensure that competent person(s) carry out Risk Assessments.

Ensure contractors working on company premises are competent to carry out the work required; that they have adequate Public & Employers Liability Insurance and that they provide a Method Statement incorporating safety arrangements before work begins.

Ensure contractors complete the Permit to Work procedures, which include ensuring that contractors are aware of any hazards that might affect them and any precautions to be taken; make them aware of the emergency provisions and procedures of Interpipe UK Ltd; and discuss how risks to Interpipe employees from the contractor's work can be avoided.

In co-operation with the H&S Consultant, seek to ensure that all-current Legislation, Codes of Practice, Guidance Notes and Company procedures are being implemented and that all relevant information is made available and distributed to personnel under his control.

Keep this Policy up to date as the business changes in nature and size and ensure that the Policy and the manner in which it is implemented is reviewed annually.

Be responsible for disciplinary action for breaches of the Health & Safety Policy taking account of recommendations by the Safety Committee, Managers/Supervisors and the Health & Safety Consultant and ensuring the subsequent action is recorded.

Ensure plant and equipment is inspected, adequately maintained and serviced and a maintenance log kept.

3.3 The responsibility of the Warehouse Supervisor(s) will include the following:

Seek to manage the safety of warehouse operations by carrying out safety inspections, checking safety rules are observed and protective equipment worn and maintaining good standards of housekeeping

Ensure that staff under their control only carry out tasks for which they are trained and competent.

Ensure Safe Systems and Methods of Work are being maintained and there is safe entry and exit to place of work.

Pre plan operations with due regard for the health, safety and welfare of employees and others.

Ensure plant and equipment is inspected prior to the start of any shift-working pattern and any defects are rectified or, where prompt rectification is not possible, are reported as soon as possible to Operations Director for action to be taken.

Draw to the attention of the Operations Director and/or H&S Consultant any apparent problems with, or possible improvements to, the H&S Policy, Safe Systems and working practices in general.

Provide for supervision of young or inexperienced workers

3.4 It is the responsibility of the Health & Safety Consultant, to advise and assist the Company in its efforts to comply with the requirements of legislation, good practice and the provision of a safe workplace.

Working in co-operation with Interpipe UK Ltd employees, particularly the Operations Director, he will:

Monitor the effectiveness of the overall Health & Safety Policy.

Keep the Company updated on new and forthcoming legislation and advise on any action required.

Advise upon, and as necessary participate in, the preparation of Risk Assessments and Safe Systems of Work and in ensuring that they are reviewed annually and are revised when required by changes of legislation or the operations of the Company.

Investigate accidents, near misses and dangerous occurrences, reporting findings to the Operations Director and the Health & Safety Committee

Monitor training provision and advise on possible improvements.

Monitor the arrangements for the inspection and maintenance of plant and equipment including measures to ensure that any statutory inspections are carried out.

Consult with all employees, safety representatives and the Health & Safety Committee over issues concerning Health & Safety.

4. EMPLOYEE RESPONSIBILITIES

4.1 It is the responsibility of all employees to :-

Follow the requirements of this safety policy

Follow safe working procedures at all times

Use only the correct equipment, plant and protective equipment for the work in hand

Inform management of any hazardous situation or equipment defect

Maintain their place of work as a safe working environment

Make proper use of safety equipment or devices

Carry out any required checks on plant and equipment prior to use.

Report all accidents, whether persons are injured or not

Report any "near miss" that could have caused injury

All employees have the responsibility to co-operate with the management to achieve a healthy and safe workplace and to take responsible care of themselves and others.

Whenever an employee notices a health or safety problem which they are not able to put right, they must inform their supervisor, safety representative or the Operations Director.

No employee should use equipment for which they have not been trained or authorised. If in doubt about how to perform a task safely, consult your supervisor before starting.

Be aware of the procedures in case of Fire, Emergencies or First Aid requirements.

5 OTHER PERSONS ON THE COMPANY PREMISES

Should report their arrival

Observe company safety rules

Should not work on the premises until duly authorised

Should not work without cover by insurance against risk

6. INDUCTION TRAINING

6.1 A Supervisor or the Operations Director will give all new employees formal Induction Training at commencement of employment.

7. JOB TRAINING

7.1 All employees will be given training covering their respective duties. The Operations Director will maintain training records.

8. PROTECTIVE CLOTHING

8.1 The Operations Director and the Health & Safety Consultant are responsible for maintaining a list of prescribed safety equipment and PPE and maintaining records.

8.2 The following items of Safety Equipment are provided: - Hardhats, Eye protection, Safety footwear, Reflective jackets/vests, Ear protection, and coveralls/overalls.

8.3 Those persons issued with safety equipment have a duty to ensure that Safety Equipment is used correctly at all times and maintained in a fully operational condition to allow them to carry out their work safely.

9. FIRST AID

9.1 All injuries to be entered onto an Accident Report Form by the first aider providing treatment. The form should be removed from the book and passed to the Operations Director as soon as possible.

9.2 First Aid arrangements for each site, including the location of first aid boxes and eyewash facilities (where applicable), the identity of the First Aiders and their location and the location of the Accident Report Forms are displayed on the notice board(s) and will be covered in Induction Training of all employees.

9.3 The First Aiders will carry out regular checks to ensure that equipment is fully functional and stocks of first aid supplies are maintained.

9.4 Where first aid treatment is needed the First Aiders must be notified immediately and attend to injured person, where serious injuries occur the Emergency Services should be notified immediately. The accident must be reported to a Supervisor or the Operations Director.

9.5 All telecommunication lines/phones within warehouse and office locations will access the Emergency Services by dialling (9) 999.

9.6 The Operations Director will be responsible for making any necessary reports under the RIDDOR regulations.

10. GENERAL FIRE SAFETY

10.1 Action in the Event of Fire

If you locate a fire, shout "Fire" to alert colleagues in the vicinity and operate the nearest fire alarm.

On hearing the fire alarm, you should evacuate the building by the safest, quickest possible means. Do not stop to collect personal possessions. Report to the Muster Point. (You will be shown the muster point during induction training)

10.2 You may fight the fire with the appropriate extinguishers if it is safe to do so and you have a clear exit route available. Any doubt – get out.

10.3 You must stay at your muster point until a roll call has been taken and until Management/Fire Services have given the all clear to return to your place of work.

10.4 The nominated "Emergency Co-ordinator" for the location will call the emergency services if required and take the roll call.

10.5 A Fire Drill will be held at least once a year and will be monitored and recorded.

10.6 Induction training will include the locations of fire exits, extinguishers, muster points and the identity of the Emergency Co-ordinator. All employees should ensure that wherever they are working, they know the nearest exits.

10.7 The Emergency Co-ordinator will carry out regular inspections and checks of exits, signs and extinguishers and identify any fire hazards or obstructions that require action.

11. WASTE DISPOSAL

11.1 Litter Bins are provided in all departments for the disposal of normal litter and waste materials e.g. paper, packing materials etc.

11.2 Scrap containers will be designated for offcuts of banding materials/wire.

11.3 Quarantine bins will be provided for damaged slings and lifting tackle.

11.4 Repair containers/racks will be provided for lifting slings and lifting tackle, which are to undergo repairs.

11.5 Where contaminated waste (oily rags or discarded Procut S or similar material) is to be disposed of, designated containers shall be used and removed by a specialist waste removal company.

11.6 To wilfully deposit litter or waste materials on Warehouse or Office floors constitutes both a safety hazard and a disciplinary offence.

12. SMOKING

12.1 The Company operates a “**No Smoking Policy**” throughout the group. There will be designated external locations where smoking is permitted at break times only.

12.2 Where smoking is allowed, specific containers will be provided into which cigarette ends must be disposed, **UNDER NO CIRCUMSTANCES** are they to be stubbed out on Office or Warehouse floor, fabric of building or on floor of designated locations.

12.3 Smoking in non designated areas will be a disciplinary offence.

12.4 No smoking is allowed in eating/drinking areas, welfare facilities or offices.

13. CONSUMPTION OF FOOD and DRINKS

13.1 Under no circumstances must food be consumed in the warehouse areas/production areas. A canteen/rest area is provided for this purpose.

13.2 The consumption of food in office areas is discretionary.

14. CONTRACTORS AND VISITORS TO THE COMPANY

14.1 All visitors must sign the Visitors Book upon arrival and conform to the Company's Safety Rules and procedures during their stay and sign out upon leaving.

14.2 The visitor's host is responsible for their health and safety and for ensuring they comply with established company safety rules and procedures.

14.3 Before ANY Contractors may undertake any work in the Company, they must have received permission from the Operations Director and have completed any requirements for a Permit to Work and/or Risk Assessments.

14.4 All contractors must have submitted a Method Statement before commencing any work at all locations.

15. HAZARDS AT WORK / RISK ASSESSMENT

15.1 Risk assessments will be carried out for all of those operations and processes where significant hazards have been recognised. The Assessment will be made by a “competent” person with knowledge of the relevant legislation in conjunction with persons with a working knowledge of the task to be assessed. The findings will be made known to those persons working in such areas.

15.2 Written Safe Systems of Work will be introduced in those circumstances where applicable.

15.3 A Risk Assessment is required for any non-routine task that may involve a risk of injury. In simple cases, this may require a discussion of the task between Supervisor and Operative. In more complex cases a written assessment will be prepared.

16. HOUSEKEEPING AND TIDINESS

16.1 It is the responsibility of all employees to co-operate with the Company in keeping work areas clean and tidy and ensuring that all passages and entrances are maintained free from obstruction at all times. This covers timber/steel batons, debris in any form, papers etc Under no circumstances is steel to be placed in any gangways/clear areas, pedestrian exclusion zones etc.

16.2 In warehouse areas all material off-cuts must be stored in a designated location or scrap bin(s).

16.3 All waste materials must be deposited in the bins/containers provided.

17.1 OPERATING PLANT & EQUIPMENT

17.1 Do not operate plant and equipment unless trained and authorised to do so.

17.2 Systems of Work and Safe Working procedures shall be adhered to at all times.

17.3 Employees have a responsibility to report immediately any equipment faults or express any concern in respect of the safety of equipment used for their jobs.

18. ELECTRICAL EQUIPMENT

18.1 Electrical equipment must be checked and serviced at appropriate intervals to ensure that it is maintained in a serviceable condition at all times.

18.2 Before using an item of portable electrical equipment, a visual check of plug, socket and cable should be made and any damage shall be reported and equipment isolated.

18.3 All portable electrical appliances are subject to combined inspection and tests. (PAT testing)

19. HAZARDOUS SUBSTANCES

19.1 The Company will carry out a formal COSHH assessment on hazardous substances and ensure that employees receive any safety information required for the tasks that they perform.

19.2 Safety Data Sheets for all hazardous substances for each site must be retained by the Emergency Co-ordinator.

HEALTH & SAFETY POLICY BOOKLET

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the H&S Policy Booklet for Interpipe UK Ltd and understand that it is my duty to carefully read the contents and observe all instructions for proper and safe performance of my work.

NAME (BLOCK CAPITALS)

SIGNATURE

DATE