

# **DRAKS INTERIOR DOOR SYSTEMS LTD**

## **STATEMENT OF INTENT**

The management of Draks Interior Door Systems Ltd looks upon the promotion of Health and Safety measures as a mutual objective for themselves and their employees.

It is the policy of the management of Draks Interior Door Systems Ltd to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone, including the public, in so far as they come into contact with the Company or its activities, from any foreseeable hazard and danger.

In particular, the management of Draks Interior Door Systems Ltd recognises its responsibility:

- To provide and maintain safe and healthy working conditions.
- To provide training and instruction to enable employees to perform their work safely.
- To maintain a continuing and progressive interest in Health and Safety.
- To take into account all statutory requirements for Health and Safety.
- To consult and involve employees in Health and Safety matters wherever possible.

The management of Draks Interior Door Systems Ltd also recognises that its employees have a duty to co-operate in implementation of the Health and Safety Policy by:

- Working safely.
- Meeting their statutory duties.
- Reporting incidents that have led or may lead to injury or damage.
- Following the Health and Safety procedures and safe systems of work.

**Signed:**

**Position:**

**Date:**

# **DRAKS INTERIOR DOOR SYSTEMS LTD** **ENVIRONMENTAL STATEMENT**

Draks Interior Door Systems Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities

To achieve this we will:

Establish sound environmental management by:

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements.

Incorporating environmental issues into the decision making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Promoting an appreciation of the company's environmental performance among customers, employees and the general public.

Provide for the effective use of resources by:

Advising customers on the efficient use of energy and other utilities.

Promoting waste minimisation whenever economically viable.

Promoting the efficient use of resources, energy and fuel throughout the company's operations.

Co-operate with:

The communities in which we operate.

Customers.

The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

**Signed:**

**Position:**

**Date:**

# **EMPLOYERS' RESPONSIBILITIES**

Under the Health and Safety at work etc. Act 1974 all employers who employ five or more people must compile a Health and Safety Policy.

The policy document must consist of three areas as outlined below:

- Statement of Intent.
- Details of the Organisation.
- Details of Arrangements.

The management of Draks Interior Door Systems Ltd has a duty under the Health and Safety at work etc Act 1974 Section 2(1), so far as is reasonably practicable, to look after the health, safety, and welfare of all their employees and any other person who may be affected by the work activities.

The duty refers to casual workers, part-timers, trainees, visitors and sub-contractors who may be in their workplace or using equipment provided by the Company. Consideration must also be given to their neighbours and the general public.

It is necessary for all employers to decide what action in terms of Health and Safety is required under their own particular circumstances. To ensure this is undertaken the employer must:

- Assess any risks to Health and Safety.
- Provide safe machinery, equipment and tools that are suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Ensure adequate training and information is given to all employees regardless of their position within the company.
- Ensure provisions are in place to guarantee that articles and substances are handled and stored in a proper manner.

The Health and Safety at Work etc. Act 1974 supports various Regulations and Codes of Practice, which are required to be followed. One such Regulation is the Management of Health and Safety at Work Regulations. This regulation imposes specific duties on employers to:

- Carry out Risk or Control of Hazardous to Health (COSHH) Assessment relevant to all work activities and bring the findings to the attention of employees.
- Provide health surveillance to employees where it is deemed necessary by the Risk or COSHH Assessments.
- Appoint competent persons to help comply with Health and Safety law.
- Provide employees with suitable training and information in clear and concise terms.
- Provide Health and Safety information and training to temporary workers and outside persons who may be working on the company site.
- Co-operate with other employers who may share the company's work site.

# **EMPLOYEES' RESPONSIBILITIES**

The Health and Safety at Work etc Act 1974 lays down two main sections which employees are required to comply with. These are:

Every employee working for Draks Interior Door Systems Ltd has a duty of care under the Health and Safety at Work etc Act 1974 Section 7 to take reasonable care of himself and any other person who may be affected by their actions.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of Health and Safety law is adhered to.

Employees are obliged to:

- Always follow Safety Rules, avoid improvisation and comply with the Health and Safety Policy.
- Not perform work that they are not qualified to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Appointed Person of all accidents that occur.

In addition to the above, section 8 states that under no circumstances must employees purposely interfere or misuse anything provided in the interest of safety or welfare such as guards, signs or fire fighting equipment.

The Management of Health and Safety at Work Regulations requires all employees to:

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of danger.
- Advise management of any areas where protection arrangements require reviewing.

# **INFORMATION FOR EMPLOYEES REGARDING** **HEALTH AND SAFETY**

All employers are required to forward information regarding Health and Safety law to all their employees and to provide them with the addresses of the Local Enforcing Authorities.

There are two prescribed methods of undertaking this action,

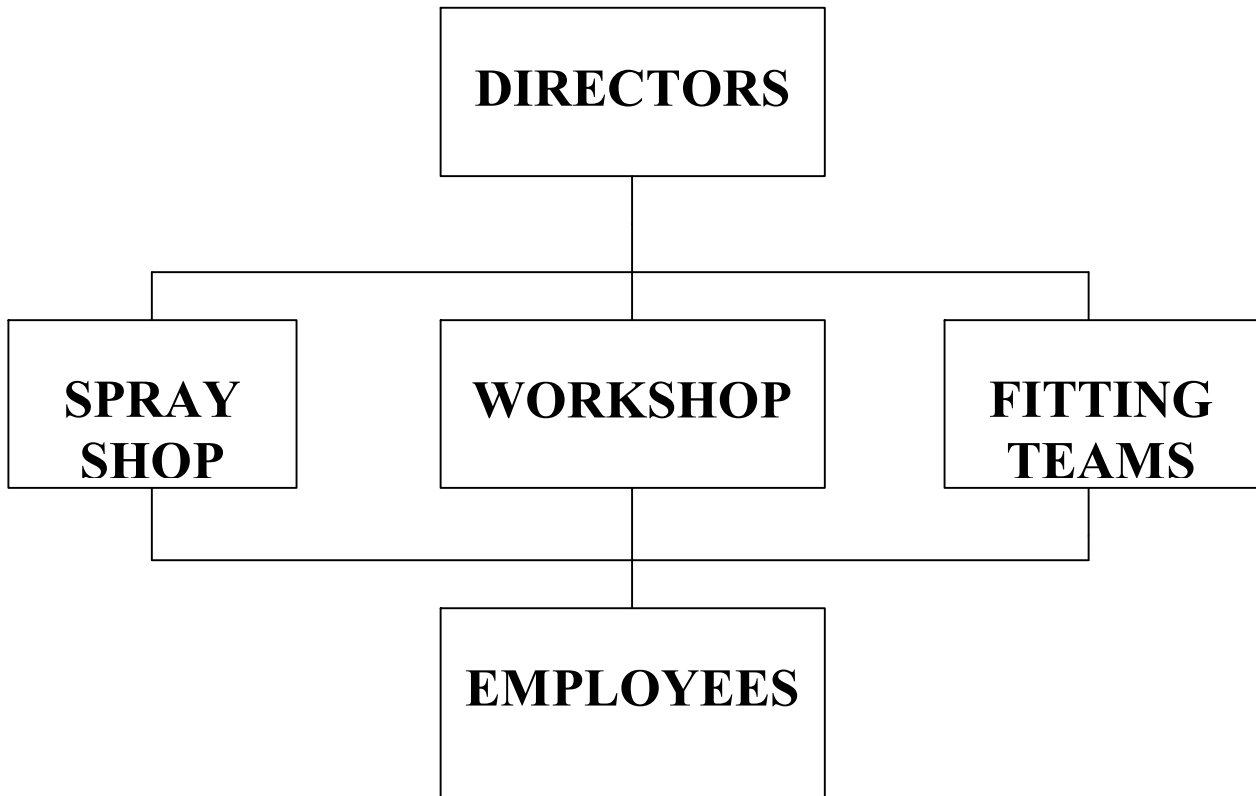
1. Display the approved poster in a prominent position in the workplace – (Health and Safety Law – What You Need to Know). This poster must always be kept in a readable condition and the address of the local enforcing authority and the address of the Employment Medical Advisory Service (EMAS) completed in the space provided.
2. Alternatively the information can be given to the employee in the form of an approved leaflet. If the leaflet format is used, then every employee must be given a copy together with the address of the local enforcing authority and the address of the Employment Medical Advisory Service (EMAS)

# **RESPONSIBILITIES**

## **Directors**

- Will be responsible for the implementation of the Company/Organisation Health and Safety Policy.
- Will check to ensure that management and employees at all levels fully understand the arrangements for the implementation of the Safety Policy.
- Will, as necessary, review the Policy to ensure that it remains in compliance with the company's objectives for Health and Safety.
- Will check to ensure that all levels of management and employees carry out their responsibilities in the implementation of the Company Policy.
- Will ensure that all employees fully understand the Company Safety Policy, rules and procedures.
- Will check and ensure that all areas under their control are inspected as required under Company Safety Policy.
- Will ensure that all Health and Safety issues are communicated throughout the company.
- Will ensure that Health and Safety issues raised by employees are recorded and investigated.
- Will ensure that qualified First Aid personnel and facilities are provided to address potential hazards within the Company.
- Will ensure that adequate fire fighting appliances are provided to address the hazards within the Company and to ensure that all maintenance records are kept.
- Will ensure that there are means of raising the alarm in the event of a fire and checks are carried out annually.
- Will ensure that before commencing work all employees are inducted and trained in emergency procedures of the Company and that suitable records are maintained.
- Will ensure that fire escape routes and doors are provided and maintained in good working order.

# MANAGEMENT STRUCTURE



- Will ensure that all reportable injuries, diseases and dangerous occurrences are reported to the local enforcing authority by telephone and/or forms within the relevant time periods.
- Will ensure that all accidents are investigated and control measures implemented to prevent any recurrence within areas under your control.
- Will ensure that competent personnel complete and record all assessments relevant to the activities and hazards within the Company and inform employees of the results in writing.
- Will ensure that employees are instructed on Safe Systems of Work and that records are kept to confirm that they are competent to carry out their task.
- Will ensure that all assessments relevant to the company activities are reviewed on a regular basis.
- Will ensure that suitable and sufficient Personal Protective Equipment is provided for the relevant hazards within the areas under your control at no cost to the employee.
- Will ensure that employees are aware of the relevant Personal Protective Equipment available and that records are maintained of the supply of equipment and of any instructions that have been given in the use of specialist equipment.
- Will ensure that all new employees have induction training on all emergency procedures and welfare facilities prior to commencing work.
- Will ensure training is provided for employees on Health and Safety, Company Rules, operation of plant and equipment and specific training to perform their duties and work-related tasks.
- Will monitor areas under their control at the designated review time and ensure that records are maintained for future reference.
- Will ensure that joint consultations between management and employees take place at regular intervals.
- Will ensure that records are compiled for statutory inspections, testing, or maintenance carried out by competent personnel on all work equipment.
- Will ensure that contractors are adhering to the company Safety Rules and procedures and any other statutory legislation relevant to their work.
- Will ensure that all welfare facilities, including temperature, lighting, and ventilation levels, are adequate within areas under their control.
- Will ensure that safe access and egress is provided and maintained in areas under their control.
- Will ensure that all flammable and hazardous substances are contained and identified with signs to comply with statutory regulations.
- Will ensure that statutory insurance cover is provided and the current Certificate is displayed in a prominent position for all employees to see.
- Will ensure that sufficient funds are allocated within the company budget for the requirements of health, safety and welfare provisions.

# **RESPONSIBILITIES**

## **WORKSHOP/FITTING TEAMS**

- Will check and ensure that all areas under their control are inspected as required under the Company Safety Policy.
- Will ensure that relevant Health and Safety issues are communicated within areas under their control.
- Will ensure that employees are informed of the location of First Aid personnel and facilities and the importance of recording all accidents in the Accident Book.
- Will ensure that all assessments relevant to the activities and hazards within areas under their control are completed and employees informed of the result in writing.
- Will ensure that employees are aware of the relevant Personal Protective Equipment available and that records are maintained of the supply of equipment and of any instructions that have been given in the use of specialist equipment.
- Will monitor areas under their control at the designated review time and ensure that records are maintained for future reference.
- Will ensure that any faulty work equipment identified in the area under their control is immediately taken out of service until repaired or replaced.

## **SPRAYSHOP**

- Will check and ensure that all areas under their control are inspected as required under the Company Safety Policy.
- Will ensure that relevant Health and Safety issues are communicated within areas under their control.
- Will ensure that employees are informed of the location of First Aid personnel and facilities and the importance of recording all accidents in the Accident Book.
- Will ensure that all assessments relevant to the activities and hazards within areas under their control are completed and employees informed of the result in writing.
- Will ensure that employees are aware of the relevant Personal Protective Equipment available and that records are maintained of the supply of equipment and of any instructions that have been given in the use of specialist equipment.
- Will monitor areas under their control at the designated review time and ensure that records are maintained for future reference.
- Will ensure that any faulty work equipment identified in the area under their control is immediately taken out of service until repaired or replaced

