

HEALTH AND SAFETY POLICY **ARRANGEMENTS**

1. INTRODUCTION

This document describes the arrangements for ensuring that the JWS Waste and Recycling Services Limited (JWS) aims and objectives for securing a safe and healthy working environment, as set out in the company's General Statement of Health and Safety are achieved. The document covers common health and safety issues for JWS, however this is not an exhaustive list and will be reviewed, amended and added to as required.

2. SAFE SYSTEMS OF WORK

JWS are committed to ensuring that all systems of work performed within the organisation are done so safely. JWS provide safe systems of work in the form of written instructions and clear verbal training. The following points are considered when producing and issuing any safe system of work:

- The findings all relevant risk assessment.
- The scope and intention of the safe system of work.
- Safe access and egress for the people involved.
- Correctly serviced and maintained tools and equipment.
- Adequate guards fitted to all equipment as required, together with isolation devices fitted to all powered equipment.
- Adequate lighting and ventilation.
- Adequate emergency arrangements.
- Hazard signage.
- Realistic time allowances.
- The control of non-authorised personnel.
- Regular reviews and monitoring.
- Effective communication.

At JWS written safe systems of work are generally issued to employees in the form of Tool Box Talks or work instruction handbooks. Safe system of work amended as a result of near misses or non-conformances on site are issued in the form of regular Safety Alerts.

All internal training is delivered to employees by the Department Manager and their supervisors. Receipt and understanding of the training is confirmed by completion of a competency questionnaire.

3. HEALTH SURVEILLANCE

Under the Management of Health and Safety at Work Regulations 1999 employers have a responsibility to protect the occupational health of employees by carrying out risk assessments on activities where there is a risk of occupational disease or conditions. Where such risks are identified health surveillance should be carried out and control measures implemented to reduce the likelihood of the employee developing the condition. The most commonly encountered occupational health conditions are:

- Exposure to noise (noise induced hearing loss, tinnitus).
- Exposure to hazardous materials (toxic substances, asbestos, biological agents).
- Manual handling (upper limb disorders, back problems).
- Skin care (occupational dermatitis, skin cancers).
- Use of display screen equipment (work related upper limb disorders).
- Stress and mental health issues.

JWS are aware that although minimal, all of these risks are present in their workplace. JWS provide an occupational health surveillance programme to all employees undertaking activities presenting a risk of occupational disease or condition. The occupation health surveillance programme consists of:

- Completion of a health surveillance questionnaire upon employment.
- Regular occupation health assessments carried out by a qualified health professional.

The occupation surveillance programme aims to achieve:

- Early detection of work related/non-work-related health problems and referral for appropriate investigation when required.

- Provision of appropriate advice on adjustments to work to reduce exposure to hazards and their long-term effects.

If an employee of JWS suspects they may have been exposed to a potential health risk or they think a health problem may be work related they are instructed to immediately inform their Manager who will arrange for an occupational health assessment to be undertaken.

When absent from work due to sickness all employees are required to complete a return to work interview with their Manager. This allows the Manager to ensure that the employee is fit enough to return to work and determine whether the cause of the sickness may be work related.

3.1. Outbreak of Infection or Disease

If the business is hit by an outbreak of disease or infection JWS will implement their Crisis Management Plan and seek expert advice on how to deal with it.

There are thirty-two infectious diseases that must by law be reported to the local authority if an outbreak is suspected. The medical professional who makes the diagnosis is required to make this report. A wide range of diseases must also be reported to the Health & Safety Executive (HSE) RIDDOR Incident Contact Centre, these include but are not limited to:

- Certain poisonings.
- Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus.
- Occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

For more information and a full list of reportable diseases refer to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

4. RISK ASSESSMENTS

Refer to Tool Box Talk 16 – H&S_0097_GA

A key part of our commitment towards improving and developing a safe working environment at JWS is to carry out, monitor and review risk assessments on all of our systems of work in order to identify hazards so that action can be taken to eliminate, reduce or control accidents before they occur.

The Management of Health & Safety at Work Regulations 1999 requires that risk assessments are carried out within the workplace. In order to meet this requirement, JWS conduct risk assessments following the below procedure:

- Define the process to be assessed.
- Identify all possible hazards.
- Implement preventative and protective measures to eliminate or reduce hazards to a minimum.
- Evaluate the residual risks and develop an action plan to reduce this.
- Train operatives in work methods.
- Monitor performance.
- Review quarterly and revise as necessary.

Risk assessments are carried out by a team of competent people, headed by the Compliance Manager and also including members of the Management Team, external health and safety advisor and employee safety representatives. This team also reviews all risk assessments on a six-monthly basis ensuring they are still relevant to the work activity and assessing the progress towards completion of actions set in the previous review.

JWS risk assessments are given a risk rating based on the residual risk once preventative measures have been put in place, the risk rating is based on the likelihood of an incident occurring and the consequence should an incident occur. A risk rating of 1 to 4 indicates a low risk, 5 to 12 indicated a medium risk and 15 to 25 a high risk.

Risk rating (1-25) = Likelihood (1-5) x Consequence (1-5)

5. TRAINING

JWS ensure that all employees receive adequate training, information and instruction in order to allow them to carry out their day to day duties in a safe and healthy manner. This training covers basic safety, and more specific training in the safe use of work equipment and safe systems of work. Identified training is generally delivered through inductions, on the job training, Tool Box Talks, internally developed driver CPC courses or Safety Alerts.

5.1. Inductions

Refer to Health and Safety Induction Check Sheet – H&S_0186_GA

Before commencing work all staff must undertake a full JWS Site Safety Induction once they have passed the pre-employment assessment. The pre-employment assessment is undertaken with the Driver Trainer who will assess the individuals driving skills and safety awareness before they are offered a position. Each department has an individually tailored induction to cover specific safety issues related to their roles. A Health and Safety video, competency questionnaire, Risk Assessments, and Policy review all form part of the induction process and this is reviewed annually to ensure it stays current to the business and changing regulations.

5.2. On the Job Training

Before being authorised to undertake work on either mobile plant, fixed plant or vehicles, staff must undergo on the job training with an experienced member of staff who will assess their competency. Additionally, site sensitive training is undertaken with drivers who service more complex jobs. This training is ongoing and where a driver or machine operator develops a record of accidents or near miss incidents the driver is further assessed and retraining given in areas where a score of 3 or less is achieved on the assessment.

On the Job Training is give on the following vehicles:

- Skip Vehicles
- Roll on Off Vehicles
- Artic
- Trade Vehicle
- Tail Lift
- Curtain Sider

On the job training is given on the following machines:

- The Fuchs
- Bucket Loader

5.3. Tool Box Talks

More specific job-related training is given in the form of Tool Box Talks. Two Tool Box Talks are undertaken every month with each department and all staff must completed a competency test at the end of the training session to illustrate they have understood the information and training given to them. A full list of Tool Box Talks is available, please refer to the index H&S_0077_GA.

More specific training generally delivered through external training provides include:

- First Aid
- Fire Marshals
- Safety Harness
- Cherry Picker
- PASMA
- Forklift Truck/Tele Truck
- Hotwork
- Moffett
- ADR
- Banksman

5.4. CPC

JWS is an approved CPC training centre. All drivers undertake 35 hours of CPC training every 5 years at JWS, the courses for which are internally developed to cover specific issues related to their role and the company.

6. **STRESS**

JWS are committed to protecting the Health, Safety and Welfare of all its employees. JWS recognise that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. The JWS Well Being Policy applies to everyone in the company and issued as part of the induction process. Managers are responsible for the implementation and the company are responsible for providing the necessary resources.

7. SLIPS, TRIPS AND FALLS

Over a third of all major injuries reported each year are caused as a result of a slip, trip or fall and are the most common cause of non-fatal major injuries in most industries. JWS are committed to creating a safe working environment for all of its employees, visitors to its premises and the general public. Potential slip or trip hazards at the premises have been identified and recorded in risk assessments. In order to minimise slip trip and fall injuries JWS:

- Fully train all employees.
- Ensure that all materials are stored safely.
- Ensure that all equipment/tools/materials are returned to their rightful place following their use.
- Clean up spillages immediately.
- Maintain a smooth and even floor surface as far as reasonably practical.
- Keep pedestrian and work areas free from obstructions such as rubbish.
- Avoid trailing cables across pedestrian walkways and work areas.
- Ensure that rugs and carpets are correctly fitted.
- Provide adequate lighting in all pedestrian and work areas.
- Display hazard signage if there is an unavoidable potential for a slip or trip.
- Encourage the use of suitable footwear.
- Encourage high standards of housekeeping.

8. MANUAL HANDLING

Refer to TBT 11 – H&S_0038_IW

Failure to lift a heavy or awkward load correctly can result in serious injury. Consequently, all employees of JWS are given manual handling training, which is delivered as part of a Tool Box Talk session with an accompanying video demonstrating the correct techniques to be used.

JWS have conducted risk assessments which identify the work activities that present high manual handling risks. The risk assessments are reviewed quarterly to ensure they are always relevant.

9. PERSONAL PROTECTIVE EQUIPMENT

Refer to TBT 7 – H&S_0045_GA

JWS understands that Personal Protective Equipment (PPE) should only be available as a last line of defence against personal injuries at work. Consequently, it aims, as far as is reasonably practical, to maintain safe work equipment and safe systems of work. However, due to the hazardous nature of the workplace, certain activities which JWS carry out require that all employees wear our minimal PPE requirement at all times when in the yard. Additional more hazardous activities require additional PPE including:

- Working on the picking line.
- General mechanical maintenance or repair operations.
- Use of powered electrical equipment.
- Handling of substances hazardous to health.

JWS issue the following PPE as standard to all employees:

- **Safety Gloves** – to protect against sharp blades or edges.
- **Ear Plugs** – to protect against excessive noise.
- **Safety Goggles** – to protect against dust or sprays.
- **Safety Boots** – to protect against heavy/sharp items falling.
- **Dust Mask** – to protect against dust, sprays and fumes.
- **Protective Clothing** – to protect against heat and harmful substances.

In order to be effective and protect employees from hazards, JWS provide PPE that:

- Is appropriate for the hazard faced by the employee.
- Is of a material that will resist the hazard.
- Is suitable for the person using it.
- Does not interfere with the operator performing their task.
- Is of robust construction.
- Does not interfere with other PPE being worn at the same time.
- Does not increase the risks to the wearer.

JWS issue training to all employees on the correct use and care of all PPE issued, this includes but is not limited to:

- Use for intended purpose only.
- Keeping PPE in a good state of repair.

- Repairing or replacing damaged PPE.
- Keeping PPE in suitable clean accommodation when not in use.

JWS will continually monitor and review the effectiveness of all PPE used and will regularly consult all employees as to its suitability for the hazards faced.

10. PUBLIC SAFETY

JWS have a duty of care to protect all parties during the course of your work activities including members of the public and do all that is reasonably practicable to ensure so.

11. FIRE

Refer to TBT 1 – H&S_0040_GA

Fire is a serious threat to JWS both in terms of personal injury and loss of business. JWS have assessed the risk of fire at its site in Salford, and although the risk of fire is not possible to remove totally, we have made significant steps to reduce the risk by:

- Ensuring fire detection systems are in place and are maintained and checked on a regular basis.
- Ensuring fire evacuation procedures are practiced regularly and recorded, reviewed and revised as necessary.
- Ensuring regular fire safety audits are carried out and the results recorded, monitored and any necessary remedial action taken.
- Ensuring adequate fire fighting equipment is provided throughout the premises and inspected on a regular basis.
- Ensuring training and instruction are provided to employees in the use of fire fighting equipment, evacuation procedures and fire prevention.
- Ensuring fire routes are kept clear at all times and fire escapes are left unlocked and clear.
- Ensuring flammable liquids are kept in metal containers and training in their safe use is given to all employees using them.
- Ensuring combustible materials are not to be allowed to accumulate and bins are to be emptied daily.
- Ensuring a Smokefree Policy is being enforced throughout the premises.
- Ensuring electrical equipment is PAT tested on an annual basis and maintained regardless of cost (PAT).

12. USE OF DISPLAY SCREEN EQUIPMENT

JWS are aware of the risks involved in use of Display Screen Equipment (DSE), albeit low. In most cases, it is not the display screen itself that poses the risk but the way in which it is used. JWS, in accordance with The Health & Safety (Display Screen Equipment) Regulations 1992, are committed to:

- Analysing workstations annually and assessing their associated risks.
- Planning the work so that there are breaks or changes in activity, ideally allowing the operatives to plan their own work schedule.

13. HYGIENE AND WELFARE

As part of its commitment to creating a safe and healthy working environment for all employees and visitors to its premises, JWS provides and maintains suitable welfare facilities and a separate area for use during breaks and mealtimes. JWS endeavour to ensure that these facilities are:

- Checked on a regular basis.
- Kept clean at all times.
- Kept well stocked with soap, towels etc.
- Not used as a storage area.

All employees of JWS will be instructed in the importance of maintaining clean welfare facilities and also the importance of their own personal hygiene.

14. HOUSEKEEPING

JWS ensure that high standards of housekeeping are maintained throughout the whole premises at all times. Recognising that a clean, safe, well maintained and well-planned working environment will promote a safe and healthy workforce, JWS will ensure that:

- All pedestrian routes, work spaces, work stations and fire exits are kept clear and free from a build up of rubbish or stored items.
- All spillages are cleared up immediately and, if necessary, the area sectioned off until the hazard is removed.
- Waste bins are emptied daily and no build up of combustible materials is allowed.

- All stock, materials, tools, etc are stored in a safe orderly fashion.
- Cables and trailing leads do not cross pedestrian walkways or working areas. If this is not possible, they will be correctly taped to the floor using high visibility tape wherever practical.
- Electrical equipment are checked on a regular basis by a competent person and taken out of use immediately if any fault is found.
- Other work equipment are checked on a regular basis by a competent person and taken out of use immediately any fault is found.
- Adequate lighting are maintained at all times.

15. WORKING AT HEIGHT

Refer to TBT's 3 – H&S_0041_GL_V1 and 4 – H&S_0042_GL

Falls from height greater than two metres account for almost a third of all accidental deaths in the workplace. JWS are committed to ensuring safe working at height within the company and have taken significant steps to ensure all employees are fully trained to conduct their activities in a safe manner.

15.1. Ladders

Each year, more accidents arise from the use and/or misuse of ladders and steps than from any other single piece of equipment. In order to prevent injury JWS have banned the use of all freestanding ladders in the work place. JWS have provided A-frame blue Safety Ladders on site with a hand rail to be used when required. These ladders must be defect checked before use to ensure faulty equipment is not used.

15.2. Mobile Access Platforms

JWS have a cherry picker and scissor lift on site for use when working at height cannot be avoided. Only staff who have received full training are permitted to operate this equipment.

16. SITE SAFETY

JWS strive to ensure that our site in Salford is secure; this prevents unauthorised access by members of the public. The site is surrounded by a boundary fence to at least 2.5m high, the fence is checked daily to ensure there are no gaps or damage. Outside of operational hours the site is monitored by a security company who conduct regular walk around checks and monitor the site constantly via CCTV.

17. ELECTRICAL SAFETY

Refer to TBT 21 – H&S_0120_GL_V1

JWS operate numerous electrically powered devices within the work area, from low risk office equipment to higher risk equipment. In order to maintain a safe working environment and fully comply with The Electricity at Work Regulations 1989, JWS:

- Carry out risk assessments on all electrical equipment.
- Ensure annual PAT testing is carried out by a competent person.
- Remove from use any damaged or faulty equipment until it has been safely repaired by a competent person.
- Train all employees in the correct use of the equipment.
- Choose equipment that is suitable for its working environment.
- Provide an accessible and clearly identified isolation switch to allow power to be cut off in the event of an emergency.
- Replace damaged or exposed cables immediately.
- Provide enough socket outlets to avoid overloading.

All electrical equipment will undergo an annual Portable Appliance Test (PAT), carried out by a competent person.

18. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH), require employers to prevent, or if this is not reasonably practicable, control employees' exposure to hazardous substances.

JWS utilises few substances that, if used in an inappropriate manner, could be hazardous to health. However JWS recognises the need to control hazardous substances in accordance with The Control of Substances Hazardous to Health Regulations 1999 and therefore:

- Undertake risk assessments of all work processes where substances are involved and decide which of the processes involve the use of substances hazardous to health so that decisions can be made about necessary control measures.
- Maintain records of all COSHH assessments.
- Inform the workforce of the findings of the risk assessments and provide any person exposed to substances hazardous to health with the necessary information, instruction and training for them to know the risks to health created by such exposure and the precautions that should be taken.
- Provide suitable PPE and train employees in its use.

19. NOISE

Refer to TBT 83 – H&S_0719_JS

The nature of work carried out at JWS generates different levels of noise. JWS therefore aim as far as is reasonably practicable, to protect employees and visitors to the premises against excessive loud noise or prolonged exposure to noise and ensure that:

- The level of noise and the exposure to noise is assessed on a regular basis. The assessment will be recorded, monitored and reviewed as necessary.
- Suitable PPE, in the form of full ear defenders, is freely and readily available to all employees and visitors to the premises.
- Full training, information and instruction is given to all employees exposed to all levels of noise, both with regard to the available Personal Protective Equipment and in effective noise control measures.
- All equipment used within the workshop is well maintained thereby minimising, as far as is reasonably practicable, the vibration noise caused by the equipment.
- All areas prone to excessive or prolonged noise are clearly designated as 'Ear Protection Zones'.

20. USE OF VEHICLES

JWS recognises that the use of vehicles is a vital part of its day to day business activities. In addition to ensuring that the vehicles are regularly serviced, well maintained and frequently checked for roadworthiness, JWS shall instruct all drivers to:

- Ensure that they are fit to drive.
- Ensure that they do not drive whilst under the influence of alcohol.
- Ensure that they are not taking any medication that could affect their ability to drive.
- Plan their journeys in advance.
- Adopt a comfortable posture whilst driving.
- Adhere to no smoking laws.
- Not to exceed speed limits.
- Not to use mobile telephones.
- Adhere to all hazard signage and markings.
- Be aware of and plan for adverse weather conditions.
- Be courteous and stay calm at all times.
- Be aware of all road traffic accident reporting procedures.

21. FIRST AID

JWS strive to ensure that First Aid provisions are adequate for the working environment, both in the number of First Aiders and with regard to the actual First Aid kits. As part of the overall approach towards health and safety and in accordance with The Health & Safety (First Aid) Regulations 1981, JWS are committed to:

- Training as many staff as is practical in the use of First Aid.
- Providing adequate and sufficient First Aid kits at its premises.
- Recording all First Aid treatment given.

Appointed First Aiders are responsible for ensuring that they are familiar with the contents of the kit and how to safely use the items within the kit. Also, they are responsible for ensuring that the kit is checked twice a year and that it is replenished when required.

22. ACCIDENT REPORTING AND RECORDING

Refer to TBT 86 – H&S_0087_GA

JWS Waste & Recycling Ltd strives towards maintaining a safe and healthy working environment, maintaining safe plant and equipment and developing safe systems of work. However, it understands that occasionally unforeseen

accidents may occur and it is therefore committed to complying with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

JWS have a written accident procedure which all staff are trained to follow. This involves reporting of accidents and completion of the accident book. In the event of an accident, management will conduct an investigation which will be relevant to the scale of the accident. Following this, actions will be put into place to prevent re-occurrence.

23. H&S LAW POSTER

Refer to TBT 29 – H&S_0189_GA

JWS have displayed copies of the Health and Safety Law Poster throughout the workplace and strive to ensure employees are aware of the poster and its content. Full training in awareness of the poster is given to employees in the form of a Tool Box Talk.

24. COMMUNICATING H&S INFORMATION

JWS Communicate information to employees in a number of ways; up to date information is delivered through regular Tool Box Talks and Safety Alerts. In addition, we hold quarterly health and safety committee meetings in which health and safety representatives from the work force attend. JWS also have a near miss reporting/suggestions scheme in order for the work force to provide their feedback.

25. CONTRACTORS

Refer to TBT 56 – H&S_0406_GA

JWS are committed to ensuring the safety of all contractors working on our site. Contractors are required to undergo a full site induction delivered by the relevant Department Manager and also provide copies of their liability insurance, method statement and risk assessments relating to the work they will be carrying out on site. Once inducted contractors require a permit to work to operate on site, this indicated the hazards involved in the work they will be undertaking and the precautions need to ensure the safety of the contractor and all other worker operating in the vicinity.

26. VISITORS

All visitors to the site are issued with instructions regarding evacuation procedures etc. Visitors are not permitted to enter site unless accompanied by a guide.

27. AGENCY STAFF

JWS are committed to ensuring the safety of all agency staff working on their site. All agency staff are given a full site induction by the agency before starting work on site.

28. LONE WORKING

Refer to TBT 42 – H&S_0225_GA

JWS employees undertake a couple of activities which involve lone working therefore JWS are committed to ensuring the safety of any of their employees carrying out lone working. Drivers are provided with radios and are in regular contact with the traffic controller. Other lone workers are issued with mobile phones and instructed to stay in regular contact with the traffic office – particularly when arriving at or leaving a site. JWS have a lone working procedure which all employees are trained to follow.

29. ASBESTOS

Refer to TBT 17 - H&S_0102_JS

JWS acknowledge that there is a risk of their employees coming into contact with asbestos due to the nature of the work. JWS provide all employees with asbestos awareness training which involves indentifying asbestos, handling asbestos safely etc.

30. LIFTING EQUIPMENT

JWS accept there are risks involved in operating lifting equipment and in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 regularly inspect equipment and keep records to ensure the equipment is safe to

operate. In addition, hook lift skips are also regularly inspected, both visually and by laser to ensure their safety when in use by our customers.

31. PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 (PUWER)

JWS undertake Daily defect checks on equipment to ensure they are safe and fit for purpose such as:

- Power Tools
- Ladders
- Cherry Picker
- Fuchs
- Bucket Loaders
- Welding Equipment
- Vehicles
- Fork Lift Truck
- Safety Harness
- Skips

Defect sheets are undertaken by staff members before using any equipment and are submitted to Management who will book in repairs where required or lock out the equipment if it is not safe to use. All equipment is PAT tested annually, Safety Harnesses and Hook Skips, chains and Lifting Equipment are tested every 6 months under LOLER, machines are serviced every 500 hours, vehicles are serviced every 6 weeks and all other equipment is serviced annually.