



Nationwide Waste Services Ltd

**Health & Safety Policy
2016-17**

Issue Number 12



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Health & Safety Policy Statement

The Company will ensure, so far as reasonably practicable, the health, safety and welfare of all its employees, and the health and safety of other people, including contractors and the general public, who may be affected by the Company's activities, so to prevent injury, damage to property and the environment.

To achieve the overall objective, the company will, so far as reasonably practicable, take steps to ensure the timely identification of hazards, and will seek to provide safe plant and equipment, safe systems of work, and adequate training, instruction and supervision of all employees.

The company intends that its operations will comply with all relevant legislation, and codes of practice. The company will make appropriate arrangements to ensure that it keeps up-to-date regarding both its statutory and other obligations and the hazards likely to be associated with any of its activities.

A handwritten signature in black ink, appearing to read 'NH', followed by a period.

Neil Hassall
Managing Director
Nationwide Waste Services Ltd.

Jan 2016



Health & Safety Responsibilities

The person with overall and final responsibility for Health and Safety at Nationwide Waste Services Limited is the Managing Director, Neil Hassall.

The following personnel will also be responsible for the day-to-day management of Health and Safety:

Neil Hassall	Managing Director & Safety Supervisor
Dawn Wilkinson	NWS General Manager.
Iain McIntyre	Safety Rep
Steve Mason	H & S Advisor – External Consultant.



Health & Safety Responsibilities

Managing Director/Directors - main responsibilities

1. The Managing Director has overall responsibility for Health and Safety.
2. To ensure all managers and supervisors are familiar with the Health and Safety policy and that they realise their duties under the Health and Safety at Work etc. Act, to ensure the safety of all employees.
3. To ensure that sufficient resources in money, time and personnel are available to implement the policy.
4. To achieve, by all reasonably practicable means, the highest standards of Health, Safety and Welfare for all employees of the company and for all others whose Health and Safety may be affected by the company's operations.
5. To ensure adequate arrangements are made for controlling emergencies that may affect the Health and Safety of personnel or endanger the environment.
6. To keep the Health and Safety policy up-to-date.
7. Nominate competent persons to assist the management to carry out their Health and Safety duties.



Health & Safety Responsibilities

Managers/Supervisors - main responsibilities

1. To be responsible so far as reasonably practicable for the Health, Safety and Welfare of all employees within their own area of operational responsibility, and to ensure compliance with all relevant legislation.
2. Ensure that employees have received adequate training and are not required to carry out any work for which they have not received suitable instruction.
3. To ensure so far as reasonably practicable, all work systems and processes are safe and without risk to health.
4. Investigate accidents involving injuries to employees under their control and recommend steps necessary to prevent or minimise recurrence.
5. Ensure that employees know the rules and regulations applicable to their work. Special attention must be given to young persons and new employees.
6. Monitor the Health and Safety performance of the area under their control, so that the Health and Safety of the area can be improved.



Health & Safety Responsibilities

Employees - main responsibilities

1. To take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions at work.
2. To use protective clothing/equipment where required and to not misuse the equipment provided.
3. To report all incidents to management that have led, or may lead to injury to themselves or others, or do physical damage to property or assets.
4. To co-operate with their manager or supervisor by carrying out safety instructions and following safe systems of work.
5. Where applicable visually check safety devices daily prior to start of work. This includes visually checking plant/electrical equipment for obvious damage/defects before use. Any defects must be immediately reported to management.
6. Inform your supervisor if taking any form of medication or prescribed drug, which may impair your skills or judgement.
7. To follow all site safety rules, these include :
 - No smoking is permitted except in designated areas i.e. The smoking hut. Failure to comply with this rule is considered gross misconduct.
 - Ensure good housekeeping at all times - clear up any litter or spillage's to reduce the risk of fire or potential slip, trip hazards.
 - Do not use any machinery that you have not been authorised to use.
 - Never attempt to lift any item, which may be too heavy, or outside your own lifting capacity - always ask for help.
 - When handling materials in the waste transfer station report any hazardous materials to supervision this includes sharps/needles etc.
 - Always wear high visibility clothing when in an area that requires it.
 - Ensure safety guards are used at all times when using machinery. Safety guards must never be removed from any machine.



Health and Safety Procedures and Arrangements

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3.1

Emergency Procedure in case of Fire

ON DISCOVERING A FIRE

1. Raise the alarm - alert all other persons nearby.
2. Using appropriate fire appliances tackle the fire - only if it is safe to do so.
3. Evacuate the area/building by the shortest safest route, and then go immediately to the fire assembly point area.

ON HEARING THE ALARM

1. Stop whatever you are doing
2. Switch off any electrical appliances or mechanical devices
3. Evacuate the area/building by the shortest safest route
4. Go immediately to the fire assembly point area.
5. Do not re-enter the site/building until the all clear is given



Medical Emergency Procedure

IN THE EVENT OF A SERIOUS ACCIDENT OR SUDDEN ILLNESS:

1. Summon help - alert a first aider immediately.
2. If a first aider cannot be alerted call for assistance - call the emergency services on 999.
3. Give exact location and details of accident/incident. Have someone available to direct nursing/ambulance staff to the incident.
4. Do not move the patient unless there is immediate danger
5. Keep the patient calm and still. Do not give anything by mouth
6. Do not move any equipment or items unless it is absolutely essential. If it is essential then note its original position. This will help with any subsequent investigations

IN THE EVENT OF A MINOR INJURY:

1. Ask a first aider for assistance.
2. Report any injury to your supervisor - no matter how small. Always ensure the accident is also recorded in the accident book. Located in the main office.



Risk Assessment

It is the policy of NWS to comply with the legislation as set out in the Management of Health and Safety at Work Regulation 1999.

Risk assessments will be conducted for all tasks and operations, which have the potential to cause personal injury to employees.

Our main activity is to engage sub-contractors to “conduct waste services” for our customers. We will ensure that our sub-contractors are selected on the basis of proof that they also comply fully with Health and Safety legislation. This will involve the sub-contractors sending in proof of their current licenses, insurance certificates and associated health and safety paperwork

All risk assessments can be found in the Health and Safety file located in the main office. All associated paperwork from our subcontractors will be held in our sub-contractor file.

Assessments will be reviewed annually or whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

All employees will receive adequate information and training on the Health and Safety issues relating to risk assessment.



3.4

Control of Substances Hazardous to Health

It is the policy of NWS to comply with the law as set out in the Control of Substances Hazardous to Health Regulations (COSHH).

We will ensure our sub-contractors will also comply with this legislation

3.5

Personal Protective Equipment

It is the policy of NWS to comply with the legal duties as set out in the Personal Protective Equipment Regulations 1992.

We will ensure our sub-contractors will also comply with this legislation



3.6

Work Equipment

It is the policy of NWS to comply with the law as set out in the Provision and Use of Work Equipment 1998.

NWS will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All work equipment will be maintained in good working order and repair. The company considers preventative maintenance as a fundamental requirement for the proactive management of health and safety.

Work equipment is regularly inspected and tested by either a competent person internally, or an external qualified company, to ensure the equipment is safe for use within the workplace.

All employees will be provided with adequate information/training to enable them to use work equipment safely. The use of any work equipment, which poses a significant risk to the health, and safety of employees will be restricted to authorised persons only.

All employees/operators have a responsibility to visually check any work equipment or appliances for damage or defects before use. This includes damage to plugs, cables, switches, gauges, chains, slings and company vehicles etc. If damaged or defective the equipment should not be used. Supervision must be informed immediately so the equipment can be repaired and re-tested.



3.7

Training / Communication / Consultation

The management of NWS will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy.

NWS communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement.

Safety training is an indispensable ingredient of an effective health and safety program. It is essential that every employee is trained to perform their jobs effectively and safely.

All employees will be trained in safe working practices concerning any potential hazards that maybe present in the workplace. Training sessions will be held as often as deemed necessary and will provide another opportunity for employees to express any fears or concerns they may have relating to their health, safety and welfare at work.

Health and safety committee meetings will be held when neccessary. These meetings will be chaired by the Managing director and/or the Safety Manager.

Health and Safety training will include the following topics. However, this is not an exhaustive list:

- Health and safety responsibilities and emergency procedures.
- Safe use of machinery and equipment.
- Risk assessment and safe systems of work.
- Manual handling.
- Display Screen Equipment – for personnel classed as users.
- Induction training for new starters.



Manual Handling Operations

It is the policy of NWS to comply with the legal duties as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

When manual handling operations cannot be avoided a suitable and sufficient risk assessment will be conducted taking into account the task, the load, the working environment and the capacity of the individual. The company will then reduce the risk of injury so far as is reasonably practicable.

Wherever possible mechanical aids will be used to handle materials to reduce the need for manual handling, these will be provided by the company as and when deemed necessary by risk assessment.

Assessments will be reviewed whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

All employees will receive adequate information and training regarding safe manual handling techniques.



Accident Investigation and Reporting

It is the policy of NWS to comply with the legal duties as set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any reportable injury, disease or dangerous occurrence as stated by the regulations will be reported as soon as possible online to the Health and Safety Executive (HSE). An F2508/F2508A form will then be completed online and sent to the HSE within 15 days. The HSE website is hse.gov.uk

The Safety Manager shall contact the HSE when necessary. However, it is the responsibility of Supervisors to ensure the Safety Manager is aware of any reportable accidents or incidents, which occur on site.

NWS sees accident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in injury a report will be drawn up by the manager/supervisor or a person appointed by the Managing Director. The report will establish the following:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eye witnesses.
- The time, date and location of the incident.

All eyewitness statements will be collated as near to the time of the accident as is reasonably practicable. The completed report will then be submitted and analysed by the Health and Safety Advisor to discover why the accident occurred and what action should be taken to avoid a recurrence of the event.



3.10

Fire Safety

It is the policy of NWS to comply with the legal duties as identified by the Regulatory Reform (Fire Safety) Order, which came into force in October 2006.

A fire risk assessment will be conducted by the Safety Advisor or nominated person, to evaluate:

- The means of escape
- Fire fighting equipment
- Evacuation procedure
- Means of raising the alarm
- Training of employees
- Sources of ignition and any relevant shut down procedure.

The Safety Rep will be responsible for the maintenance and testing of fire alarms and fire fighting equipment.

All employees have a duty to participate in training relating to fire safety and to report any defects in plant/equipment or any unsafe acts/occurrences which could result in a potential fire or accident.

The Safety Rep acts as the fire safety co-ordinator and is responsible for the provision and maintenance of fire prevention and detection equipment including all relevant documentation. Supervisors are also responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire fighting practices and emergency procedures.

Fire fighting equipment should only be used when safe to do so i.e. where there is a minimal risk to the individual. Fire fighting equipment should only be used by personnel trained to do so.



Incidents and Near Misses

A near miss is an incident, which has resulted in no injury to personnel. However, the incident may have had the potential to cause injury or loss including damage to property or the working environment i.e. a pallet falling from a forklift truck, a major spillage of a hazardous substance etc.

Analysing data provided from near misses and incidents enables the company to have a valuable insight into any inadequacies in risk control. This information can be used to identify any additional control measures, which should be implemented to prevent a recurrence and to prevent any future injuries or losses.

Near misses should be reported on the official form (see appendix A). The Supervisor should keep a record and ensure a copy is forwarded to the Safety Co-ordinator.

The company believes that effective prevention and loss control must focus on the cause of the incident and not its results. Where applicable risk assessments shall be reviewed to include any additional control measures to reduce the risk of injury or loss within the workplace.



3.12

Electricity

It is the policy of NWS to comply with the legal duties as defined by the Electricity at Work Regulations

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Company acknowledges that work on electrical equipment can be hazardous and it is therefore the Company's intention to reduce the risks as far as possible. The Company will:

- a) Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations. (This is in relation to any new installations and equipment.)
- b) Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- c) Inspect and test portable and transportable equipment as frequently as required, this frequency depending on the environment in which the equipment is used and the conditions of usage.
- d) Promote and implement a safe system of work for maintenance, inspection or testing.
- e) Only permit live working where absolutely necessary.
- f) Ensure employees who carry out electrical work are competent
- g) Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the Company health and safety arrangements.
- h) Provide suitable personal protective equipment if required, maintaining it in good condition.



3.13

First Aid

It is the policy of NWS to comply with the legal duties as defined by the First Aid at Work Regulations.

The Safety Rep will oversee the Company's first aid arrangements and will:

- a) Assess the Company's first aid requirements and ensure that the necessary facilities are provided.
- b) Ensure that adequate trained first-aiders are always available, are familiar with procedure and ensure that first aid boxes are fully stocked.
- c) Ensure that all accidents are entered in the accident book.
- d) Ensure that all accidents which come under the regulations of RIDDOR are reported to the HSE by the proper method and within the statutory time scales(See section 18, RIDDOR for details.)

Associated Documents:

- a) The Accident Book (located in the main office).
- b) The inventory of items that should be included in the first-aid box. There should be one of these with each first aid box.
- c) A list of first aiders which should be displayed on notice boards in each department.
- d) First aiders' training certificates. These are kept in HR files.
- e) Accident investigation reports kept by the Safety Rep.



Appendix A - No1.

None-injury Accidents and Near Miss Reporting Form

Department/Area:
Date:
Time of incident/near miss:
Description of the incident/near miss:
Has the incident/near miss caused any damage to property or machinery:
What was the cause of the incident/near miss:
Could additional control measures be introduced to prevent a reoccurrence of the incident/near miss:
Is there a requirement for any additional training:
Does the risk assessment for the task/area require to be reviewed:

Note: a copy of this form must be kept by the Departmental Supervisor and an additional copy forwarded to the Safety Co-ordinator.

Name: ----- Signature: ----- Date: -----