



## **Health, Safety and Environmental Policy.**

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## HEALTH AND SAFETY POLICY STATEMENT.

**Our Statement of general policy is:**

- **To provide adequate control of the Health & Safety risks arising from our work activities:**
- **To consult with our employees on matters affecting their health and safety:**
- **To provide and maintain safe plant and equipment:**
- **To ensure safe handling and use of substances:**
- **To provide information, instruction and supervision for employees:**
- **To ensure all employees are competent to do their tasks, and to give them adequate training:**
- **To prevent accidents and cases of work related ill health:**
- **To maintain safe and healthy working conditions, and**
- **To review and revise this policy as necessary at regular intervals.**

Chief Executive.

Date:



## Health & Safety Policy Organisation & Arrangements

### 1. Responsibilities:

- 1.1. The Chief Executive has overall responsibility for the Health and Safety arrangements as given in this Policy document as follows:
- a. To ensure that the highest standards of Health, Safety and Welfare, which are reasonably practicable to attain, are provided for all employees and for other persons who may be affected by Surgins' undertakings and to promote of Health and Safety measures as an objective for management and to consider Health and Safety as a responsibility equal to that of any other function.
  - b. To ensure that there is an effective policy for Health, Safety and Welfare and to give backing to this policy and any person implementing it.
  - c. To ensure that the policy is reviewed at regular intervals and will check its continuing relevance to Surgins' activities and developments.
  - d. To ensure consultation with all employees under his control on all matters relating to their Health & Safety.
  - e. To ensure that responsibilities for Health and Safety are properly assigned and accepted at all levels within his areas of control.
  - f. To ensure so far as is reasonably practicable, that the requirements of appropriate Health and Safety Legislation and the Company's Health and Safety Policies are understood and complied with by staff under his control, and non company personnel under his supervision.
  - g. To, so far as reasonably practicable, ensure the provision of such resources, facilities and technical support as may be required to enable all employees to carry out their responsibilities for Health, Safety and Welfare.
  - h. To identify and authorise any training as necessary to ensure all tasks are completed with the minimum of risks to Health & Safety and to ensure that an effective staff development and training programme is established and maintained.
  - i. To periodically appraise the effectiveness of the Company's Health and Safety Policy and ensure that any necessary changes are made.

- j. To ensure the establishment of an effective system for the maintenance of company premises, any defects regarding Health and Safety of the premises are actioned effectively.
- k. To ensure the establishment and maintenance of Safe Operating Procedures for all high risk work activities.
- l. To ensure the implementation of a system of Risk Assessments all aspects of company operations and to ensure that all necessary resources are made available for the introduction of control measures as appropriate.
- m. To ensure a high standard of housekeeping is maintained at all times.

1.2. All Employees:

- a. Shall make themselves familiar with the company Health and Safety Policy, relevant codes of practice, systems of work and safe operating procedures.
- b. Shall at all times, make full use of protective clothing, equipment and devices provided, and shall only use plant and substances as directed by the company.
- c. Shall maintain high standards of housekeeping at all times.
- d. Shall report to the management any accident or near miss, whether anyone was injured or not, any practices, systems of work or conditions which they consider may create a risk to the Health and Safety of persons or damage to plant or premises.
- e. Shall accept individual responsibility to:
  - i. Take reasonable care for the Health and Safety of themselves and of any other person who may be affected by their acts or omissions.
  - ii. Co-operate with the company by adhering to Company rules, safe working practices and all instructions necessary, to enable the company or other persons to comply with their legal responsibilities.
  - iii. Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.
- f. Shall carry out all tasks in line with documented Risk Assessments and identified control measures for which they have been given instruction.

## **2. Control, Revision and Communicating the Policy**

- 2.1. A copy of the Policy Statement will be made available to all employees.
- 2.2. A copy of the relevant responsibilities section will be made available to all employees
- 2.3. The original complete Policy will be retained in the main office.
- 2.4. Training will be carried out with employees on specific parts of the Health & Safety Policy relevant to their duties, this training will be documented.
- 2.5. The Company Health & Safety Policy forms the basis of all Health & Safety at Surgin's and therefore this policy and all the relevant statutory regulations must be complied with, in total, at all times.
- 2.6. It is company practice for the Health & Safety Policy to be reviewed at least annually, or whenever there is substantial change to working practices, to ensure all sections remain relevant and effective.
- 2.7. The Policy will be reviewed by the Chief Executive in conjunctions with other relevant personnel and consultants as appropriate  
Staff will be informed as appropriate of any resultant changes to the Health & Safety Policy.
- 2.8. Health, Safety & Welfare Committee  
This committee will be constituted to represent all levels from senior management to employees. The meetings of this committee will take regularly along with the other company management meetings.

## **3. Fire and Emergency Arrangements**

- 3.1 Surgins will take all reasonable and practicable steps to ensure that all employees, contractors, visitors and members of the public are protected and that control measures are put in place to minimise the risk of fires taking place.
- 3.2 The company is required by the Fire Service Order to ensure that fire risk assessments are carried out of all areas and activities conducted at the work site.
- 3.3 Provision of adequate fire control systems will be in place.  
Fire detections systems and fire alarm systems will be tested on a regular basis; the audible alarm system will be tested weekly by a competent person.

Fire extinguishers and other fire control measures will be examined and maintained on an annual basis by a competent person

Practice emergency evacuations will be carried out at least annually and the efficiency of these will be assessed and improvements to the procedure made.

- 3.4 All staff and others, where relevant, will be given instruction and training in the fire procedure and in the use of appropriate fire fighting equipment, wherever the risk assessments deem this necessary.

#### 4. Risk Assessments

- 4.1. As stated in the Company Health and Safety Policy Statement:-

“Risk Assessments will be carried out, and recorded, in all areas where potential hazards are likely to exist”.

- 4.2. Surgins will comply with requirements for Risk Assessment under the Management of Health and Safety at Work Regulations 1999.

- 4.3. The Chief Executive will be responsible for the coordination of all Risk Assessment activities and will retain all completed assessments.

- 4.4. All significant hazards will be identified within the total operation of the company. Risk Assessments will be carried out on all of the significant hazards identified. Where new equipment, procedures, processes or machines are introduced, these will be subject to risk assessment before they are fully introduced / implemented.

- 4.5. Some areas of review are: -

- |                                      |                         |
|--------------------------------------|-------------------------|
| * Manual handling                    | * Using hand tools      |
| * Use of vehicles                    | * Fire                  |
| * Use of manufacturing machinery     | * Slips trips and falls |
| * Hazardous Substances (under COSHH) | * Electrical            |
| * Use of display Screen Equipment    | * Warehouse activities  |
| * Lifting operations                 |                         |

and all other areas or activities presenting significant risk to employees, or others.

4.6. Risk Assessments will be carried out by competent persons whose experience and training is suitable for the assessment undertaken. Check sheets will be used where practical to help the assessment, and standard risk assessment forms will be used to help consistency in assessments.

Affected employees will be involved in the assessment process to use their knowledge of the issue being assessed and to promote safety awareness.

The findings of the risk assessment will be passed on to all employees affected by them.

4.7. Where action is identified, from the risk assessment, to eliminate or reduce the level of risk to an acceptable level, an appropriate plan will be documented and implemented. On completion of the identified course of action a further review will be carried out to confirm the set objectives have been achieved.

Where changes occur affecting the hazard and/or risk, or where there is reason to suspect the assessment is no longer valid, another risk assessment will be carried out.

#### **4. First Aid**

4.1. Surgins will provide and maintain first aid box at their manufacturing premises and first aid boxes will be provided for all company vehicles. Basic first aid training will be provided for nominated persons. This will comply with the Health and Safety (First Aid) Regulations 1981 and ACOP L74

4.2. All accidents requiring first aid treatment will be recorded in the Accident Book, which is kept by the Chief Executive. It is the responsibility of all first aid persons to ensure that these records are entered.

4.3. It is Company policy to have at least one first aider on site whenever the premises are manned, if the situation arises where this is not possible, someone in authority must be designated to ensure that first aid requirements and records are adequately dealt with. This may include taking people to hospital.

4.4. Transport to hospital would be by transport appropriate to the injury. (Ambulance, Taxi. Etc.)



## 5. Accident Reporting

5.1. In accordance with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 1995 the following requirements for the reporting of accidents and incident to the Health and Safety Executive (HSE) are as follows:

In the event of a major injury, (see below), or a death, of either a member of staff or visitor due to an accident, or a death under suspicious circumstances, the HSE must be immediately informed by the quickest practical means. HSE form F2508 must be completed and delivered to the HSE within ten days of the incident taking place.

5.2. **Major Injuries Requiring Reporting.** If any of the following injuries occur, they must be reported to the HSE under the RIDDOR '95 Regulations, using form F2508, within 10 days of the incident.

- i. Fracture other than to fingers, thumbs or toes
- ii. Amputation
- iii. Dislocation of the shoulder, hip knee or spine
- iv. Loss of sight (temporary or permanent)
- v. Chemical or hot metal burn to the eye or any penetrating injury to the eye
- vi. Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- vii. Any other injury; leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- viii. Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- ix. Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- x. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material
- xi Any other injuries which results in the person being admitted immediately into hospital for more than 24 hours.

**5.3 Three Day Injuries.** Accidents connected with work (including an act of physical violence to an employee), or a self-employed person working on Surgin's premises, resulting in an over-three-day injury, must be reported to the enforcing authority within ten days using form F2508. A three-day injury is one which results in the injured person being away from work, or unable to do their normal work, for more than three days (including non work days), i.e. weekends etc.

**5.4 Dangerous Occurrences** If a situation occurs which does not result in a reportable injury, but is as described in F2508 under dangerous occurrences, it must be reported immediately to the HSE (e.g., by telephone). Within ten days you must follow this up with a completed accident report form (F2508).

**5.5 All reports** required to be made to the HSE, both immediate and by writing using form F2508, will be carried out by the Chief Executive or nominated deputy.

**5.6 The Accident Book** The accident book is kept by the Chief Executive or nominated deputy whose responsibility it is to complete the details of all accidents, which occur within and outside of the workplace, even if they are not reportable under the RIDDOR '95 Regulations. All accidents involving treatment, however minor, will be recorded in the Accident Book. All accidents requiring treatment off-site will be investigated.

**5.7 Reporting of Diseases.** If a Doctor notifies the company that an employee is suffering from a reportable work-related disease, a completed disease report form F2508A must be sent to the enforcing authority.

**5.8 Forms F2508 and F2508A.** The RIDDOR reporting forms F2508, are kept by Jane Warwick or are available on line (<https://www.hse.gov.uk/forms/>) These forms will be photocopied or printed off once completed, prior to posting or submitting to the Health and Safety Executive (HSE,) to ensure a record of their completion is kept. These records will be retained for 40 years.

## **6 Accident Investigation Policy & Procedure**

**6.1** It is the policy of Surgins to investigate all accidents which are defined under RIDDOR '95 Regulations, and for accidents resulting in an employee needing hospital treatment. A written report must be completed.

6.2 The responsibility for all accident investigations rests with the Chief Executive, or nominated deputy, who will request assistance from consultants as necessary. These investigations will be formally recorded.

6.3 Chief Executive or nominated deputy will carry out a regular review of the accident book to monitor types of and location of persons who have been involved in incidents, in order to establish if significant patterns are emerging. If trends are identified, then further investigation will take place.

6.4 In all situations full co-operation will be given to any member of the HSE who is carrying out appropriate accident investigations.

## **7 Alcohol, Drugs and Solvents.**

7.1 It is a responsibility of all employees, to ensure that whilst on duty they are fit for work, and not under the influence of alcohol, drugs or solvents.

7.2 It is the joint responsibility of all employees to ensure that their colleagues are fit and safe to work. Should an employee notice any other member of staff under the influence of such substances, for their safety and those who may be affected by their acts, it must be brought to the attention of an appropriate manager.

7.3 Anyone considered to be under the influence of the above, will be suspended immediately from work, pending an inquiry and possible disciplinary action up to and including dismissal.

7.4 The consumption of alcohol and / or non-medically prescribed drugs or use of non-medical inhalants on company premises or customer sites is not permitted, and subject to disciplinary action up to and including dismissal.

7.5 Where an employee has been prescribed medication which could in any way affect their safety, or the safety of others, i.e. affects of drowsiness, co-ordination etc. then this fact must be brought to the attention of their appropriate manger prior to commencing their duties.

The company may at its discretion, and where practical to do so, put the person on other safer duties. Where it is not possible to provide safer duties the employee will be required to go home until the course of medication is completed.

Driving on company business or driving of company vehicles is prohibited under the above circumstances. There will be NO exceptions.

## **8 Control of Substances Hazardous to Health 2002 (COSHH.)**

8.1 The Company recognises that certain substances used in the workplace can be dangerous or hazardous depending on the use, environment, exposure and other factors including the chemical make-up of the substance. In recognising substances which may be hazardous to health, the Company will comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and guidance produced under the regulations.

8.2 It is important that all employees understand the dangers and precautions associated with substances which are likely to be used, handled or stored. Surgins will therefore identify all hazardous substances and inform relevant employees.

8.3 The procedure for dealing with all hazardous substances will be as follows:-

- c. All potentially hazardous substances will be identified. These will include:
  - i. all those classified as being toxic, very toxic, harmful, corrosive or irritant
  - ii. A substance for which the Health and Safety Commission has approved a Workplace Exposure Limit (WEL)
  - iii. A biological agent.
  - iv. Dust of any kind, when present at a substantial concentration in air.
- b To identify hazardous properties of substances used at \_\_\_\_\_ and by its employees the Company will:
  - i. use competent persons, trade associations, consulting services etc.
  - ii. use information on labels.
  - iii. use information provided by the manufacturer and / or supplier (Safety Data Sheets).
  - iv. use guidance material published by HSE or other authorised bodies.
  - v. use experience obtained and information gathered as a result of previous use of the substance or similar substances.
  - vi. use technical reference sources where necessary.

- c. All those hazardous substances identified will be subject to a risk assessment of the use of the substance and its potential to cause harm, as required under regulation 6 of the COSHH. Regulations. Assessment forms have been produced for this purpose.
  - d. COSHH risk assessment will be carried out by trained competent persons.
- 8.4 No substance may be brought on to the company's premises unless there is a valid Materials Data Sheet (MDS) available from the supplier or importer of that material.
- 8.5 Any material that is used on site must be subject to a COSHH Risk assessment before it can be used.
- 8.6 All employees must ensure that the controls identified on the MDS and the COSHH assessments are complied with in full.
- 8.7 All Personal Protective Equipment (PPE) identified must be used
- 8.8 If specific training is required with regard to a particular substance, this will be provided by the H&S Consultants, the supplier or a specialist trainer.
- 8.9 Any substance, which is not in an approved labeled container, and/or for which there is no information on its use and control, is not to be used in the Company. The presence of any such unidentified substance is to be notified to a manager and is not to be used until approved.

## **9. Driving on Company Business**

- 9.1. To help to reduce the risk of accidents involving the use of Company Cars, particularly for those employees who use their car as a significant part of their job, the following are Company Policy and recommendations.

### **9.2. Plan your Journey**

Take a small amount of time to think and plan your journey. Some of the issues to consider before heading off, and in some cases possibly even deferring the journey, are:

- How tired are you, and how long is the journey likely to take?
- Are you well enough to undertake the planned journey?

- Are you taking any medication which could make you drowsy or impair your judgement?
- When did you last have an alcoholic drink? The morning after can be a problem?
- What is the weather likely to be like during the whole journey?
- Have you checked the car, tyres, windscreen washers etc?
- Are you running against deadlines? Allow plenty of time to avoid rushing with no breaks.

Plan your breaks and allow time in the journey for them.

Plan your route, motorways, whilst fast, can be very monotonous and tiring.

### 9.3. **Take Breaks**

Plan your breaks to avoid excessive lengths of time driving. We are all different and therefore no hard and fast rules exist for car drivers on driving hours. If you feel tired, no matter how long or short a time you have been driving, **STOP**. Do not continue that extra few miles, it is not worth it. We value you too highly for you to take a risk on our behalf. Cars can be replaced YOU cannot!

If in doubt **STOP** and rest!

### 9.4. **Vehicle Maintenance**

It is the responsibility of all Company Car drivers to ensure that their vehicle is kept in a safe correctly maintained condition. Whilst regular servicing will ensure that the vehicle should be in a safe condition, items such as condition of tyres, oil levels and windscreen washer levels should be checked regularly by the owner.

### 9.5. **Accident / Incident Reporting**

ALL accidents, however minor, should be reported to the Chief Executive of nominated deputy. All near misses should also be reported.

### 9.6. **Breaking the Law and Fines.**

All issues involving breaking of the Law **MUST** be reported to the Chief Executive of nominated deputy as soon as possible following the incident.

All fines incurred due to speeding, parking or any other offence will be paid personally by the person breaking the law.

9.7. Driving can be a hazardous part of your job, and whilst you cannot control other peoples' poor driving habits or errors, you can make a major difference to your safety on the road by your own care and diligence.



## **10. Electrical Safety and Testing**

10.1. All activities involving electricity must be carried out in compliance with the 'Electricity at Work Regulations 1989' and all subsequent amendments. Electrical equipment must only be installed, repaired or modified by suitably qualified personnel.

10.2. Electrical hazards may arise from poor design, construction, installation, inadequate standards of protection and maintenance, or from misuse and incorrect operation. The company will reduce electrical hazards to a minimum, by using safe systems of work, (including tag out, lock out procedures), approved materials and equipment and through regular maintenance and inspections.

10.3. All electrical equipment will have a visual inspection before it is used. Routine inspection and preventative maintenance are essential if accidents are to be avoided.

10.4. Under the 'Electricity at Work Regulations 1989' all portable electrical items on the premises or in the field for temporary or permanent use, must be tested for electrical safety.

A portable appliance may be defined as a 'product that is powered from an electricity supply outlet socket via a removable plug'. The word 'portable' does not refer to either the size or weight of the appliance. Hence, sometimes items that are not normally thought of as portable appliances are also to be included in this category, for example, fridges, computers, vending machines etc.

All new appliances brought onto site, even for test or other temporary purposes, must be tested prior to use. This includes privately owned electrical goods, which cannot be brought onto site without prior authorisation.

10.5 Portable Appliance Testing (PAT) will be carried out by suitably qualified and competent people, either in-house or on a sub-contract basis. Co-ordination of all tests and retention of records is the responsibility of the Chief Executive or nominated deputy, together with control of a re-test plan. The re-test interval, which can range

from 3 months to 3 years will be determined by the use and function of the item, e.g. a hand held power tool 3 months, an office fan 1 year, a computer lead 3 years. Under no circumstances should an appliance be used with a FAILED label attached to it.

All appliances are logged onto a register and consequently any changes of details need to be highlighted to assist the person responsible for testing, i.e. removal of items from use, change of location etc. The register will be kept by Chief Executive or nominated deputy.

- 10.6. All fixed electrical systems will be reviewed / tested for continuing integrity every 3 years or following a major incident or modification. This work must be carried out by a qualified electrician.

## **11. Provision and Use of Work Equipment Regulations (PUWER) 1998**

11.1. Any equipment purchased and installed at company premises must satisfy the requirements of these regulations in that:

- It conforms to all the relevant European Directives and safety standards.
- It must be suitable and fit for purpose in the environment in which it is to operate.
- It is efficiently maintained in good working order.
- It is inspected after initial installation and regularly thereafter.
- It is suitably guarded to prevent access to any dangerous part of the equipment.
- It has suitable controls and emergency stop arrangements.
- It has accessible and clearly identified means of isolation from the power supply.
- It has all the relevant and required markings and notices

11.2 Suitable and sufficient Risk Assessments will be carried out on all equipment to ensure that controls are in place to minimise the risk from the hazards associated with the equipment.

11.3 Full information, instructions and relevant training will be given to all persons operating the equipment. Safe systems of work will be drawn up for the major pieces of machinery and these must be followed rigidly.



## **12. Manual Handling**

- 12.1. Surgins is committed to carrying out Risk Assessments in compliance with the Manual Handling Regulations 1992. Areas presenting significant risk will be subject to a complete review to reduce the risk of injury to employees.
- 12.2. Where possible systems, workplace layout changes and mechanical aids will be introduced to reduce or avoid manual handling, however where this is not possible correct training of the techniques to be employed in moving such items will be provided.
- 12.3. All employees are subject to some risk from manual handling, ranging from lifting of light loads to repetitive strain injury risk, therefore it is company policy to train all employees in correct manual handling techniques to reduce the risk of injury under all circumstances.
- 12.4. Where manual handling is to be part of the everyday work practice, the new inductee must be trained specifically in the techniques to be employed to ensure that no injury will occur to the person.

## **13. Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)**

- 13.1. Surgins will take reasonable steps to ensure the health & safety of employees, contractors, visitors and members of the public engaged in, or affected by the use of lifting equipment, and lifting operations. This includes lift trucks, manual pallet trucks, and other moveable plant/equipment such as ladders, or working platforms, or scaffolds.
- 13.2. Surgins will carry out risk assessments of all tasks involving lifting operations taking into account the differing types of trucks used on the site.
- 13.3. The required and necessary action to remedy risks identified by the assessments will be taken
- 13.4. Regular review and maintenance of all lifting equipment to ensure the suitability of all equipment used on the site.

## **14. Display Screen Equipment (DSE) Policy**

- 14.1. The law relating to the use of DSE, such as computers is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE regulations). These Regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout.
- 14.2. All employees who are required to use computers as part of their job role will be given a self assessment DSE questionnaire to complete.
- 14.3. Where the questionnaire identifies any issues the company will investigate and take action to rectify.
- 14.4. Employees are expected set up and operate their workstations correctly. If any difficulties are experienced with workstations, they should bring it to the attention of the Operation Manager.
- 14.5. Any employee who is a DSE user has the right to request an eye test. This will be organized through a qualified optician of the employee's choice. It is the employee's responsibility to make arrangement to have the eye test carried out. The frequency of any follow-up tests will be decided solely by the qualified optician.
- 14.6. Where the optician has confirmed in writing that glasses are needed exclusively for DSE use, we will consider contributing towards the cost.

## **15. Personal Protective Equipment (PPE)**

- 15.1. Surgins accepts its responsibilities under The Personal Protective Equipment Regulations 2002.
- 15.2. It is Company policy to eliminate the need for PPE or at least reduce the risk so far as reasonably practicable.
- 15.3. Where a need for PPE is identified the Company will supply suitable equipment to provide adequate protection.
- 15.4. Information, instruction and training will be given on the correct and efficient use of PPE. All training will be documented.
- 15.5. Provisions will be made for suitable storage and maintenance of all PPE.

- 15.6. Whilst the Company accepts its responsibility, each employee also has to accept responsibility to use PPE as directed by the Company, and to maintain the equipment in good repair.
- Losses or defects must be reported to the Company immediately.
- Equipment will be signed for by each employee to accept responsibility for it.
- 15.7. Misuse, non-compliance with directed use or interfering with equipment to reduce its effectiveness will be considered as a disciplinary offence.
- 15.8. It is a legal requirement for the company to protect the health and safety of its' employees whilst they are engaged in Company activities.
- a. The company will supply, free of charge to employees, suitable Personal Protective Equipment as deemed necessary through Risk Assessment.

## 16. Training

- 16.1. It is Company Policy to ensure that all personnel are effectively trained in aspects of Health and Safety, with particular reference to the Health and Safety at Work Act 1974. As new legislation is introduced, so the training will be updated to ensure that at no time are the personnel exposed to any dangers from their required work activities, equipment and machinery used, substances they may come in contact with, or any other health & safety issue which they are liable to encounter within the workplace, without receiving effective training in such items.
- 16.2. **Induction Training (General)**. Induction training will take place on the first day that a new employee joins the Company by the Operations Manager. In addition to the general induction, it is important that the Departmental Manager initiates the new employee into the working ethic of the company, together with basic Health and Safety Regulations, including fire evacuation and the operation of electrical or mechanical equipment within the specific department.
- The induction training will cover Company and Employee Responsibilities, The Safety Policy, Accident Reporting, Fire Safety, Health and Safety Awareness, First Aid and First Aiders, COSHH and Communications.
- 16.3. **Individual Equipment Training Programme**. Individual training programmes will be developed for each employee, with special consideration for young persons, to ensure

that all requirements are covered to enable them to carry out their duties in a safe manner. Managers will monitor the programme and document progress, each stage of the programme being reviewed and signed off by the employee and their trainer.

16.4. It is essential that all Health and Safety Training is documented including employee signatures, who carried out the training and dates of attendance.

## **17. Visitors and Contractors**

17.1. Sections 3 and 4 of the Health and Safety at Work etc. Act 1974 requires that the company takes reasonable care of all persons who may be affected by its undertaking. Such persons will include all visitors, contractors and trainees and also any persons working on behalf of and NOT directly employed by Surgins.

17.2. All visitors and contractors will be asked to sign in and out when visiting the company premises; this is not only for security purposes but also for their safety in the event of an emergency, when all personnel on site need to be accounted for.

17.3. See also the following sections of the Safety Policy: -

- 5. Accident Reporting
- 15. PPE

## **18. Suppliers of Equipment and Materials**

18.1. When selecting suppliers of materials and equipment, Surgins will assess the Health and Safety aspects of the suppliers by the issuing of a questionnaire covering the topics that are outlined in this policy document.

18.2. Surgins expect that its suppliers would follow the policy and principles set out in this policy document.

## **19. Warehouse / Materials Handling**

19.1. The nature of Surgins' business requires the storage and distribution of its products within the storage area.

19.2. Any problems found by employees with regard to storage or damaged product must be reported immediately to the Operations Manager.

19.3. The section relating to Manual Handling (section 12) will also apply.

## **20. Mobile Telephones**

20.1. There is no evidence to indicate that there are any health risks through the normal use of mobile telephones.

20.2. It is illegal to use a mobile telephone whilst driving unless an approved hands free kit is fitted to the vehicle. Ear pieces are also illegal unless the telephone is secured in a holder attached to the car. If the telephone is to be used without hands free etc., the vehicle must be off the road with the engine switched off.

## **21. Monitoring the Health and Safety System**

21.1. All employees are expected to constantly be aware of health and safety and to continually monitor their work and places of work. Any issues and concerns must be reported to the Chief Executive or nominated deputy without delay.

21.2. The Chief Executive or nominated deputy will carry out Inspections of the workplace and of site operations on a regular basis and report.

21.3. On an annual basis, a full Health and Safety audit of the company's Health and Safety Systems will be conducted by a competent person and a report will be issued.

21.4. The findings of these inspections will be made an agenda item at the regular Health and Safety review meeting.



## ENVIRONMENTAL POLICY STATEMENT

Surgins aims to fulfil its social, environmental and economic responsibilities for sustainable development by supplying products to the highest standards with regard to energy efficiency and economic use resources.

- We will comply with all relevant legislative and other requirements and where possible exceed these.
- We aim to prevent pollution and minimise our use of utilities and resources and the output of emissions to atmosphere, effluents to water and sewers.
- We aim to minimise our output of waste to disposal facilities by endeavouring to re-use and recycle materials wherever possible.
- We strive to ensure that suppliers and contractors understand the company policy and where possible assist in developing appropriate systems and a responsible approach with regard to environmental issues.
- We will communicate, cooperate and respond to the views of interested parties on environmental issues where this is practicable and likely to result in improved environmental performance.

Chief Executive.

Date: