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 <small>PLANT TYRE SERVICES NATIONWIDE</small>	<i>Health &amp; Safety Management Policy Manual</i>		SMSD-0000a-PM R4.1
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# Health & Safety Management Manual

(Reference in conjunction with TyreFitters Manual)

Authorised and Owned by			Signature	Date
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Produced by			Signature	Date
Carl Ormerod – Systems Advisor				10/09/2020
Rev	Page	Updates	Made by	Date
R3	All	Annual review.	James Sherwin	19/12/2022
R4	All	Annual review. Updated fire extinguisher char, added CEO responsibilities, added COSHH pictogram, added 3.18.	James Sherwin	15/15/2023
R4.1	10-11	Amended responsibilities in section 1.7.	James Sherwin	02/01/2024




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## Section 1 Health and safety policies and management system

### 1.1. Purpose

The purpose of this manual is to define the Health & Safety Management System (ISO 45001) used by Tyrefix-UK. There is also an inter-relation with other Management System such as Environmental and Quality Systems which will use some of the Health & Safety Management System documentation and procedures to aid commonality across the Management System.

This manual documents our policies and systems for the management of health and safety. It has been written to meet the requirements of ISO 45001 and has the following purposes:

- Establish and maintain an effective health and safety management system covering the implementation of our health and safety policies
- Demonstrate to our staff and interested parties, our commitment to complying with all applicable health and safety legislative and regulatory requirements and to improving our health and safety performance
- Identify and provide a guide to, the policies, procedures and instructions, which assist in educating our staff in the health and safety system structure and requirements
- Provide a reference document for all staff whose activities may have influence on our health and safety performance
- Assist in undertaking works compliant with our industry best practice and guidance.
- Assist in the training of staff, and
- Provide auditors with an understanding of our health and safety system, to assist them in the audit process.

### 1.2. Scope

The scope of the Health and Safety Management System encompasses all the activities that are undertaken by Tyrefix-UK in the course of our business.


Scope of the certification of the Safety Management System:

***“Provision of construction plant tyre repair and Replacement Service. Specialising in services for Backhoes, Aerial Platforms, Telehandlers, Dumpers, Skid Steers, Earthmovers, and a variety of Construction plant. We have a fleet of vans, with the best fitters, on the road at all times. They are ready to provide fast, On-Site Repairs and to get equipment back to work as quickly as possible.”***

### 1.3. Definitions and Abbreviations

#### 1.3.1 Definitions

<b>Health &amp; Safety Management System</b>	All the documents that the company uses to manage the health and safety of the business.
<b>Suppliers</b>	All organisations that provide services, plant or materials either to the Company

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### 1.3.2 Abbreviations

<b>OMS</b>	Ormerod Management Services Ltd
<b>ALARP</b>	As low As Reasonably Practicable
<b>COSHH</b>	Control Of Substances Hazardous to Health
<b>DSE</b>	Display Screen Equipment
<b>HSE</b>	Health & Safety Executive
<b>SDS</b>	Safety Data Sheet
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>RISQS</b>	Railway Industry Supplier Qualification Scheme
<b>SSIP</b>	Safety Schemes in Procurement
<b>SSOW</b>	Safe Systems of Work
<b>WRA</b>	Workplace Risk Assessment
<b>HSEQ</b>	Health & Safety Environment Quality

See appendix for full list.

### 1.4. Introduction

We are committed to providing a safe and healthy place of work for our staff, on-site suppliers, visitors and anyone who may be affected by our works.

This manual is designed to help you understand the requirements of the Company's Health and Safety Policy. By reading and understanding the contents of this manual you will be contributing towards achieving and maintaining standards in a positive health & safety culture.

We all have a responsibility to co-operate with our colleagues, customers and third parties and to undertake our duties in a safe and proper manner, and to adhere to health and safety instructions and current legislation. Where you see dangerous activities being undertaken by your colleagues, suppliers or by customers, **you have a duty to stop them** and where you are competent in that activity, advise them on the precautions that should be taken to keep them safe and healthy.


If you have any observations or concerns with regards to health and safety or information contained within this handbook then refer the matter initially to your line manager. If you still have concerns, you can speak directly to the Managing Director.

With **your commitment and co-operation** health and safety can be managed effectively to the benefit of our staff, customers, suppliers and third parties who may be affected by our work.

### 1.5. Health and Safety Management System

#### 1.5.1 General

The Company views health and safety as an integral part of its operations. Therefore, we inform and educate our staff in the requirements of health and safety legislation and other regulatory requirements, hazard identification and implementing suitable control measures, to ensure that their environment is kept safe, the equipment is suitable for the purpose used, properly maintained and where appropriate calibrated and ensure that their welfare is considered during all business undertakings. This health and safety system and the associated procedures should be seen as a

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clear indication of our commitment to the safety and health of our staff and people who may be affected by our works.

We have implemented a health and safety management system to adhere to the requirements of ISO 45001, which will provide us with a systematic approach to managing our health and safety.

This section describes how the SMS operates with reference to ISO 45001. We are not ISO 45001 certified however. As an aid to clarity the same headings are used in this manual as are used in the standard, although they may not be in the same order. The documents within the system are regularly reviewed and improved to meet the needs of our business.

## **1.6. Health and Safety Policy Statement**

Tyrefix-UK knows that our people are our most valuable resource, therefore their health, safety and welfare is of paramount importance to the wellbeing of our business.

We understand that the most successful way to manage safety and health is to integrate it into our normal business activities. This is achieved by educating our staff in the principles of health and safety and defining their health and safety responsibilities within the business. To further reinforce our positive health and safety ethos, we 'performance manage' health and safety, as we do for any other business function. We believe that this approach allows us to efficiently prevent injuries, ill health, and reduce unnecessary losses and liabilities to the business.

### ***Tyrefix-UK is committed to: -***


- *Complying with all applicable health and safety legislative and regulatory requirements.*
- *Complying with all applicable subscription and scheme requirements (for example CSCS, MPQC/ SPA Passports, Exor, etc. where applicable).*
- *Providing and maintaining safe plant, safe work equipment and safe systems of work.*
- *Minimising the risk to health in connection with the use, handling, storage and transport of substances.*
- *Providing suitable information, instruction, training and supervision to our staff and associates.*
- *Providing a safe place of work, together with a suitable means of access and exit for our staff, suppliers and customers.*
- *Providing a safe and healthy environment to work.*
- *Providing adequate welfare facilities for all staff, whether at our head office or on site.*
- *Setting occupational health and safety objectives to continually prevent, reduce improve our overall occupational health and safety performance.*

We require all our employees to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions, and co-operate with management and their colleagues, to ensure compliance with all legislative requirements and standards and our health and safety policies and procedures.

All staff and suppliers are expected to carry out their duties within the requirements of our Safety Management System to enable us to achieve high standards of health and safety in our workplace.

The Directors are committed to developing a positive ethos that promotes, and continually improves its health and safety at all levels within the Company. We shall ensure that the necessary financial and physical resources are made available, that our employees are competent in the activities they undertake, and that necessary expert advice required to support our health and safety policy is made available in a timely manner.

Our health and safety will be periodically monitored, and our performance and objectives will be subject to annual reviews.

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## Health and Safety Objectives

Tyrefix-UK has the following Health and Safety objectives:

- 1. To reduce the number of Accidents and Incidents; with aim to have zero;*
- 2. To increase number of Near Misses / Hazards Spotting;*
- 3. To exceed the required minimum Standards to which we subscribe.*

**Signature:**

**02/01/2024**  
**Oliver Johnson**  
**CEO**

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## **1.7. Structure for the Implementation of Health & Safety**

\*See organisation chart.

### **General Responsibilities of all Employees**

We take seriously your health, safety and welfare and that of any others affected by our undertaking. We have set high standards which are described in our policies, procedures and safe systems of work. We will strive to achieve the standards set by providing the resources necessary to do so. Achieving our safety culture also requires the co-operation of all of our employees.

The Managers who authorise work to be carried out will ensure that those that will be carrying out the work are adequately trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, we will provide supervision, particularly in the case of young persons and inexperienced employees. Monitoring responsibilities are described in Section E. In addition to any specific responsibilities we will also carry out safety inspections of the working environment under our control in order to maintain our standards.

All employees must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate work equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and use any personal protective equipment (PPE) issued to you as a control measure. If you have any concerns about health and safety matters, you should tell us immediately or follow the consultation procedure described in Section C.

We may want you to be involved in our risk assessment process. If so, we would ask you to co-operate with those leading the process.

We would remind you that all employees have duties under Sections 7 and 8 of the Health and Safety at Work Act to:-


- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable them to comply with their statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.

Failure to comply with your legal duties may result in the enforcing authority taking action against you.

### **CEO**

- Ensure that adequate finances are allocated to ensure sufficient resources are available to facilitate a safe and healthy work environment for our staff, visitors to our site and other who may be affected by our activities.
- Review the health and safety performance of the Group against defined objectives at regular intervals.
- Ensure that an external health and safety advisor is appointed in accordance with Regulation 7 of the Management at Work Regulations 1999, where capabilities are not available in house.
- Regularly communicate with the health and safety advisor and act as their main point of contact.
- Ensure that the health and safety management system requirements are established, implemented, and maintained in accordance with current legislation.
- Ensure that objectives and standards have been set and maintained for planning, and periodically measuring, auditing, and reviewing health and safety performance.



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- Ensure that annual reviews of the health and safety system are undertaken.
- Ensure that the health and safety policy is enforced.
- Ensure functions are available for communication and consultation with the workforce.

### **Operations Director**

- Overseeing the effective application of our Safety Policy with the aim of preventing accidents and reducing hazards;
- When appropriate, instituting a review of the Policy, and making recommendations to the Board;
- Initiating our Policy for the prevention of injury, damage and wastage;
- Ensuring co-operation between all parties in fulfilling the aims of the Safety Policy;
- Understanding and implementing our Safety Policy;
- Carrying out an annual review of the Policy;
- Arranging funds and facilities to meet requirements of the Policy;
- Understanding the requirements of the Act and supporting Regulations and ensuring that these are observed;
- Ensuring that appropriate insurance cover that embraces both statutory and general requirements is met and maintained;
- Ensuring that suitable risk assessments are carried out by competent personnel and that suitable records are maintained;
- Carrying out risk assessments in those areas under your control to identify all hazardous activities and the risks associated with such activities.

### **Team Leaders**

- Familiarising yourself with our Health and Safety Policy and understanding the requirements of relevant legislation;
- Ensuring that suitable risk assessments are carried out by competent personnel and that suitable records are maintained and bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- Carrying out risk assessments in those areas under your control to identify all hazardous activities and the risks associated with such activities including on any new or proposed activities or processes and review regularly;
- Ensuring that staff are adequately trained in proper and safe working methods and are fully aware of any hazards;
- Ensuring that any testing or examination is carried out on any article to comply with any Regulations;
- Conducting routine safety inspections/checks in those areas under their control and provide Senior Management with recorded evidence that safety inspections have been carried out, together with any recommendations and remedial action taken, particularly when any unsafe practice or condition is apparent;
- Determining the cause of any accident or dangerous occurrence and recommend means of preventing recurrence and reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the Managing Director – Sales Director;
- Ensuring that all safety rules are observed and protective equipment is worn or used when appropriate and ensure that new employees learn to take safety precautions and seek to develop safe practices and encourage suggestions from employees;
- Stipulating safe systems of work, so that all work both on or off the premises is carried out in accordance with Statutory requirements, codes of practice and our rules;
- Ensuring that all visitors are made aware of and comply with all aspects of Health and Safety legislation and co-ordinating the efforts of all parties on matters of health, safety and welfare;
- Ensuring that any article is so designed and constructed as to be safe and without risk to health;

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- Complying with our Environmental Policy and striving to meet the environmental legislation, regulations, Approved Codes of Practice and government guidance. Additionally and where possible meeting and surpassing the industry codes of practice on environmental issues;
- Setting a personal example.

## **All Employees**

Responsibilities include:


- Being familiar with the Safety Policy and implementing it at all times;
- Complying with any risk assessments which have been undertaken;
- Operating only items of plant and equipment for which you have been trained, deemed competent and authorised to use;
- Reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage,
- Using the correct tools and equipment for the job. Using the safety equipment and protective clothing (PPE) which is made available and issued when required;
- Developing a concern for safety personally and for others, particularly new employees;
- Co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents;
- Keeping tools and equipment in good condition;
- Reporting to your line manager any defects in plant or equipment. Ensuring that plant and equipment is in a safe and secure state when unattended;
- Obeying our safety rules.

## **Overall Responsibility**

The Policy Holder has overall and final responsibility for health and safety within our operations and will ensure we have effective policies for health and safety and will delegate specific responsibilities to ensure that all requirements of current legislation are satisfied.

## **Specific Responsibilities**

<b>Responsibility</b>	<b>Name</b>
<b><u>Policy Implementation</u></b>	
Review:	Oliver Johnson
Health and Safety Budget/Funding:	Oliver Johnson
Insurance Provision:	Oliver Johnson
Instruction in Safe Working Practices:	Oliver Johnson
Training:	Oliver Johnson
Office Safety Inspections:	Adam Harris
Person responsible for Disciplinary Procedures:	Oliver Johnson
Person responsible for issue of PPE:	Jack Morgan
<b><u>Equipment Maintenance and Inspection</u></b>	
Contractors and other Services:	Oliver Johnson
Lifting Equipment:	Oliver Johnson
First Aid Provision:	tbc
<b><u>Fire</u></b>	
Equipment:	Adam Harris
Evacuations:	Adam Harris
Computer Equipment:	Oliver Johnson
Housekeeping:	Oliver Johnson

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Accident Recording:	Jack Morgan
Accident Investigation and Reporting:	Jac Morgan
Visitors (Inc. Contractors):	Ad-hoc
<u>Risk Assessments</u>	
General:	Oliver Johnson
Fire:	Oliver Johnson
Hazardous Substances (COSHH):	Oliver Johnson
Manual Handling:	Oliver Johnson
PPE:	Oliver Johnson
Lifting Equipment:	Oliver Johnson
Specific Work Equipment:	Oliver Johnson
Specific Work Activities	Oliver Johnson
DSE:	Oliver Johnson
Working at Height:	Oliver Johnson
Lone Working:	Oliver Johnson
Pregnant Employees:	Oliver Johnson
Young Persons	Oliver Johnson

### **Responsibility**

### **Name**

#### Services

Gas and Gas Appliances:	Oliver Johnson
Electricity and Electrical Equipment:	Oliver Johnson
Water Supply (Legionellosis):	Oliver Johnson
Waste:	Oliver Johnson

### **Contractor Responsibilities**

We are responsible to engage competent contractors, manage and control them whilst they are on our premises. The responsibilities described below apply to all contractors engaged to work on our premises.


Contractors are responsible for ensuring that all persons under their control are aware of the following:-

- Fire procedures;
- First aid arrangements;
- Welfare arrangements;
- The requirements of any risk assessments and method statements they are required to comply with;
- Areas where personal protective equipment (ppe) must be used;
- Any permit to work systems.

It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. The Manager/Supervisor engaging contractors are responsible for providing this information.

It is the responsibility of a contractor to provide us with risk assessments and method statements, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.

We reserve the right to submit contractors' risk assessments and method statements to external health and safety consultants for evaluation.

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A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair.

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer. Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30ms.

Contractors will be required to provide evidence that any portable electrical appliances brought onto our premises have been tested by a competent person within the last 12 months.

We reserve the right to order off our premises any contractor not complying with our Health and Safety General Policy or procedures.

### **Visitors**

The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who is in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.

Any employee receiving a visitor should ensure that:-

- the visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure;
- the visitor remains in the reception area until they are collected by their host;
- any incident involving a visitor must be reported without delay. Injuries should be recorded in the Accident Book;
- the visitor reads and complies with the Fire Procedures.

### **Parking**

You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

### **Reception Area**

Please remain in the reception area until you are collected by your host.

You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

### **Security**

You must not remove anything from the premises without permission.


### **Health & Safety**

Do not enter any area of the premises until you have received the permission from your host.

You must report any accident, injury or dangerous occurrence to your host immediately. You will be required to enter the details of any injury in our Accident Book.

### **Fire**

Please follow the Fire Procedure and Instructions.

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If you are working unaccompanied, please familiarise yourself with the locations of the fire exits and manual call points.

## Smoking

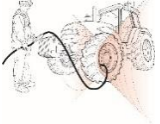


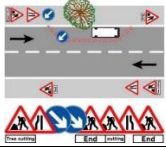

In order to comply with current legislation and company policy, you are not allowed to smoke inside any of our premises.


## 1.8. Golden Safety Rules and Site Visitors

### 1.8.1 General


All employees with specific responsibility for health and safety must ensure that these duties are carried out, satisfying themselves that individual responsibilities are properly understood and complied with. Tyrefix-UK has created a set of 'Golden Rules' which are to be used as a guide for when we undertake our works, if we all follow these rules we can reduce the likelihood that any of our staff are to be hurt or injured while undertaking their daily tasks.

**It is taken that if you do not want to follow these Golden Rules, then you do not want to work for Tyrefix-UK, as safety is paramount.**


<b>Rule 1 – Ensure that you have the correct safe working area of at least 2m from tyre inflation</b>	
	Never work where the appropriate safety zone of 2m from the tyre cannot be maintained. Always think that the tyre is going to fail and ensure to undertake the “inflate-stop-test-inflate” method.
<b>Rule 2 – Always wear the appropriate PPE</b>	
	Always wear the correct PPE for the task that you are undertaking. Ensure that your PPE is in good condition, fits and is still in date.
<b>Rule 3 – Only used calibrate and certified plant and equipment</b>	
	Only use calibrated and certified plant and equipment that is fit for purpose. Ensure that you check licences, certificate test dates and that it is the right piece of equipment for the work being done?
<b>Rule 4 – Always use appropriate traffic management</b>	
	Always use appropriate traffic management, signing and guarding. Some jobs require you to stop and think about traffic management when you get there, so that it can be deployed effectively without causing harm to yourself and others.
<b>Rule 5 – Always report hazards and near misses</b>	
	Always Report Accidents, near misses and hazards via the app. and always say no if asked to do something you consider unsafe.

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### Rule 6 – Only put people to work who have the appropriate competencies and training

	Only put people to work who have the appropriate competencies and training
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### Rule 7 – Always used the required risk assessments and method statements

	Always used the required risk assessments and method statements. This also includes any works permits which are required for any higher risk works.
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### Rule 8 – Never work whilst under the influence of drugs or alcohol

	<p>Using alcohol or illegal drugs, or misusing legal drugs or other substances, will reduce your ability to do your job safely.</p> <p>You should:</p> <p>Always inform your supervisor or the person in charge if you are taking medicine that may have an effect on your performance</p> <p>If in doubt always check with your supervisor or the person in charge who may seek medical advice</p> <p>Not use, keep, sell or distribute illegal drugs</p> <p>Intervene if you see a case of alcohol or drugs abuse</p>
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### Rule 9 – Always drive safely and don't endanger ourselves or others.

	<p>Speeding or using your mobile phone whilst driving increases the risk of losing control of your vehicle.</p> <p>As a driver, you should:</p> <p><b>MUST NOT use a mobile phone or pager, send or read a text message, or emails whilst in charge of a vehicle.</b></p> <p>Stay at or below a maximum allowable speed for the road you are driving on as indicated by the road signs or journey management instructions</p> <p>Stay at or below the maximum allowable speed for the vehicle you are driving</p> <p>Adjust your speed to the prevailing conditions</p> <p>As a passenger you should:</p> <p>Intervene if a driver is using a phone in a moving vehicle</p> <p>Intervene if a driver is exceeding the maximum allowable speed</p>
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#### Visitors

Visitors to Tyrefix-UK sites and premises, including members of the public, are the responsibility of the staff member being visited. Visitors must comply with health and safety precautions.

#### General Rules


**Employees** must take responsibility for their visitors and ensure that they adhere to our site rules. **Additional** care and attention must be taken when **children** or **disabled persons** enter the premises. If visitors are likely to encounter plant or equipment it is the responsibility of the **employee** to make it safe.

Visitors must be informed of and comply with the site rules, whilst they are on any Tyrefix-UK controlled premises.

#### 1.9. Planning

##### 1.9.1 General

It is essential that suitable and sufficient planning for occupational health and safety is undertaken to ensure that the occupational health and safety management system is effective in delivering a

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safe working environment for staff and people affected by our undertakings. The planning phase includes identifying the Management System requirements, setting performance criteria, defining what is to be done, who is responsible for doing it, and defining the desired outcome.

### **1.9.2 Health and Safety Hazards**

Workplace risk assessment (WRA) procedures have been prepared, which are used for hazard identification, risk assessment and the selection of suitable control measures. There are procedures covering the following types of activities:

- Workplace Risk Assessments (General).
- Control of Substances Hazardous to Health (COSHH).
- Display Screen Equipment (DSE).
- First Aid.
- Manual handling.
- Fire.

The aim of undertaking workplace risk assessments is to reduce the risks to people, caused by work related activities, to “As Low As Reasonably Practicable” [ALARP], thereby minimising, and where practicable, eliminating illness or injury to staff, associates and any other people affected by our undertakings. It will also reduce damage to equipment, plant, buildings and the environment, and reduce operational down time and costs.

It is the responsibility of all staff members to identify where risk assessments are required and where appropriate to arrange for a risk assessment to be undertaken prior to commencing work. Also refer to the *Risk Assessment & SSOW* Procedure for further guidance.

Examples of where risk assessments are to be undertaken and recorded are:


- Any work activity that is undertaken that involves significant hazards.
- When using Display Screen Equipment (DSE).
- When undertaking manual handling tasks.
- When using substances hazardous to health (COSHH).
- Where Young Persons are undertaking work activities.
- Where staff members or associates are working on their own.
- Where there is potential for the person carrying out work to become stressed
- Where women of childbearing age are undertaking work activities and during a woman’s pregnancy.
- When installing, using or maintaining machinery.
- At the company’s premises, to ensure a safe environment (fire prevention and evacuation, safe access and egress, etc).
- At customers’ premises to ensure that staff are not exposed to uncontrolled hazards.

### **1.9.3 Safe Systems of Work**

Work identified as being hazardous or with an element of risk to people, property or the environment will be undertaken using a documented safe system of work (SSOW). A safe system of work is implemented after a risk assessment has been carried out. There will be cases where the risks cannot be eliminated, and some element of risk will remain. Where this is identified a safe system of work will be implemented and used.

It is the responsibility of the **Operations Director** to ensure that a suitable safe system of work is produced and communicated to the staff undertaking the activity.

### **1.9.4 Legal and Other Requirements**

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We have appointed OMS as our health and safety advisors in accordance with Regulation 7 of the Management of Health and Safety Regulations 1999.

OMS maintain procedures and records that identify the current Acts and Regulations that relate to the Company's occupational health and safety operations and supply information as required. We will regularly review our Legal Compliance and Compliance with any other commitments to which we subscribe.

### **1.9.5 Health and Safety Objectives (General)**

The **Managing Director** has overall responsibility for ensuring the health and safety objectives are achieved, however other staff members may be appointed to undertake specific health and safety improvement tasks during review meetings and when undertaking safety improvement programmes.

#### **Objectives**

The Company is committed to providing a safe work environment for our staff, suppliers, customers and third parties who may be affected by our undertakings. Because of this we have visible health and safety objectives that we are striving to achieve, these objectives are as follows:

- To comply fully with all health and safety legislation and regulations.
- To eliminate all work induced illnesses and injuries to our staff and suppliers, through elimination of all accidents and near misses by:
  - ✓ Developing an effective and efficient occupational health and safety management system that is understood and adhered to by all staff and suppliers.
  - ✓ Ensuring our staff and associates are educated and competent for the work activities they undertake and understand the principles of working safely, hazard identification and the implementation of suitable control measures, including safe systems of work.
  - ✓ Creating a positive health and safety culture that actively searches for safer ways of carrying out work activities and is self-policing, i.e. colleagues will challenge one another if they see them carrying out unsafe acts.

### **1.10. Implementation and Operation**

#### **1.10.1. Responsibilities when Operating on sites that come under CDM 2015**


The company will ensure that when Operating on a site that come under the CDM Regulations (and subsequent amendments), the person appointed in charge of the relevant contract will:

- Know the site rules and requirements.
- Ensure staff are competent to undertake their duties and responsibilities.
- Make provision for adequate resources to be allocated to undertake the work involved.
- Ensure that where required there are suitable welfare facilities available on-site including toilets, washing facilities and rest area.
- Ensure co-operation between Tyrefix-UK staff, Client Staff and other contractors present on site.
- Where necessary promptly provide to the CDM Principle Designer all information required for the works
- Ensure that arrangements are made for workers to discuss and offer advice on health and safety matters and for the co-ordination of the views of employees.

#### **1.10.2 Training, Awareness and Competence**

Training, awareness and competency of staff is critical to the success of any organisation; therefore, we invest in our staff to ensure they are able to undertake their duties in a safe and proper manner.



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We have a specific training policy and procedures that allow us to fulfil our training, awareness and competency obligations for all our undertakings including the health and safety elements. Refer to the Company's Training Procedure for further details.

### **1.10.3 Consultation and Communication**

It is essential that staff are informed and involved in the decision-making activities where their health and safety can be affected by our undertakings. We have specific procedures relating to consulting and communicating with our staff on matters relating to health and safety and the environment.

We will ensure to consult and communicate with our sub-contractors and others that work with us on projects to ensure that all parties involved are aware of any Health, Safety Environmental and/or Quality requirements. This will ensure effective, efficient and safe working between all parties.

### **1.10.4 Documentation**

The Company has produced suitable procedures for producing and controlling the issue of documents to ensure their status is known and they are updated to reflect any changes in the Company's activities.

### **1.10.5 Operational Control**

With the variety of work carried by Tyrefix-UK, we have a range of variable risk from low risk activities through to higher risk ones. We have therefore produced a suite of procedures, risk assessments and safe systems of work that ensure the health and safety risks are minimised to our staff, suppliers, customers and other people affected by our undertakings. Any arrangements in place will be monitored alongside site inspections to ensure compliance with legislation and any Operational commitments, such as CSCS, Chas, etc; which can be found in the Tyrefix-UK Procedure for Monitoring Work.

### **1.10.6 Emergency Preparedness and Response**

The Company reviews the activities in which we need to produce and maintain plans and procedures. We review these plans regularly and after any incident where they have been used. Where appropriate we undertake emergency exercises to validate their suitability in an emergency.

## **1.11. Checking and Corrective Action**


### **1.11.1 Performance Measurement and Monitoring**

We recognise the value of performance measurement and management, not just in health and safety matters, but in all the critical areas of our business. Because of this we undertake regular inspections of our work areas and review the effectiveness of our safe systems of work.

### **1.11.2 Accidents, Incidents, Non-conformances and Corrective and Preventive Actions**

We have procedures to cover the actions to be taken in the event of accidents, incidents, and non-conformances and how to implement corrective and preventive actions.

### **1.11.3 Records and Record Management**

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To demonstrate compliance with the SMS, and the extent to which the health and safety objectives and targets have been met, a system for the collection, identification, storage and maintenance of health and safety management records is in place.


Included within the overall records are appropriate supplier information, audit reports, management reviews, training records, the statutes and regulations registers, safety improvement initiatives, corrective actions and inspection reports.

Records are prevented from deterioration and are easily retrieved.

#### **1.11.4 Audit**

We have an audit procedure, which defines the method of planning, preparing for, and auditing the health and safety management system.

Audits are undertaken by suitably qualified auditors, who have suitable experience of both systems auditing and health and safety.

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## Section 2 General people issues

### **2.1. Agency and Temporary Employees**

The Company has the same duty of care to agency and temporary staff as they do for permanent staff, and consequently management must ensure that all staff that work for the Company are;

- Made aware of the contents of this document.
- Competent to carry out the work they have been assigned to do.
- Made aware of all risk assessments / hazards within the work environment.
- Made aware of and understand the safe systems of work that are in place.
- Made aware of the accident and incident reporting procedures.
- Where applicable, provided with the correct PPE and instructed in its use.

### **2.2. New and Expectant Mothers**

A risk assessment will be carried out for expectant mothers, and for those who have recently returned to work after the birth of their child, or who are still breastfeeding. Lifting and handling tasks are obvious risks to an expectant mother and her unborn child. These risks may be avoided by changing her work routine, to remove the risks from manual handling, and by others helping her to carry out any tasks that require physical strain. Allowances shall be made for more frequent visits to the toilet, and to allow movement to prevent discomfort, and consideration given to changing working times if they are involved in shift work.

### **2.3. Drugs and Alcohol**

Persons in control of vehicles, operating machinery, undertaking repair or maintenance work, or visiting clients must be in a fit, coherent state and condition and must not be under the influence of any intoxicating substances. Any prescribed medicines or drugs being taken should be checked with your doctor to ensure that they will not affect the safety of yourself or your colleagues. Any employee found to be taking, or under the effects of any illegal substances, while undertaking their work activities will be subject to disciplinary procedure, which may result in a final written warning or possible dismissal from the company.

We reserve the right to carry out random drugs and alcohol testing on any employee or agent carrying out work on behalf of the Company.


### **2.4. Staying in hotels or training centres**

Staff may be required to stay overnight in hotels, guest houses, residential training centres, on arrival they should be aware of:

- What to do in an emergency.
- The nearest emergency exits.
- The location of fire alarm operating points.
- The location of fire safety equipment.
- The location of the First Aid facilities and Appointed Person/s.

### **2.5. Home Working**

Some employees may be required to work from home. The general Health and Safety principles in this guide still apply and should be adopted to ensure that the nature of your work does not place you under greater risk. Advice and assistance will be provided to employees working from home to ensure that they are not put at an unacceptable risk when carrying out work from home.

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## 2.6. Driving

There are several Health and Safety points you need to consider when driving a vehicle on company business. These are:

- No person should drive any vehicle on Company business unless they have a valid driving licence and are authorised to do so.
- The vehicle must be inspected before use every day, and be in a roadworthy and serviceable condition, and where appropriate have a valid MOT certificate.
- It is mandatory to wear seat belts during any journey on the highway.
- Never drink alcohol or take drugs or medicine [that may impair your judgement] and drive. If you have any doubts about your fitness to drive, please speak to your line manager.
- Do not exceed speed limits, both on the highway and at customer's premises.
- Do not travel too close to the vehicle in front. Use the two second rule [allow two seconds between you and the car in front of you].
- In difficult driving conditions adjust your driving accordingly.
- Do not use mobile phones when driving unless you have a cradle and a 'hands-free device' and only use the mobile phone where and when it is safe to so.
- Do not adjust or reconfigure satnav systems whilst driving.
- If you are suffering from fatigue or tiredness during a journey, pull over when it is safe to do so, Motorway hard shoulders should only be used in an emergency.
- Take regular breaks.
- Do not park your car where it will create a hazard to others, such as across access points, also for your own safety try to park your vehicle in a safe area, well-lit and not isolated
- Don't leave valuables e.g. laptops, mobile phones etc in view – place in boot, glove compartment or take them with you.
- Accidents & Incidents during company business must be reported.

## 2.7. Accident and Incident Reporting

### 2.7.1 Accident book

All accidents large or small that occur as part of your work activity and require first aid attention should be reported and recorded. Accident information is reviewed by management to identify any trends and areas for improvement.

The Manager/Supervisor will investigate accidents/incidents and if appropriate complete a copy of our Accident/Incident Report Form. If deemed appropriate control measures necessary to prevent recurrence will be identified and actioned.


All accidents/incidents will be reported online using one of seven reporting forms provided or the ICC telephone service which is available for reporting **fatalities and major injuries only**.

Online RIDDOR reporting accessed via: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

Telephone: **0845 300 9923**

Please note the telephone service is available Monday to Friday, 08:30 am to 17:30 pm. For out of hours reporting information visit the above web address.

It is our policy that verbal or other communication regarding accidents/incidents to any third party will be at the discretion of the Director. Any request for information by pertinent and relevant parties

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must be addressed to him/her in writing and he/she will make our official response. This statement relates to both reportable and non-reportable accidents/incidents.

### **2.7.2 Lost time accidents**

If as a result of a work-related accident you are off work for a ½ day or more (i.e. Lost Time Accident) the following procedure must be followed;

- Accident details must be reported and logged in the Accident Book.
- You should report the accident details to management.
- Management will investigate the cause of the accident.

### **2.7.3 RIDDOR reportable accidents**

A RIDDOR reportable accident is where an accident results in an employee being absent from work for more than 7 consecutive days after the incident occurred. These must be reported to the HSE within 15 days of the accident occurring. The Manager/Supervisor is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR.

### **2.7.4 Specified injuries**

If an employee suffers a 'Specified injury' classified under the RIDDOR Regulations, as a result of their work activity, management must contact the local HSE office by the quickest means practicable.

**The Operations Director shall be made aware of Specified injuries or accidents that come under RIDDOR immediately!**

### **2.7.5 Near miss**

Incidents whereby there was no injury are classed as 'Near Miss' incidents. Near Miss incidents must be reported via email, phone call or text message, particularly if personal injury was narrowly avoided. It will provide valuable information and will allow remedial measures to be introduced to prevent re-occurrence and potential injury.

### **2.7.6 Communication of results**


Any findings of the incident report and investigation will be disseminated throughout the workforce by way of notice board, emails and safety alerts.

## **2.8 Mental Health and Occupational Stress**

We recognise that our workforce's positive mental health plays a vital role in the success of our Company. On average 1 in 4 people in the UK will at some point have a mental health problem. Whilst the effects are usual mostly mild and short, some cases in not treated can have long lasting effects. When we talk about mental health this can include a number of different areas such as stress, anxiety, depression but can also lead to physical damage if not dealt with at an early stage.

We will endeavour to train some nominated staff in Mental Health First Aid to assist our employees if you feel that you wish to discuss any concerns. Those personnel will then be displayed on our Head Office notice board.

We have also provided a list of useful websites that can assist you in a variety of areas.

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## **2.9 Refusal to work**


All staff (including any contractors working on our sites) have the ability to remove themselves from work situations that they consider present an imminent and serious danger to your life or health.

The process for this is covered in our refusal to work procedure of which all staff must be aware of.

## **2.10. Epidemics/Pandemics**

In the event of a nationwide or international outbreak of a virus/bacteria we will take appropriate measures to ensure the safety of our staff and those effected by our staff. Measures to ensure our business will continue whilst prioritising the safety of our staff may include but may not be limited to:

- Implementing business continuity plans measures.
- Arranging homeworking for office staff.
- Increasing hygiene measures in the workplace.
- Ensuring regular communication within the business and its customer base.

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## Section 3 General precautions and guidance when on Company premises

### 3.1. Fire Safety on Company Premises

#### 3.1.1 Fire Action Information

You are made aware of the fire exits, the designated assembly point and the evacuation procedure within the Company's premises during your induction. There are also Fire Action signs displayed in the Company's premises that will identify the route by which to leave the building and where the assembly point is located.



#### 3.1.2 What you must do if you discover a fire

Your immediate action is to raise the alarm; someone shall telephone the Fire Brigade [999] and inform them that there is a fire in our building. Be as accurate as possible when reporting the details and the location of the site.

Do not try to extinguish the fire unless you have been trained, suitable equipment is available, and it is safe to do so. The location of firefighting equipment should be pointed out to you during induction. You should leave the building via the nearest exit and proceed to your assembly point, by going in the direction of the running man on the type of signs below. There are specific fire plans at the Head Office.


#### 3.1.3 Evacuation Procedure

When the alarm is raised;

- Proceed to your assembly point via the nearest exit.
- Do not stop to collect personal belongings.
- Do not re-enter the building unless instructed to do so.
- Do not wander off once evacuated. Stay for roll call and further instruction.
- If you have a visitor, you will ensure that the visitor goes with you to the evacuation point. If you lose your visitor inform the fire warden or fire brigade immediately. Do not attempt to re-enter the building to look for them.

Once the incident has been dealt with and the building made safe, the Fire Brigade will give the 'all clear' to the Fire Wardens who will allow staff and visitors to enter the premises again.

#### 3.1.4 Fire Precautions and Prevention

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- Ensure Fire Exits are kept clear, visible and free from obstruction. **Never** wedge open fire doors designed to stop the spread of fire and smoke.
- It is a legal requirement that nobody smokes within an enclosed public place or workplace, due to this we have a no smoking policy in all of its buildings, with smoking only being allowed in designated areas outside the premises.
- Don't allow sources of fuel to build up in your workplace (empty boxes, paper, oil, etc.)
- Keep heat sources and combustible materials apart.
- Always store ignition sources or flammable liquids in a fireproof store or locker [paints, solvents, etc.]



### 3.1.5 Fire Extinguishers


Firefighting should only be attempted by trained personnel when it is safe to do so. Under no circumstances should the safety of individuals be compromised. There should be adequate fire extinguisher appliances in each office / location, which shall be sited in conspicuous locations on escape routes and, where practical, be mounted on wall brackets. Staff must ensure that they know the location of their nearest Fire Extinguisher. Extinguishers must not be removed from their designated positions- except in an emergency.

	Water	Dry Powder	Foam	Carbon Dioxide (CO <sub>2</sub> )	Wet Chemical
 <b>Solid combustibles</b>	✓	✓	✓	✗	✓
 <b>Flammable liquids</b>	✗	✓	✓	✓	✗
 <b>Flammable gases</b>	✗	✓	✗	✗	✗
 <b>Flammable metals</b>	✗	✓	✗	✗	✗
 <b>Electrical fires</b>	✗	✓	✗	✓	✗
 <b>Oil fires</b>	✗	✗	✗	✗	✓

## 3.2. First Aid

### 3.2.1 First Aid Purpose & Provisions



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The purpose of First Aid is:

- To preserve life.
- To limit the effects of the condition.
- To promote early recovery.



Our facilities have suitable First Aid facilities and sufficient numbers of trained First Aiders who are appointed by management. The number of First Aiders is dependent on the findings of the First Aid risk assessments undertaken at the premises. Your Line Manager should make you aware of the locations of the First Aid facilities and who the First Aiders are. There are also first aid signs displayed at the premises which identify who is the First Aider, the Appointed Person, locations of First Aid Kits and where the records are kept.

### **3.2.2 Obtaining First Aid**

If you are unwell or injured at work, you should contact your nearest trained First Aider by the quickest means available. Your Line Manager should also be informed of the incident as soon as you are able to do so. All accidents and injuries **MUST** be recorded in the Accident Book.

### **3.3 If you witness an accident:**

- Assess the situation and injury. Are there any risks to the casualty or others, can the dangers be safely removed?
- Contact the nearest First Aider the details of whom should be clearly displayed at the site.
- Provide help and assistance if necessary and try to establish if there are witnesses, to help in identifying possible causes of the accident if the casualty is unconscious.
- If necessary, contact Paramedics – (999).
- If necessary, contact Next of kin.


Enter details into First Aid Book and Line Manager to complete Accident Report and Investigation Report Form (where applicable).

### **3.4. Safe Office Practice**

#### **3.4.1 Safe Office Practices**

To ensure the safety of yourself and your colleagues you should;

- Keep passages, floors and work areas clean and tidy.
- Don't run in the office or workshops.
- Always watch where you are going.
- Maintain safe systems of storage.
- Always shut filing cabinet, drawers and cupboard doors after use.
- Always keep your working area tidy and free from obstructions.
- Never obstruct or place flammable material on walkways, stairs, doorways or on fire exit routes.
- Always mop up spills immediately to prevent people slipping on them.
- Ensure cables, hoses and leads are positioned so as not to create a trip hazard.
- Be careful when making or carrying hot drinks.
- Ensure prompt disposal of waste materials.
- Ensure fridges, microwaves and vending machines are kept clean.
- Switch off, label up and report any electrical equipment that appears to be unsafe.
- Report lights that are not working.
- Do not behave in a manner, which could cause danger to yourself or others.

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### **3.5. Electrical Safety**

#### **3.5.1 Electrical Equipment & Electrical Safety**

If used properly, electricity is a safe source of energy, but if used in an unsafe manner [i.e. equipment that is inadequately installed or poorly maintained], electricity can pose a number of risks to people and property; including electric shock, electrical burns and fires.

In order to eliminate the risks created by electricity the following practices should be adopted:

- When electrical equipment is not in use it should be turned off.
- Electrical maintenance work must only be carried out by qualified personnel.
- Any defective electrical items must be taken out of service immediately.
- Where possible extension leads should not be used.
- All electrical control cabinets must be kept locked and only accessed by authorised persons.

#### **3.5.2 Portable Electrical Equipment**

Equipment that has a lead [cable] and plug that can be easily moved from place to place [e.g. kettles, photocopiers, computers, etc.] should be visually checked by staff that use them. Formal portable appliance testing [PAT] shall be carried out at specified intervals by a competent person.

During time, leads, plugs, or the equipment can become damaged or faulty, continuing to use the equipment may result in someone being electrocuted and the fault may have the potential to cause a fire. Therefore, always remove it from use and mark it up as defective.

When using extension leads ensure that they do not create trip hazards, are not placed in water or are in a position where they can be damaged by vehicles or equipment running over them.

When using portable hand tools always have a suitable residual circuit device [RSD] in the circuit and use double insulated low voltage powered, or battery powered equipment.

Things you should look for before and whilst using the equipment:

- Damaged wires plugs or casings of the equipment.
- Bare or loose wires.
- Overheating (burn marks or staining).
- Exposure to liquid, dust or dirt.

**Never take a plug apart unless trained and authorised to do so**

Any electrical risks should be reported to your line manager who should disconnect the equipment and place a warning sign on the equipment taking it out of use. Electrical equipment shall only be repaired by a competent person.


### **3.6. Manual Handling**

#### **3.6.1 Manual Handling Operations**

A major risk to health & safety at work arises from Manual Handling operations. Accidents involving manual handling account for more than a quarter of all reported accidents each year. The term "*Manual Handling*" is not restricted to lifting. It also encompasses any pushing, pulling, carrying, supporting or moving of a load.

There are several important steps to follow whenever moving or carrying a load;

- Check the object – is it safe to carry?
- If the object is too heavy or unusual in shape **STOP** and get help.

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- Consider using mechanical assistance e.g. sack trucks or trolleys.
- Ask a colleague to help you.
- Make sure you can see where you are going and be aware of uneven floor surface.
- Avoid stooping, twisting or stretching.
- Check your route to make sure it is free from obstacles and trips.

### **3.6.2 Safe Lifting Techniques**

Where Manual Handling cannot be avoided, a good lifting technique must be adopted;




1. **Get a firm grip**  
Decide before lifting how to hold the object, grasp it firmly not just by the fingertips. Do not change your grip while lifting
2. **Stand close to the load** Feet spread to shoulder width for greater stability.
3. **Bend your knees** Maintain your back's natural line, don't kneel or bend the knees fully as this reduces leg power.
4. **Hold the load close to your body** Shoulders and hips should face in the same direction, feet should point in the direction of the move.
5. **Lift with your legs not your back**  
Raise your head and shoulders first, using your legs to push your body up slowly in a smooth action.

### **3.6.3 Lifting Equipment**

Lifting equipment is defined as 'work equipment for lifting or lowering loads' and includes cranes, lifts, hoists, mobile elevated work platforms and forklift trucks. In all instances the safety of the equipment can be affected by the operating conditions, workplace hazards and the operator. Lifting Equipment should be:

- Only used by competent staff.
- Visually inspected before use with all defects reported immediately to your line manager.
- Used for the purpose it has been designed.
- Used in accordance with the safe system of work.
- Formally serviced and inspected by a competent person every 12 months.

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### **3.7. Display Screen Equipment (DSE)**

#### **3.7.1 Safe use of Display Screen Equipment**

DSE consists of a visual display unit (i.e. monitor, screen etc) and a workstation (i.e. desk, keyboard, mouse, etc) and in itself does not cause a health problem, but if it is used unsafely or poorly designed this is when health issues can occur.

**1. Screen positioning:** The screen should be able to tilt and swivel, allowing the user to avoid glare or reflections whilst adopting a natural posture for reading the screen. If you require a document holder please ensure that it is at the same distance as the screen to minimise head and eye movement. The correct viewing distance from the eyes to the screen should be 45cm-55cm.

**2. Posture:** You should be sat upright with the small of your back fully supported, arms and legs at 90°. Eyes should be level with the top of the VDU casing. Your feet should be flat on the floor or on a footrest.

**3. Keyboard & mouse:** The keyboard should ideally be separate from the display unit, and should be clean, legible and adjustable. There should be about 5cm in front of the keyboard to rest wrists between periods of keying. The mouse should be as close to the keyboard as possible in order to minimise hand and arm movement.

**4. Chair:** The chair should have adjustable backrest/height and tilt and a five-point base. Ensure the backrest comfortably supports the small of your back. Be aware that armrests fitted to the chair may prevent the chair from being pulled close to the desk and could impede a correct keying posture. If so ask for these to be removed

**5. Reflections & glare:** Every effort should be made to reduce reflections and glare. If you have any points of glare or reflection and you are not sure where it is coming from switch your display unit off and you can identify the glare source.

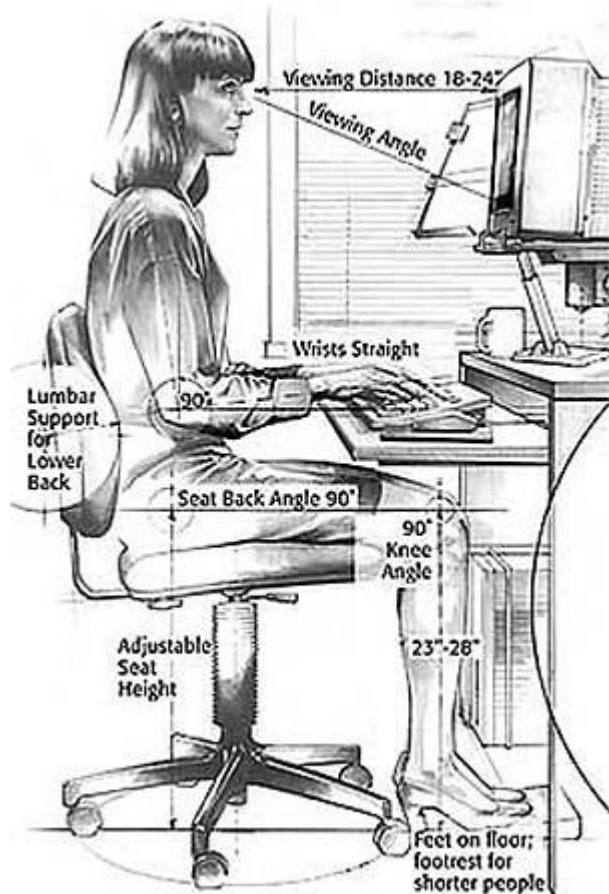
**6. Screen display:** Each unit should have adjustable brightness and contrast in order to meet lighting conditions in the office.


**7. Work surface:** The height of the work surface should allow a comfortable position for the arms and wrists when using a keyboard. It should be large enough should you need to change tasks to have enough space to carry out these tasks.

**8. Working space:** Prolonged sitting in a static position can be harmful. There should be enough room under the workstation for the person to change posture when needed.

**9. Work breaks:** Work breaks do not necessarily have to be formal rest breaks; they can be changes in activity such as visiting the fax or photocopier, completing paperwork etc. This has to be done to control the potential physical and psychological risks. Remember:

- Breaks should be taken before the onset of fatigue
- Short frequent breaks are more beneficial than occasional longer breaks



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- Work should be organised so there is a mix between screen and non-screen activity.

### 3.7.2 Display Screen Equipment (DSE) Assessment

All staff using display screen equipment shall have a DSE assessment undertaken on their workstation and how the workstation is adjusted to them. A competent person will undertake a full assessment at regular interval and when there is a significant change to the workstation layout on equipment is changed.

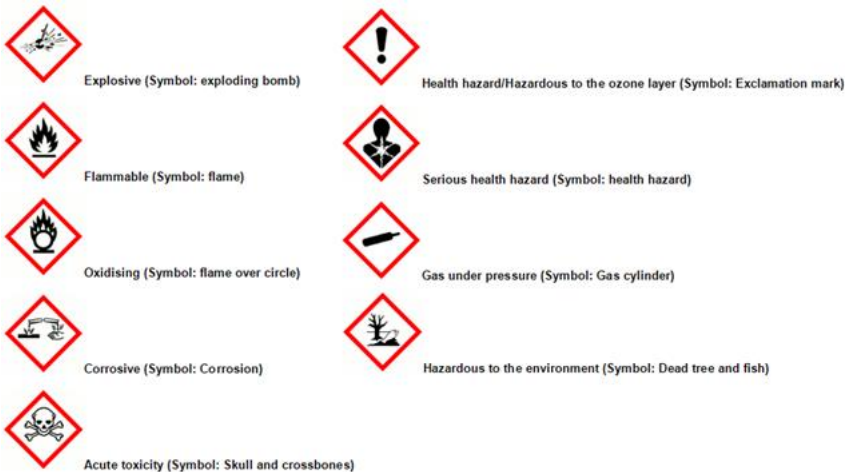
### 3.7.3 Eye-care provision

If you are classed as a DSE 'user' you are entitled to request [via your line manager] an appropriate eye-sight test and may get assistance towards spectacles if you need a specific pair for VDU use.

## 3.8. Control of Substances Hazardous to Health [COSHH]

A hazardous substance is identified by an orange symbol on the packaging and can be a solid, liquid, dust, fume, vapour, gas, or micro-organism that may be harmful to your health. Substances should be labelled and supplied with a Material Safety Data Sheet (MSDS) by the manufacturer. Labels must be in English, and be clear, legible, and easy to read.

- **Always** refer to the information from the supplier and the package label.
- All substances must be stored safely and used in accordance with the manufacturer's instructions.
- Any spillages must be cleaned up immediately.
- If you are not sure about something - **ask before you act**




## 3.9. Lone Working on Company Premises

A lone worker is anyone who is required to work by themselves without close or direct supervision. Although there are no legal restrictions on lone working, lone workers must not be placed at a greater risk than other employees.

If you are working alone in the office, you should adhere to the following Health and Safety principles;

- Your line manager should be aware that you are working alone in the office.
- Regular contact via the phone should be made to a third party to identify that you are still safe and well.





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### **3.10. Driving on Company Premises**

- No person shall drive any vehicle on company premises unless they have a valid licence and are authorised to do so.
- All vehicles should be driven with due care and attention, consistent with prevailing conditions making allowances for pedestrians.
- Displayed speed limits must NOT be exceeded.
- When manoeuvring vehicles on company premises a banksman shall be used where the driver has not got full visibility.

### **3.11. Safety signs**

Safety signs are provided where there is a risk that cannot be reduced significantly by a safe system of work. Safety signs provide information and warnings about health and safety at work and may inform you not to do something:

	<b>Prohibition Signs</b> have a white background with a red circular band and crossbar. Examples include no smoking, no pedestrians, do not extinguish with water, etc.
	<b>Warning Signs</b> have black triangular bands, yellow background with symbol or text in black. Examples include risk of fire, substance toxic or corrosive, internal vehicles, noise, etc.
	<b>Mandatory Signs</b> have a blue circle with a symbol or text in white. These provide instruction that must be followed. Examples include safety helmets, eye protection, etc. must be worn
	<b>Safety Information &amp; Safe Conditions</b> are indicated by a green square or rectangle with a white symbol or text. Examples include fire exits, first aid posts, eye bath station, etc.

### **3.12. Security**


We can all help maintain the security in our places of work.

- If you see strangers wandering about your workplace ask them why they are there.
- Look after your personal belongings - you reduce the potential for theft if you keep them out of site.
- Secure valuable, expensive or confidential items in locked drawers or cupboards.
- During the day if you are using your laptop, use the security locks provided and secure it to a fixed point.
- At the end of the day take your laptop with you or lock it away safely.

### **3.13. Suppliers working on company premises**

Management must ensure that before any work begins, suppliers and their staff:

- Are competent to carry out the work safely whilst on site.
- Are aware of security arrangements for entering and leaving sites.
- Are made aware of all risk assessments/hazards within the work environment.
- Have read and understand relevant risk assessments and safe systems of work for the work they are to carry out.
- Are aware of fire and emergency evacuation, precautions and procedures.
- Are made aware of accident and incident reporting procedures.

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### **3.14. No smoking in enclosed place or workplace**

It is against the law to smoke in an enclosed public place, or within an enclosed workplace and both the company and the employee can face fines for ignoring this law. There is **No Smoking** within company premises or within shared company vehicles. This policy includes private offices, meeting rooms, toilets, corridors, lifts and rest rooms or any other area within any of our buildings, also vans, trucks and pool cars. There is a designated smoking area outside the premises, if you are in doubt of their location speak to your line manager. All meetings and training courses, whether held on company premises or on external sites, should comply with this policy.

### **3.15. Welfare Facilities**

Welfare facilities are provided on company premises for the use of staff. These facilities include, toilets, showers, hand washing facilities and rest area. Our facilities are cleaned and maintained by the company; however it is also the responsibility of staff using the facilities to keep them clean and tidy and to report any problems with the facilities to your line manager.

### **3.16. Water hygiene (Legionella)**

To comply with HSE L8 we shall ensure that water borne bacteria risks are managed through ongoing risk management procedures. Risks shall be managed on site with ongoing risk assessments to assess risk in our hot/cold water systems.

### **3.17. Control of Asbestos**


Each site built after 2000 requires an asbestos survey. This will require consultation with the landlords of the premises to review and assess risk to staff of exposure.

### **3.18 Warehouse and Stores Safety**

Unauthorised staff should not enter the warehouse units unless supervised by an appropriate person. All staff should familiarise themselves the warehouse risk assessment prior to entering the warehouse.

The main hazards associated with the warehouse are:

- Vehicles movements.
- Vehicle lift.
- Moving machinery.
- Manual handling.
- Loading and unloading.
- Compressed air.
- Tyre inflation.
- Unsafe storage and stacking of tyres.
- Racking.
- Electrical hazards.
- Fire.
- Roller shutter door use.
- Young persons (including children) will always be supervised when moving around the warehouse.

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## Section 4 General site works precautions and guidance (in addition to above)

### 4.1. Customer's Site Induction

#### 4.1.1 Site Induction Familiarisation

Some of our Customers require our staff to attend a site familiarisation or induction training course, if this is the case, we shall ensure that all staff attend the induction training course before commencing work on site.

#### 4.1.2 Minimum level of training/qualifications

Some of our Customers require our staff to have attended and passed formal training courses such as the Safety Pass Alliance, Safety Pass Scheme. All our staff are well trained and have generally attended a range of suitable courses to demonstrate technical in health and safety and specific disciplines related to utilities works. However, we shall ensure that our staff have the required level of training and qualifications prior to commencing work on site.

### 4.2. Fire Safety

Site Operatives to familiarise themselves with the Site Fire Safety Procedures on arrival at site.

### 4.3. Machinery and Work Equipment

#### 4.3.1 General machine and work equipment safety

You must only use machinery and work equipment in the workplace after receiving training and being competent in its use. There are several points you must remember whilst operating any machinery:

- Ensure the correct safeguards are in place and the machine is stable.
- Ensure you know how to **STOP** the machine and where every **STOP** button is located before starting it.
- Ensure the area around the machinery is clean, tidy and free from obstructions or trip hazards.
- You must inform your line manager at once if you think a machine is not working properly or any of the guards or safety devices are faulty.


#### **BEWARE**

- **DO NOT** use a machine that you are not trained and competent to use.
- **DO NOT** allow children to operate, help or be in the vicinity of machinery whilst it is in use.
- **DO NOT** try to clean a machine in motion – switch it off, unplug it and if possible lock it off.
- **DO NOT** use a machine / appliance that has a danger sign or tag attached to it.
- **DO NOT** wear dangling chains, loose clothing, gloves, rings, or have long hair, which could get caught up in moving parts.
- **DO NOT** distract people who are using machinery.
- **DO NOT** tamper with or remove guards, interlocks or safety devices from a machine for the purpose of speeding up the work or for convenience and ease of access.

#### 4.3.2 High Pressure Systems

High Pressure Systems can be extremely dangerous, only competent staff shall use the equipment. All hoses and equipment shall be visually examined by the operator prior to use. Any undue wear or damage shall be report to your line manager at the time of damage. The equipment



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is regularly examined by a competent person and serviced as per industry requirements with records of the inspections and servicing being kept on file. Unauthorised third parties shall be prevented from entering the work area when High Pressure Operations are being carried out.

#### **4.4. Control of Substances Hazardous to Health [COSHH]**

##### **4.4.1 Substances Supplied to the Company**

A hazardous substance is identified by an orange symbol on the packaging and can be a solid, liquid, dust, fume, vapour, gas, or micro-organism that may be harmful to your health.

Substances should be labelled and supplied with a Safety Data Sheet [SDS] by the manufacturer. Labels must be in English, and be clear, legible, and easy to read.

**ALWAYS** refer to the information from the supplier and the package label. All substances must be stored safely and used in accordance with the Manufacturer's instructions. Any spillages must be cleaned up immediately. If you are not sure about something - **ASK BEFORE YOU ACT**

#### **4.5 Personal Hygiene**

Personal hygiene is extremely important when working with vehicle tyres and in countryside areas to prevent bacterial infections (such as Weil's Disease, Leptospirosis) to yourself and others. Antiseptic barrier creams, hand wash and medical creams shall be available and used whilst on site. All cuts and abrasions shall be treated with antiseptic cream and suitably dressed prior to starting work. Staff shall ensure that adequate washing and cleaning of themselves and the equipment on completion of the works.

#### **4.6 Personal Protective Equipment (PPE)**

##### **4.6.1 PPE Purpose & Requirements**

Where PPE is required it will be provided free of charge, however it is the users responsibility:

- to look after and clean the PPE;
- report to their manager if the PPE is faulty;
- if applicable, ensure that the PPE is calibrated before use;

When wearing / using PPE the following point should be adhered to:

- You must be adequately trained in the use of the PPE before you use it.
- The PPE must fit you correctly.
- If it is damaged or lost speak to your line manager to arrange replacement.
- Always wear the PPE provided – disciplinary action shall be taken against those people who do not wear the PPE that is specified in the risk assessment or safe system of work.




##### **Footwear**

Where specified in a risk assessment safety footwear must be worn. Typically, in the warehouse area and in the yard.



##### **Head Protection**

Safety helmets must always be worn where work is being carried out overhead or when specified by a risk assessment.

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#### Face Protection

Visor must be worn when carrying out a specific activity, handling chemicals or when specified in a risk assessment. The visor must have the correct level of impact rating.



#### Eye Protection

Eye protection must be worn when specified in a risk assessment for activities such as using abrasive wheels. The eye protection must have the correct impact rating.



#### Skin & Hand Protection

Gloves are to be worn when manual handling materials or substances or when specified in a risk assessment.



#### Ear Protection

There may be levels of noise within your work environment which if ear protection is not worn will cause hearing loss. It is essential to wear hearing protection where mandatory signs are displayed or when specified by a risk assessment.



#### High Visibility waistcoat (Hi Vis)

High visibility waistcoats are used in in areas where vehicles and plant are moving to highlight the pedestrian or when specified by a risk assessment.

### 4.7. Lone Working

A lone worker is anyone who is required to work by themselves without close, or direct supervision. Although there are no legal restrictions on lone working, lone workers must not be placed at a greater risk than other employees. Lone working may include visiting customer's premises or dealing with members of the public.


If you are working alone, you should adhere to the following Health and Safety principles;

- Consider the Health and Safety implications of the work prior to any off site visit or inspection.
- If a significant risk is identified prior to the visit, a second person should accompany you. The office should be notified prior to and after the visit.
- Request that dogs or dangerous animals are restrained before your arrival.
- Carry your mobile phone at all times. Pre-programme it with an emergency number. If you have a personal alarm - take it with you.
- Ensure that you have a first aid kit in your vehicle that is suitable for treating minor injuries.
- If a customer becomes abusive, do not aggravate the situation. Try and calm them down before continuing. If they become aggressive or threatening do not proceed with the meeting. Leave the premises by the safest route, get into your car and drive away immediately.
- You **MUST** report any accidents, incidents or near misses however large or small to your line manager via the accident report and investigation form.
- Certain risks may not be foreseeable until a site visit is made. Employees must be made aware of the risk assessments findings and observe the recommended controls. If in doubt do not proceed, contact your line manager for further clarification or advice.
- Valuable items e.g. laptops, handheld technology & mobile phones should be kept out of sight.

### 4.8. Protection of the Environment

In order to maintain our commitment to environmental protection and pollution prevention, it shall be the duty of every employee to:

- Ensure good housekeeping.
- Keep a clean & tidy site
- Control & minimise waste
- Conserve energy where practicable.
- Do not pour harmful substances down the drains
- Report any leaks or spillages immediately

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#### **4.9. Site Welfare Facilities**

On site welfare facilities are provided for use by company staff. These facilities include, toilets, hand washing facilities and rest area. These facilities may be shared welfare facilities, which are provided by our customers on-site that we have permission to use or facilities we have brought to site. These facilities are cleaned and maintained by the client or the company, depending on whether it is shared welfare, or our portable facilities brought to site. They are there for your benefit to ensure you have basic welfare facilities and are able to go to the toilet, wash and have an area to rest, please treat them with respect, and keep them clean and tidy and to report any problems with the facilities to your line manager.

#### **4.10 Suppliers working on client premises or projects**

Management must ensure that before any work begins that suppliers, labour only contractors and any other parties working on client sites and projects they must ensure:

- Are competent to carry out the work safely whilst on site.
- Are aware of security arrangements for entering and leaving sites.
- Are made aware of all risk assessments/hazards within the work environment.
- Have read and understand relevant risk assessments and safe systems of work for the work they are to carry out.
- Are aware of fire and emergency evacuation, precautions and procedures.
- Are made aware of accident and incident reporting procedures.

Any Organizations employed, will be required to agree and sign a Tyrefix-UK Subcontract agreement before commencing any work for Tyrefix-UK. Following the initial desktop assessment and approval, continual assessments will be carried out during regular on-site inspection and audits.

#### **4.11. Health Surveillance**

The Company may use Health Surveillance to identify any potential indications or symptoms, of ill-health, so they can be investigated to reduce or prevent illness or injury to staff.


To identify hazards of specific tasks undertaken by our staff we will carry out risk assessments. We will put in place safe systems of work and control measures to limit the exposure of these hazards to our staff.

Staff should identify at the earliest opportunity any health concerns to the Company to enable us to investigate and assist in improving procedures.

#### **4.12. Permit to Work**

A permit to work system (PTW) complements the safe system of work by formally recording that all the appropriate precautions are in place prior to allowing access to the work area. A PTW system shall be considered when working at height and shall be put in place if appropriate. As a minimum the PTW should specify:

- the work to be carried out.
- the hazards present.
- the precaution required and their sequence.
- the staff who carry out the job.

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- the time at which the work starts and finishes.

The PTW is a working document which shall be signed by an authorised person, allowing work to commence, and then signed off once the work has been completed and the area made safe.

#### **4.13. Work at Height**

A written safe system of work shall be devised that will control the risks associated with the working at height and the nature of work to be undertaken. The safe system of work shall cover the following areas:

**Training** – everyone who is expected to work at height must be competent to do so. Adequate training and instruction are essential prior to working at height. Training carried out shall be recorded, with a copy being retained in the individuals Personnel File.

**Personal considerations** – some individuals may not be suited to working at height due to their physical size, level of fitness, or they suffer from vertigo. If in doubt medical advice should be sought.

**Permits to work** – Where required operatives undertaking work at height should complete a permit to work to ensure all hazards are identified and mitigation is in place and robust.

Precautions required during the work activity shall be identified:

**Supervision** – an adequate level of supervision shall be provided to ensure that staff are working in accordance with the instruction and training they have been given. On complex works the supervisor may need to be present during all works, whereas on less hazardous activities the level of supervision may be relaxed.

**Communication arrangements** – effective communication is required between people working at height, in particular so that the alarm can be raised promptly in the event of an emergency.

**Lighting** – suitable and sufficient lighting is needed when working at height. If artificial lighting is used it may need to be defused and located in a suitable location to prevent glare.

**Use of suitable of equipment** – it is essential that equipment used is suitable for the work to be conducted:

**Fire alarm** – working at height may cause problems for evacuation in a fire, therefore there must be a good means of escape and a process for raising the alarm.


**Egress** – people working at height, must be able to make a prompt, safe exit in an emergency. There must be a robust system for raising the alarm. For larger or more complex works, there should be a means of checking that everybody has left the area when work has finished.

**Weather dependencies** – if the work being carried out is affected by the weather, i.e. high winds, frost, or rain, this should be identified and controls to mitigate the risks should be put in place. The nature of the work equipment should be such as to prevent falls, i.e. working platforms with toe boards and rails and other means of preventing falls.

Where the risk of falls cannot be eliminated the distance should be minimised and the consequence of the fall reduced, the use of fall arrest systems should be considered.

#### **4.14. Noise**

With reference to Noise, there are three exposure limit / action values, these are:

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### Lower exposure action values

- a daily / weekly personal noise exposure of 80 dB(A).
- a peak sound pressure of 135dB I

### Upper exposure action values

- a daily / weekly personal noise exposure of 85 dB(A).
- peak sound pressure of 137 dBI.

### Exposure limit values

- a daily / weekly personal noise exposure of 87 dB(A).
- peak sound pressure of 140 dBI.

WE will ensure the provision of hearing protection to staff, so that if they are operating on a site where the noise levels are above 80dB(A) they have the option to wear hearing protection and if the noise levels exceed 85dB(A) they can wear hearing protection, which is mandatory above this level.

## **4.15. Asbestos**

We have a duty to formally ask the client whether asbestos is present in their asset network and if so, where the asbestos containing materials (ACMs) are located.

It is the responsibility of the asset owner to identify the location of ACMs within their assets. They also have a duty to ensure that people working on their assets are informed of the location of that ACM material, and where there is a risk of it being disturbed take the action necessary to remove that risk.

Where the client has identified that there is ACMs within their asset network this information shall entered into the job pack and the risk of disturbing the ACM shall be formally assessed.


We shall ensure that known and identified locations of asbestos are recorded and that any such asbestos information is made available to and discussed with the site teams and others who require it.

Staff who may encounter asbestos during the course of their work shall be given the necessary training to be able to identify the situations in which asbestos may be present, to be able to recognise asbestos or similar suspect materials and to set out safe working practice to minimise risks to health and safety.

## **4.16. Working at Height**

All work at height activities must be assessed prior to carry out such tasks. Only competent persons shall be authorised to use any stepladders, ladders, or access equipment. Competency shall be assessed as those with the necessary information, training, skills, experience and fitness to use the equipment or conduct works at height. Where appropriate it may be necessary to supervise work at height activities.

See our working at height procedure for further details.

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#### **4.17. Radon**

Radon is a colourless, odourless, radioactive gas that occurs in rocks and soils, some building materials and water. Most radon gas breathed in is immediately exhaled and presents little radiological hazard. However, the decay products of radon (radon daughters or progeny) are solid materials and are themselves radioactive.

Under the Health and Safety at Work Act, we must, so far as is reasonably practicable, ensure the health and safety of employees and others who have access to their work environment where radon is identified as a hazard.

Information relevant to the site where any known radioactive risk may be present such as radon must be made known to us prior to works starting.

#### **4.18. Traffic Management**

Due to the nature of our works managing traffic and pedestrians is vitally important to ensure their safety.

Traffic management for each site will vary, therefore staff must ensure suitable controls are implemented in conjunction with the clients or site-specific requirements.

At times, external traffic management providers may be sourced (by the client) to assist in road or roadside operations.

Where traffic management plans are in place for the site controlled by the client, updates should be given to the client to ensure cooperation throughout the works.

Securing the working area to segregated traffic from pedestrians remains key.

#### **4.19. Vibration**

The Control of Vibration at Work Regulations requires employers to control vibration hazards. Vibrating can lead to debilitating health issues.

Exposure limit value and action values.

For hand-arm vibration


- (a) the daily exposure limit value is 5 m/s<sup>2</sup> A(8).
- (b) the daily exposure action value is 2.5 m/s<sup>2</sup> A(8).

For whole-body vibration

- (a) the daily exposure limit value is 1.15 m/s<sup>2</sup> A(8).
- (b) the daily exposure action value is 0.5 m/s<sup>2</sup> A(8).

Management shall ensure that we:

- Carry out a risk assessment to identify sensible and proportionate measures to control the risks. This shall be recorded, and control measures implemented.
- Source plant, tools and equipment that will reduce vibration exposure.
- Communicate with employees who may be exposed and train accordingly.
- Provide health surveillance if exposure is likely to exceed the exposure action value (EAV).
- Ensure the exposure limit value is not exceeded on any given day.


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#### **4.20. Compressed air equipment**

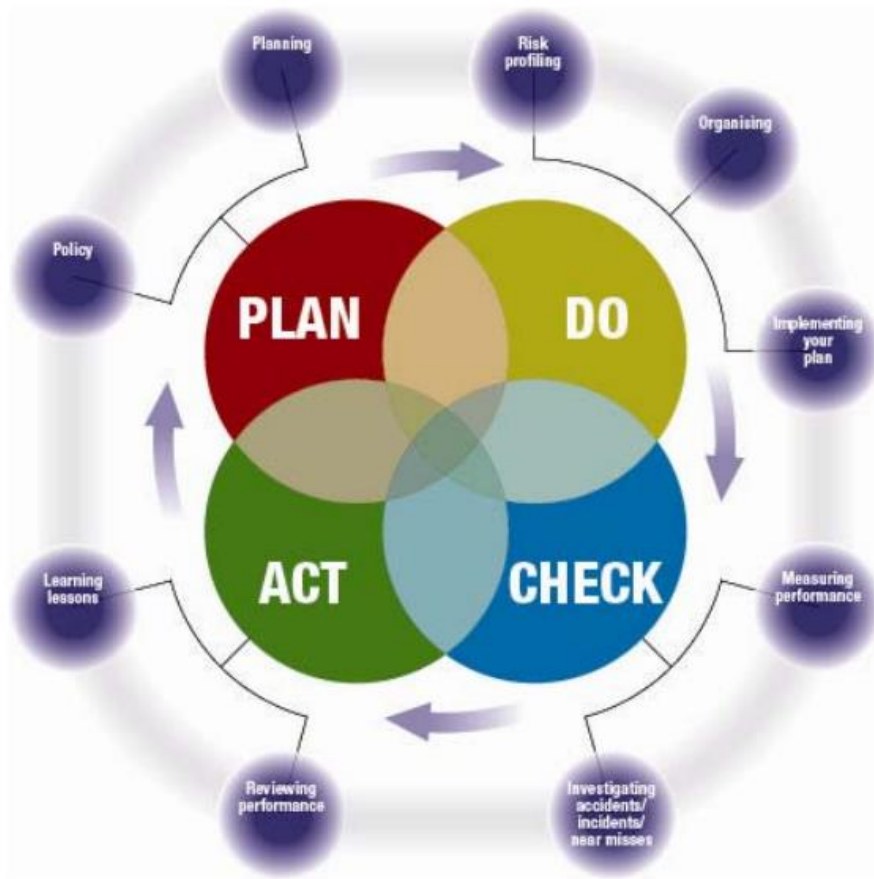
All compressed air receiver vessels are required to undergo regular inspections and maintenance by competent persons under a written scheme of examination.

The accidental release of high-pressure air, resulting from equipment failure, or the use of air supply equipment in the wrong, untrained or unaware hands, can have potentially fatal consequences.

**REMINDER – THIS DOCUMENTS IS TO BE CLOSELY REFERENCED IN CONJUNCTION WITH THE TYRE FITTER MANUAL.**


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**Appendix 1 Plan, Do, Check, Act Cycle**



<https://www.hse.gov.uk/managing/hsg65-flowchart.pdf>




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## Appendix 2 Useful Definitions and Abbreviations

### Definitions

<b>Absolute duty</b>	No defence available against non-compliance with statutory requirement.
<b>Accident</b>	An unintended incident which resulted, or could have resulted in injury, ill- health, death or damage.
<b>Adult</b>	A person who is 18 years of age or older.
<b>Appointed person</b>	One who is trained in accordance with the appropriate schedule, competent to carry out the duties and appointed in writing.
<b>Asbestos</b>	Fibrous forms of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals.
<b>Audit</b>	Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.
<b>Best Practice</b>	Health and safety or process procedures that are accepted or prescribed as being correct or most effective.
<b>Biological hazards</b>	Bacteria, viruses, insects, plants, birds, animals, and humans, etc.
<b>Carcinogen</b>	A substance or physical agent that causes cancer.
<b>Child (Children).</b>	Person(s) under the age of 16.
<b>Competence</b>	Ability to apply knowledge and skills to achieve intended results.
<b>Competent Person</b>	A person who has acquired through training or qualification the knowledge and skills appropriate to the nature of the work to be undertaken.
<b>Conformity</b>	Fulfilment of a requirement.
<b>Consultation</b>	Seeking views before making a decision.
<b>Continual Improvement.</b>	Recurring activity to enhance performance.
<b>Contractor.</b>	A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.
<b>Control Measures.</b>	Control measures include actions that can be taken to reduce the potential of exposure to the hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the risk of the exposure to that hazard being realised.
<b>Corrective Action.</b>	Action to eliminate the cause(s) of a nonconformity or an incident and to prevent recurrence.
<b>Danger</b>	A state or condition in which personal injury and/or asset damage is reasonably foreseeable. The presence of a hazard.
<b>Dermatitis</b>	Inflammation of the skin. When the condition is due to contact with a substance at work it is called 'occupational' or 'industrial' dermatitis.
<b>Documented Information.</b>	Information required to be controlled and maintained by an organisation and the medium on which it is contained.
<b>Duty Holder</b>	Any person or organisation holding a legal duty.
<b>Effectiveness.</b>	Extent to which planned activities are realized and planned results achieved.
<b>Ergonomics</b>	The application of information about human characteristics to design applications, e.g., equipment, tools, work tasks, with the aim of improving safety and efficiency
<b>Fatigue</b>	Transient reduced ability to work as a result of previous activity, resulting in reduced efficiency
<b>Fire</b>	<p>Class A: fires with flammable solids such as wood, plastic and paper.</p> <p>Class B: fires involving flammable liquids and electrical fires.</p> <p>Class C: fires involving gases.</p> <p>Class D: fires involving metals such as magnesium, potassium and titanium.</p> <p>Class F: fires with cooking oils and fats.</p>
<b>First Aid.</b>	Emergency care or treatment given to an ill or injured person before regular medical aid can be obtained.
<b>Hazard</b>	A Hazard is a potential source of harm or adverse health effect on a person or persons.

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<b>Health Surveillance.</b>	A process of observation that involves monitoring any early symptoms of work-related ill-health in employees who may be exposed to certain health risks, such as hazardous chemicals.
<b>Improvement notice</b>	One of a range of means which enforcing authorities use to achieve the broad aim of dealing with serious risks, securing compliance with health and safety law and preventing harm. It allows time for compliance.
<b>Incident</b>	Occurrence arising out of, or in the course of, work that could or does result in injury and ill health.
<b>Injury and ill health</b>	Adverse effect on the physical, mental or cognitive condition of a person.
<b>Interested Party</b>	Person or organisation that can affect, be affected by, or perceive itself to be affected by a decision or activity.
<b>Legal requirements and other requirements</b>	Legal requirements that an organization has to comply with and other requirements that an organization has to or chooses to comply with.
<b>Lock off.</b>	A system whereby controls such as switches or valves can be physically and intrinsically locked in the 'OFF' position as part of a SAFE SYSTEM of work.
<b>Near Miss</b>	A term for those events that have not resulted in significant harm but have the potential to cause an accident, injury or damage under different circumstances.
<b>Negligence.</b>	The omission to do something, which a reasonable person, guided upon those considerations which ordinarily regulate the conduct of human affairs would do, or something, which a prudent and reasonable person would not do.
<b>Management System</b>	Set of interrelated or interacting elements of an organization to establish policies and objectives and processes to achieve those objectives.
<b>Measurement.</b>	Process to determine a value.
<b>Method Statement</b>	Describes in a logical sequence exactly how a job is to be carried out in a safe manner and without risks to health.
<b>Monitoring</b>	Determining the status of a system, a process or an activity.
<b>Nonconformity</b>	Non-fulfilment of a requirement.
<b>Objective</b>	Result to be achieved.
<b>Occupational Health</b>	The relationship between a person's health and the working activities that they undertake.
<b>Outsource</b>	Make an arrangement where an external organisation performs part of an organization's function or process.
<b>Participation</b>	Involvement in decision-making.
<b>Permit to Work.</b>	A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous.
<b>Policy</b>	A course or principle of action adopted or proposed by an organization or individual.
<b>Procedure</b>	Specified way to carry out an activity or a process.
<b>Process</b>	Set of interrelated or interacting activities which transforms inputs into outputs.
<b>Regulation.</b>	A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.
<b>Requirement.</b>	Need or expectation that is stated, generally implied or obligatory.
<b>Risk.</b>	Risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.
<b>Risk Assessment.</b>	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.
<b>Safety Committee.</b>	A committee representative of all staff with the objective of promoting co-operation in investigating, developing and carrying out measures to ensure the health, safety and welfare of the employees.
<b>Safety Data Sheet</b>	A document provided by the supplier or manufacturer that details information on potentially hazardous substances, along with guidance on how to handle them safely.
<b>Suppliers</b>	All organisations that provide services, plant, materials or services to the Company.
<b>Top management</b>	Person or group of people who directs and controls an organization at the highest level.

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<b>Worker</b>	Person performing work or work-related activities that are under the control of the organization.
<b>Workplace</b>	Place under the control of the organization where a person needs to be or to go for work purposes.
<b>Workplace Exposure Limit.</b>	Established concentration of a substance that, if not exceeded, will not normally result in adverse effects to persons who are exposed. See HSE EH40 for full list.
<b>Work-related Stress.</b>	The adverse reaction people have to excessive pressures or other types of demand placed on them at work.
<b>Young Person</b>	Person between the ages of 16-17 still in education or apprenticeship.

## Abbreviations

<b>ACM</b>	Asbestos Containing Material or Aluminium Composite Material.
<b>ACOP</b>	Approved Code of Practice
<b>AFAIRP</b>	As Far as Is Reasonably Practicable
<b>ALARP</b>	As Low as Reasonably Practicable
<b>BSI</b>	British Standards Institute
<b>CDM</b>	Construction Design Management
<b>CLP</b>	Chemical, Labelling and Packaging
<b>COMAH</b>	Control of Major Accident Hazards Regulations
<b>COSHH</b>	Control of Substance Hazardous to Health
<b>DSE</b>	Display Screen Equipment
<b>DSEAR</b>	Dangerous Substances and Explosives Atmospheres Regulations
<b>EMAS</b>	Employment Medical Advisory Service
<b>FLT</b>	Forklift Truck
<b>HASWA</b>	Health and Safety at Work Act
<b>HAV.</b>	Hand Arm Vibration
<b>H&amp;S</b>	Health and Safety
<b>HSE</b>	Health & Safety Executive
<b>HSG</b>	Health and Safety Guidance Booklet
<b>IOSH</b>	Institute of Occupational Health and Safety
<b>ISO</b>	International Organization of Standardization
<b>LOLER</b>	Lifting Operations and Lifting Equipment Regulation
<b>LPG</b>	Liquid Petroleum Gas
<b>MEWP</b>	Mobile Elevating Work Platform
<b>MSD</b>	Musculoskeletal Disorders
<b>OH&amp;S</b>	Occupational Health and Safety
<b>OMS</b>	Ormerod Management Services Ltd
<b>PAT</b>	Portable Appliance Test
<b>PDCA</b>	Plan, Do, Check, Act
<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>PPE</b>	Personal Protective Equipment
<b>PPM</b>	Planned Preventative Maintenance
<b>PUWER</b>	The Provision and Use of Work Equipment Regulations
<b>RAMS</b>	Risk Assessment & Method Statement
<b>RCD</b>	Residual Current Device
<b>REACH</b>	Registration, Evaluation, Authorisation and Restriction of Chemicals regulation.
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>RPE</b>	Respiratory Protective Equipment
<b>SDS</b>	Safety Data Sheet
<b>SMS</b>	Safety Management System
<b>SSOW</b>	Safe System of Work
<b>SWL</b>	Safe Working Load
<b>UKCA</b>	United Kingdom Conformity Assessment
<b>WEL</b>	Workplace Exposure Limit
<b>WEEE.</b>	The Waste Electrical and Electronic Equipment directive
<b>WRA</b>	Workplace risk assessment

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### Appendix 3 Welfare Contacts (UK)

#### Debt & Money Advice

Money Advice Trust	<a href="http://www.moneyadvicetrust.org/">www.moneyadvicetrust.org/</a>
National Debt Line (Debt advice)	<a href="https://www.nationaldebtline.org/">https://www.nationaldebtline.org/</a>
Money Advice Service	<a href="https://www.moneyadvice.service.org.uk/en">https://www.moneyadvice.service.org.uk/en</a>

#### Mental Health & Stress

Mind	<a href="https://www.mind.org.uk/">https://www.mind.org.uk/</a>
Combat Stress	<a href="https://www.combatstress.org.uk/">https://www.combatstress.org.uk/</a>
Time to Change	<a href="https://www.time-to-change.org.uk/">https://www.time-to-change.org.uk/</a>
BUPA	<a href="https://www.bupa.co.uk/health-information/workplace-mental-health">https://www.bupa.co.uk/health-information/workplace-mental-health</a>

#### Cancer Support

Macmillan Cancer Support	<a href="https://www.macmillan.org.uk/">https://www.macmillan.org.uk/</a>
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#### Diabetes

Diabetes UK	<a href="https://www.diabetes.org.uk/">https://www.diabetes.org.uk/</a>
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#### Bullying

Bullying UK	<a href="https://www.bullying.co.uk">https://www.bullying.co.uk</a>
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#### The Advisory, Conciliation and Arbitration Service

ACAS	<a href="http://www.acas.org.uk/">http://www.acas.org.uk/</a>
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#### Dyslexia

Dyslexia	<a href="http://www.dyslexia.uk.net/">http://www.dyslexia.uk.net/</a>
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#### Stop Smoking

NHS Choices	<a href="https://www.nhs.uk/livewell/smoking/Pages/stopsmokingnewhome.aspx">https://www.nhs.uk/livewell/smoking/Pages/stopsmokingnewhome.aspx</a>
Smokefree	<a href="https://www.nhs.uk/smokefree">https://www.nhs.uk/smokefree</a>

#### Alcohol Support

Drinkaware	<a href="https://www.drinkaware.co.uk/alcohol-support-services/">https://www.drinkaware.co.uk/alcohol-support-services/</a>
NHS Choices	<a href="https://www.nhs.uk/Livewell/Addiction/Pages/addictionhome.aspx">https://www.nhs.uk/Livewell/Addiction/Pages/addictionhome.aspx</a>

#### Domestic Abuse

National Domestic	<a href="http://www.nationaldomesticviolencehelpline.org.uk/">http://www.nationaldomesticviolencehelpline.org.uk/</a>
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#### Victim Support

Victim Support	<a href="https://www.victimsupport.org.uk/">https://www.victimsupport.org.uk/</a>
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#### Citizens Advice

Citizens Advice	<a href="https://www.citizensadvice.org.uk/work/">https://www.citizensadvice.org.uk/work/</a>
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#### Autism

Autism Support UK	<a href="https://as-uk.org/">https://as-uk.org/</a>
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#### Childcare Support

Financial support for childcare	<a href="https://www.gov.uk/childcare-parenting/financial-support-for-childcare">https://www.gov.uk/childcare-parenting/financial-support-for-childcare</a>
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#### Fit for Work

Fit for Work	<a href="https://fitforwork.org/">https://fitforwork.org/</a>
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#### Pensions Advice

The Pensions Advisory Service	<a href="https://www.pensionsadvisoryservice.org.uk/">https://www.pensionsadvisoryservice.org.uk/</a>
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