



Exceeding expectations worldwide

Electro-tech Plus Ltd
Unit 4 Blackfriars Court
Excalibur Road
Beacon Park
Gorleston-on-Sea
Norfolk
NR31 7RQ

HEALTH AND SAFETY MANUAL

Client :	
Revision Issue:	Rev 1
Review Date:	1 st August 2019
Signatory Name:	Lionel Gapper
Signatory Signature:	
Signatory Title:	Director

Quality, Health, Safety and Welfare Manual Index

Section	Page
Front Cover & Index	1/2
1) Introduction.	3
2) Health and Safety Policy & Quality Policy Statement	3/5
3) Environmental Statement.	5
4) Personnel Protective Equipment.	6
5) First Aid Facilities.	6
6) Accident, Incident and Near Miss Reporting.	6/7
7) Identifying Non –Conformities.	7
8) Safety Meetings	7
9) Safety Signs.	7
10) Manual Handling.	8
11) House Keeping.	8/9
12) Control of Substances Hazardous to Health.	9
13) Electrical Equipment.	9/10
14) Substance Abuse.	10
15) Environmental.	10
16) Risk Assessment.	10
17) Sub Contractors.	10

1.0 Introduction

This Booklet has been compiled to guide new and existing employees of the health, safety and quality requirements needed to be complied with when attending or carrying out work whilst employed by Electro-tech Plus Ltd.

The booklet identifies the minimum requirements to Electro-tech Plus Ltd, needs to cover the requirements of the health and safety at works act 1974, other statutory regulations, and the requirements of the BS EN ISO 9001 quality Management System. Failure to adhere to the company policies and/or procedures may result in personnel being disciplined in accordance with the employee`s contract of employment.

The statutory powers make both the company and the individuals legally liable and place the onus of the responsibilities upon the works to ensure that the work is conducted in a safe manner, taking care of yourself and fellow works. Failure to do so may make you answerable in a court of law.

A safe working environment will be impossible to maintain unless all works and management are fully committed and think safety.

At Electro-tech Plus Ltd we consider nothing is so urgent or too important that Safety or Quality will be compromised.

The company require that all Electro-tech Plus Ltd employee`s familiarise themselves with the company`s health and safety, and quality requirements which shall be adhered at all times. Where there is doubt or queries concerning the company`s health and safety, and quality policies they shall be resolved prior to undertaking any works.

All employees` have a duty of care to themselves and others who may be affected by their actions. The employee is expected to carry –out assessments of their work place and working practice and proceed in defining potential hazards, make provisions to reduce hazards which may affect them, and others working with-in the hazardous area and adopt the safest working practice so far as is reasonably practicable. Appropriate PPE shall be provided by the company and must be worn by the employee as deemed appropriate.

2.0 Health & Safety Policy

It is the policy of Electro-tech Plus Ltd to work in compliance of the health and safety at work act 1974 and any other statutory acts or legislation required to maintain a safe working environment. The company is responsible to ensure the health and safety and welfare of all employees, clients, visitors, contractors, and general public whilst employed by the company or attending the company premises. When working at the client`s premises or other locations, all employees shall comply fully with the above and specific client requirements.

The management shall ensure that the effective health and safety system is implemented and maintained which encourages communication at all levels. Employees are encouraged to approach any director to discuss anything they consider may jeopardise the wellbeing of themselves or others or have any doubts of how to conduct a given task safely. All employees are encouraged to report all incidents, accidents, illness and dangerous occurrences irrespective of the size or nature that are reviewed during regular safety management meetings.

Our Ultimate objective is to achieve an accident free work place. This is conducted by being pro-active and identifying potential hazards through regular inspections, the monitoring of incidents, accidents, illness, and dangerous occurrences, comments from employees, assessing the risk and imposing effective precautions.

The company shall ensure that all employees are familiar with the health and safety requirements expected of them via training, education and enthusiasm, and that they are competent (suitably experienced or qualified) to carry out the tasks undertaken.

Even though the management will ensure the health and safety of their employees, all employees shall be made aware that they have a duty of care to ensure the safe welfare of themselves and others who may be affected by their actions.

Substances or activities that are used in conducted shall be assessed for potential risks or hazards; such risks/hazards shall be reviewed and assessed for severity and where possible eliminate at source.

The directors consider nothing is so urgent or too important that safety should be compromised. The safety co-ordinator is at present the responsibility of the Directors who have given resources, time and finances to ensure the health, safety and welfare of all who may be affected by the company's activities.

The policy statement shall be reviewed at least annually to ensure the objectives are being achieved and that the policy still reflects the company requirements and needs. When required the policy shall be revised appropriately.

2.1 Quality Assurance Policy Statement

It is the policy of ELECTRO-TECH PLUS LTD to work in compliance of BS EN ISO 9001:2000 standard and client requirements. Despite being a new and small business, the company has vast experienced personnel in aspects of Electrical services incorporating shop control building and site work for the Defence, petrochemical and construction industries in accordance with client, British and international standards.

The Company's main objectives are to ensure that the client's needs and requirements are met and are satisfactorily produced, taking into consideration legal, moral, regulatory and statutory obligations. The company is to ensure the principles of Quality Assurance are maintained for all aspects undertaken by the company and that goals shall be achieved at all times that will produce a cost-effective service and a product or service that meets planned events and key dates, maintain customer satisfaction and the end product is fit for its intended purpose.

The Directors are overall responsible for the quality system and shall be responsible to ensure all personnel maintain the system. To ensure the policy is met and is tailored to our current needs and objectives and those of the clients, the policy is reviewed and analysed at least annually or sooner if deemed necessary, taking all findings and client feed back into consideration. When deemed necessary the policy and procedures will be revised accordingly to reflect the changes in working practices and objectives.

The company's quality shall be expressed via a suite of documented procedures to formulate the documented quality system (DQS) designed to meet at least the requirements of BS EN 9001:2000. The (DQS) ensures that the Quality Assurance and quality Control requirements are recognised and met throughout all activities.

The company's management shall ensure compliance of the DQS via enthusiasm, training, education and encouraged and are made aware that they have a duty of responsibility to report anomalies that may affect the DQS, the product or service provided.

3.0 Company Environmental Statement

Despite being a new and small business, we recognise that our operations have an effect on the local, regional and global environment. Therefore, we approach a maximum importance to matters concerning the environment.

Electro-tech Plus Limited's policy strive to meet and, where practical, exceed all relevant regulatory requirements and to minimise any adverse environmental effects caused as a result of our activities and associated sub-contractors, that are in accordance with statutory requirements and any other relevant legislation.

Our environmental aims

- Continually monitor legislative changes and developments and make changes to our policy and practice to ensure compliance;
- Minimise the impact of our travel in cars or on public transport;
- Endeavour to perform business electronically, to reduce paper usage;
- Utilise products that we know to be safe to use, energy efficient in operation, protective of the environment, and that can be re-used, recycled or disposed of safely;
- Adopt the environmental policies of our customers;
- Make all employees aware of this policy and their responsibilities for all environmental issues;
- Review and update this policy on an annual basis, or more frequently if required;
- Disposal of waste via registered and approved operators.

4.0 Personnel Protective Equipment

All appropriate Personnel Protective Equipment (PPE) will be supplied by the company, which shall be worn where necessary or as specified by company procedures or instructed by a supervisor. The list specified below will nominate the areas/incidences PPE shall be worn as a minimum but shall be read in conjunction with the specific procedures:

The wearing of Hard Hats is optional when working in workshops when there is no overhead work being conducted but mandatory when overhead work is being conducted.

The wearing of Overalls and Safety boots are mandatory whilst working on all yards and in the workshops. Gloves are to be worn where there is a possibility of hand injuries, when welding or using chemicals.

The wearing of Eye Protection is Mandatory in the workshops or work area when equipment which may cause foreign bodies to enter the eye or when welding. Safety glasses are to be worn when working in close proximity of a person carrying out the above process or processes or as specified by company procedures.

Other PPE which are not mentioned in this booklet are to be used if required to make the working practice safer whilst conducting a given task.

Whilst working on a site at customer's premises, their safety requirements are to be adhered to at all times including the wearing of PPE as they specify.

5.0 First Aid and Facilities

In the event of an injury, cut or illness. All accidents and injuries however slight must be reported to the director and put in the first aid booklet. In the event of a serious injury the local emergency services shall be contacted.

All actions and reporting shall be conducted in accordance with RIDDOR 1995 and maintained by the director.

6.0 Accident, Incident and Near Miss Reporting

If you should eye witness or be involved in an accident /incident it must be reported immediately to the Director/Supervisor. The company also recommends the reporting of near misses. By good investigation and remedial action both accidents and incidents could be eliminated making a better, safer working environment.

WHAT IS AN ACCIDENT?

Any unplanned event that causes harm to persons (injury or illness)

WHAT IS AN INCIDENT?

Any unplanned event that causes damage to the environment, damage or loss to property/ plant/materials or loss to business opportunities.

WHAT IS A NEAR MISS?

Any circumstances or unplanned event that had the potential to, but did not result in harm to people, damage to the environment, damage or loss to property/plant/materials or loss of business.

7.0 Identifying Non-Conformities

WHAT IS NON-CONFORMITY?

A non –conformity is an action, product or service, which is incorrect and does not comply with either customer requirements or company procedures.

All employees are responsible for reporting non-conformities when they are identified.

8.0 Safety Meetings

Safety toolbox meetings are held when deemed necessary; all employees are expected to attend when requested. Any employee who is unable to attend for whatever reason shall obtain prior permission from the appropriate Manager/Director.

Due to the company being newly formed no actual committee has been elected, the director and employees will meet monthly on the first Friday of every month.

Everybody is encouraged to present ideas or suggestions they may have to improve the safety of the work place either bringing to the monthly safety meetings or by suggestion sheets that our available from manager /director these will be raised at the monthly safety meetings.

The safety meeting minutes will be published and distributed around the work site but not limited to:

Notice Board
Director
Managers
Foreman

9.0 Safety Signs

All hazardous areas are identified with safety signs. All safety signs are there for your safety and must be adhered to at all times.

Failure to adhere to the safety signs may result in personnel being disciplined in accordance with the Employees conditions of employment.

10.0 Manual Handling

Safe Ways of Lifting

PLAN: - Before lifting a load, think about where you are going, where you will be gripping it, the path you will follow and how you will put it down.

TEST: - Get a good idea of the weight of the load, lift the edge and test your grip, will a team lift be required.

STAND CLOSE: - Stand as near to the load as possible and plant your feet firmly.

SQUAT: - Keep your back straight, bend your knees and keep your stomach muscles tight.

GRIP FIRMLY: - Get a good hold on the load and make sure it's not too heavy before you lift fully.

STAND SLOWLY: - Let your legs do the lifting. Straighten your back as you stand and keep the load close to your body.

STAY STRIAIGHT: - Don't twist or bend whilst carrying a load.

LOWER SLOWLY: - Put the load down with a smooth, slow movement-and let your legs take the strain.

LIFTING & CARRYING- DOES AND DON`TS

DO: - Use mechanical assistance – let a forklift, trolley or hoist take the strain.

DO: - Lift with your legs – bend your knees, not your back when your lifting.

DO: - Split big loads – make several trips with lighter loads.

DO: - Ask for help – if you need a hand ask for help/team lift.

DO: - Clear the way – make sure your path is clear when you make a lift.

DON`T: - Pull, lift or carry – always push a load where possible.

DON`T: - Jump with a load – ask for assistance.

DON`T: - Try to lift more than you can physically lift – ask for assistance/Team lift.

11.0 House keeping

All materials and work in progress must be made safe and stored tidily in authorised areas. Scrap, debris and off-cuts must not be allowed to accumulate and should be removed from the work area as necessary.

Spillages of oil or other slippery substance must be cleaned as soon as possible to prevent any body slipping and falling.

Walkways shall remain clear and free from obstructions at all times.

When Customers have special requirements for cleanliness these are to be adhered at all times.

12.0 Control of Substances Hazardous to Health

The control of substances Hazardous to Health Regulation 1998 applies whilst working on site.

Substances can be in the form of the following: Liquid, Dust (solid particles in the air) Mist (liquid in air) Fumes (condensed solid in air), Vapour (gaseous phase of liquid in air) and Gas (gaseous materials in air). Routes of entry into the body can be through injection, skin absorption or inhalation.

- The manager controlling the work shall ensure that the employee is aware of the hazards via the health and safety data sheet for the substance being used and that the substance is used in the correct manner.
- A material hazard sheet is maintained for all substances on site and is retained by the Director.
- The correct Personal Protective Equipment (PPE), Respiratory Protective Equipment and control measures are in place as indicated by the COSHH assessments, which shall be adhered too by all employees.
- Prior to use of the substance, the user must ensure suitable first aid equipment and facilities are available on site for that substance. If contact is made on the skin or other parts of the body, then first aid treatment shall be administered as per the data sheet. Spillage resulting in protective clothing being contaminated requires thorough washing of the affected area and a change of clothing.
- No substances shall be taken or used to any other sites unless full clearance and consent has been given to use at that particular site.

All substance must be handled with care and must not become mixed with another substance if a reaction is possible.

Contact your supervisor/director if you have any questions or queries regarding COSHH.

13.0 Electrical Equipment

All electrical equipment used on the site shall comply with the provisions and use of the Working Equipment Regulations 1998 (this includes personal equipment used).

Equipment that needs testing (e.g. portable appliances) shall be tested and bear a green label. Upon discovery of any electrical equipment without the green label, the supervisor/director shall be informed who will ensure the appropriate action is taken.

14.0 Substance Abuse

Substance (drug/alcohol) abuse is a growing problem within our society and the workplace is not immune from the impact of these developments. The company is strongly committed to maintaining operating standards that protect the health and safety of the work force, and facilities whilst visiting other working sites.

In support of the commitment and recognising that drug and alcohol abuse can impair performance and seriously affect the health and safety of fellow workers, the company has developed a substance abuse policy that all employees must adhere.

If employees are found to be under the influence of any substance, the employee will be requested to leave the premises or other site premises and may be subject for disciplinary action as per the Employee terms and conditions.

15.0 Environmental

Disposal of waste, particularly waste liquids should be disposed in an environmentally responsible manner. In general terms, no liquid waste should be disposed of into the drainage system, quay or allowed to spill or soak away into the shingle or soil.

Waste storage bins and skips will be provided and located in a designated area when required.

Whilst working on other sites all waste disposals should be carried out in conjunction with the sites waste disposal procedure.

16.0 Risk Assessment

It is company policy for risk assessments to be complied for all hazardous activities carried out by its employees both on site and workshop. The risk assessment shall be completed on the standard risk assessment report. For each identifiable hazard the potential risk shall be calculated to demonstrate an acceptable level of risk. This is achieved by using a simple formula as detailed on each risk assessment sheet. For each activity a number of potential hazards are possible, these shall be detailed on each risk assessment.

The company maintains a register of all risk assessments which is to be updated to ensure that any new assessments carried out are included.

17.0 Sub-Contractors

It is company policy to monitor sub-contractors health and safety compliance. This is achieved by collecting health and safety information via a questionnaire. Also, the subcontractor is accessed/ monitored whilst carrying out its duties for the company.