

E1 : HEALTH & SAFETY POLICY

General Statement of Policy

It is the policy of Microspec Ltd to comply with the terms of the Health and Safety at work etc Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Microspec Ltd health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Microspec recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Whilst the management of Microspec will do all that is within its powers to ensure the Health and Safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of another person.

The Management of Microspec will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employees duty to report this to their supervisor or director of safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every workers responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Director of safety or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Microspec health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel are detailed below.

Alan Christie
Director

1st April 2011

Safety Personnel

The person with overall and final responsibility for health and safety in Microspec is Andrew Birchall. In addition to other titles Andrew Birchall will be referred to as the Director of Safety.

The person responsible for overseeing, implementing and monitoring the policy is Andrew Birchall. Jenny Caldwell will be responsible as Andrew Birchalls deputies in the case of his absence.

Consultation

The management of Microspec see communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of safety committee as often as is deemed necessary. The safety committee will consist of Supervisors and Director. The Safety Committees discussions will be documented on the monthly meeting logs if safety issues are raised. Employees should liaise with supervisors if they feel something needs raising at the meeting. If they would prefer employees may also liaise with the Director(s)

The purpose of Safety committee meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Communication

The management of Microspec will endeavour to communicate to their employees their commitment to safety and to ensure that all employees are familiar with the contents of the company health and safety policy. Microspec communicates with its employees orally in the form of directions and statements from supervisors in writing, in form of directives and this policy statement, and by example.

Co-operation and Care

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of Microspec that if a job is not done safely, then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary, and will provide another opportunity for workers to express any fears or concerns they might have about their job.

Workplace Equipment

It is the policy of Microspec to comply with the law as set out in the provision and use of work equipment regulations 1992.

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

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of a person in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Personal Protective Equipment

It is the policy of Microspec to comply with the law set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Microspec will be properly assessed prior to its provision.

All personal protective equipment provided by Microspec will be maintained in good working order.

All workers provided with personal protective equipment by Microspec will receive comprehensive training and information on the use, maintenance, and purpose of the equipment.

Microspec will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

Manual Handling Operations

It is the policy of Microspec to comply with the law as set out in the Manual Handling operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest possible level.

Display screen equipment

It is the policy of Microspec to comply with the law as set out in the Health and Safety (display screen Equipment) Regulation 1992.

Microspec will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work, and will ensure that all workstations put into service after 1.1.1993 meet the requirements set out in the schedule to the Regulations and that all workstations meet these requirements no later than 31.12.1996.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Control of Hazardous Substances

It is the policy of Microspec to comply with the law set out in the Control of substances hazardous to health Regulations 1989.

A COSHH assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufactures and supplier's health and safety guidance and our own knowledge of the work process.

Microspec will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

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

Fire Safety

Our Fire Safety policy and procedures take account of special fire hazards in specific areas of the workplace and where appropriate have been complied with the assistance of the local fire service.

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service, dial 999 (first dial 9 for outside line).

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Director of Safety is responsible for the provision and maintenance of fire prevention and detection equipment.

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff is trained in proper fire prevention practices and emergency procedures.

Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee to activate the alarm and evacuate the building.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is

dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Smoking

Smoking is prohibited in all areas of the workplace.

Designated smoking area:

Outside the unit at the side by the grass.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

Department	Assembly point
All departments	Front car park

Practice fire drills will be conducted every 12 months to ensure employees familiarity with emergency evacuation procedures.

Accident Investigation and Reporting

It is the policy of Microspec Ltd to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR 95)

Microspec Ltd sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Director of Safety or a person appointed by the Director of Safety detailing:

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

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to be analysed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Accident Procedure

First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

First aid stations are equipped with first aid kits.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

Qualified First Aiders are:

Name	Department
Jenny Caldwell	Administration

The Production Supervisor is also the Safety Manager and is responsible for reporting all cases of accident and disease to the Directors. Accident records are compiled and stored by the Directors.

The Directors are responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

Safety Rules

General

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority.
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
9. No worker should undertake a job which appears to be being unsafe.
10. All injuries must be reported to the Director of Safety or a delegated representative
11. Employees should take care to ensure that all protective guards and other safety devices

are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Director of Safety.

12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment should be worn wherever appropriate.
15. All employees are expected to attend departmental safety meetings.

Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillages must be cleaned up immediately
3. Waste materials and rubbish must be removed routinely
4. All combustible waste materials must be discarded unsealed metal containers
5. There is to be no eating, smoking or drinking in any of the laboratory areas
6. Nothing is to be placed in the mouth when working in the labs and all employees are to remove their laboratory coats and wash hands before leaving any laboratory areas.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material
3. Trailing cables are a trip hazard and should not be left in any passageway
4. Any change in the floor elevation of any walkway or passage must be clearly marked
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard
6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tool and Equipment Maintenance

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced
3. All tools must be properly and safely stored when not in use
4. No tool should be used without the manufacturers recommended shields, guards or attachments
5. Approved personal protective equipment must be properly used where appropriate
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director of Safety
3. P.P.E. to be provided consists of:- visors, lab coats, gloves and protective footwear.

Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches
3. When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage
5. Employees should not attempt to lift or move a load which is too heavy to manage comfortably
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.

When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for putting something down.