

Responsibilities

Mr Paul Stephenson has overall responsibility for ensuring that the requirements within this policy are fulfilled.

However the day-to-day responsibility for managing health and safety within the Company is delegated to the individual supervisors who have the appropriate decision-making authority.

Supervisors

Supervisors are responsible for:

- (a) Identifying health and safety risks that affect employees and others in their area of responsibility.
- (b) Assessing these risks and ensuring that appropriate steps are taken to minimise them as far as possible.
- (c) Fully investigating and reporting correctly all accidents and incidents occurring within the factory.
- (d) Staff, in particular all new staff are given health and safety training appropriate to their role, and that company policies and procedures are brought to the attention of all staff.
- (e) Health and safety policies are kept up to date.
- (f) Regular inspections of the work areas are carried out.

All employees

Every employee has a personal and individual responsibility for his/her own health and safety and is expected to contribute to the general standard of health and safety of all employees.

In particular all employees are required:

- (a) To use correctly all safety devices provided.
- (b) To report all accidents however minor and accept treatment.
- (c) To co-operate in any investigation into an accident or incident.
- (d) To work with care to avoid creating hazards and to utilise facilities and equipment for the purposes for which they are provided.
- (e) To bring to the attention of the management, any situation or occurrence which they believe may constitute a danger to health and safety.

Encouragement will be given for staff suggestions to be made for improving the health and safety of employees and others.

ARRANGEMENTS

Machine Safety. Where guards are required they must be kept in position at all times, except when removed for maintenance or lubrication. The machines must not be run without guards, unless supervised by someone in authority or by maintenance engineers.

Electrical. The Company has provided safe electrical equipment.

No alterations or adjustments are to be made by employees without authority from management. Any faults **MUST** be reported immediately.