



Health and Safety Policy





H&S Policy Manual

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1. INTRODUCTION

This document sets out SITR UK Ltd's current policy on the management of health and safety risks associated within the following areas:

- Paper & IT Recycling Plant
- Office Environment
- Working Off Site

It provides an overview of the arrangements for managing significant health and safety risks and ensuring that the responsibility for day-to-day management is, where appropriate, effectively transferred from the top management, through line management, to all staff and operatives.

The document has been written to provide a summary of the H&S Policy and the commitment of SITR UK Ltd to continued improvement in H&S performance.

2. POLICY STATEMENT

Health and Safety (H&S) Policy

SITR UK Ltd regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities will be carried out in a safe manner and we will establish and evaluate as appropriate processes and practises to ensure the health, safety and welfare of our employees and of others who may be affected by our activities. SITR UK Ltd directors acknowledge their responsibility for successful implementation of the health and safety policy and for promoting the continual improvement of health and safety within SITR UK Ltd. Proper management of health and safety is critical in the future development of SITR UK Ltd and in safeguarding its reputation. The hazards associated with our business activities will be identified and mitigated through formal assessment and will be reduced where reasonably practicable. SITR UK Ltd will comply with current health and safety legislation as a minimum and will work to establish and apply best practice to all its activities where this is practicable.

Employees are expected and encouraged to be pro-active on health and safety issues. All employees, contractors and sub-contractors are required to co-operate with SITR UK Ltd and their colleagues in implementing the policy and shall ensure that there own work is without risk to themselves or others as far is reasonably practicable.

This policy will be audited for its effectiveness as described in the health and safety management system and will be reviewed annually by the Directors to ensure that it remains relevant and appropriate.

Tony Mayes

A handwritten signature in black ink, appearing to read 'Tony Mayes', with a long horizontal line extending to the right.

Managing Director

3. OBJECTIVES

3.1 SHORT TERM OBJECTIVES

- To ensure that risk assessments have been completed for all risks within the work environment and that these risks have been controlled as low as reasonably practicable (ALARP).
- Raise H&S awareness of all staff to the contents of the H&S Policy and associated documents

4. OVERVIEW OF H&S Policy

4.1 FUNCTIONAL PRINCIPLES

The functional principles of the H&S Policy are:

- H&S risks are considered in decision-making processes and the management of these risks should form an integral part of the organisation's day-to-day systems and procedures.
- H&S issues are included in the company's short, medium and long-term business objectives, which are communicated to all staff.
- The H&S Policy relies on the appropriate level of competencies within the staff and from external sources where necessary, to understand, assess, mitigate and manage risks at all levels of the organisation.
- Regular monitoring, review and updating of the H&S Policy is fundamental to achieving continual improvement in Health and Safety performance.

4.2 STRUCTURE OF THE H&S POLICY

The various documents comprising the H&S Policy are as follows: -

H&S Policy

Policy Statement
H&S Objectives

Management and Operating Procedure

Risk Assessment Procedure
Accident and Incident Reporting and Investigation
Fire Risk Management
Manual Handling Procedure
COSHH Procedure
First Aid Procedure
DSE Assessment Procedure
Health Assessment Procedure

Road Safety Procedure
Lifting Operations and Lifting Equipment Procedure
Maintenance of Plant and Equipment
Electrical Equipment Procedure
Work Equipment Procedures
Occupational Noise Procedures
Personnel Protective Equipment Assessment
Managing Contractor Safety Procedure
Training Procedure
Health and Safety Audit
Objectives Targets and Management Programme
Health and Safety Management Review
Monitoring and Measurement of H&S Performance
Document and Data Control Procedure

4.3 CONTROL OF SYSTEM PROCEDURE

Tony Mayes, Managing Director responsible for H&S is responsible for the review and approval of all H&S Policy documentation. The H&S Policy may be developed as a direct result from internal and external H&S audits and inspections, H&S incidents, legislative changes, etc.

4.4 ACCESS AND AVAILABILITY

Computer

The company server system will be utilised to ensure efficient resource use, and control of documents and their respective issue.

5 ROLES, REponsibility AND AUTHORITY

Organisation structure

A structure has been established representing all areas of SITR UK LTD in order to provide the management structure necessary to implement the H&S Policy. The necessary resources required for the implementation and control of the H&S Policy are in place and controlled by Tony Mayes, Managing Director. Each Director and Manager has overall responsibility of their area of control to ensure that the H&S Policy is established and implemented in line with relevant internal company procedures.

Managing Director (with responsibility for H&S)

- To review and authorise SITR UK Ltd H&S Policy Statement
- To ensure that adequate and effective H&S arrangements are developed, implemented and maintained to meet legal obligations.
- To review and agree H&S objectives and targets at least annually.
- To provide adequate resource (financial, technical, human) for the management of H&S functions and activities in line with stated objectives.
- Ensure that H&S issues are taken into consideration when significant & strategic changes to the business are considered.
- Ensure that employees have access to Competent Persons or the provision of H&S support and advice.
- Promote a positive H&S culture through leading by example.

Directors and Managers

- To provide or assist in the development implementation and maintenance of H&S Policy (statements and supporting control arrangements) at their respective locations.
- To carry out the identification of H&S hazards and the assessment of risk.
- To carry out the identification and development of control measures identified following risk assessments.
- To provide advice and support to operational staff within their designated area on H&S issues in order to ensure a safe and healthy workplace.
- The provision of information, instruction and training on significant health and safety risks to employees within their designated area.
- To attend meetings for the review and promotion of H&S communication and improvement actions.
- To inform their employer of potential H&S hazards and dangerous occurrences at the workplace that affect or could affect the group of employees they manage.
- To represent the group of employees they manage in consultation at the workplace with any external enforcement body.
- To assist in the implementation of identified corrective and preventive actions as a result of audits, inspections, complaints, and views of interested parties.
- To assist in any accident or incident investigations and provide reports to management.
- To assist in the implementation of agreed H&S objectives and targets
- To assist in vendor assessment and approval.
- To report directly to Tony Mayes, Managing Director on H&S issues, and progress towards defined criteria such as objectives and targets.

Line Supervision

- Responsible for the implementation of identified corrective and preventive actions as a result of audits, inspections, complaints, views of interested parties.
- Responsible for the identification, development and implementation of control measures identified following significance evaluation and risk assessments.
- To provide advice and support to staff within their designated area on H&S issues in order to ensure a safe and healthy workplace.
- Responsible for the provision of information, instruction and training on significant safety risks to employees within their designated area.
- Responsible for ensuring all contractors appointed to work for SITR UK LTD are competent to undertake the scope of work

6 H&S PLANNING

6.1 RISK MANAGEMENT

The workplace and activities under the control of SITR UK Ltd are assessed for risk to the health and safety of employees and non-employees. Wherever possible, hazards are eliminated but if not, they are managed such as to reduce the risks to affected parties as low as is reasonably practical. The nature of these risk assessments will vary from high level, fully documented processes that are formally reviewed on a periodic basis to individual dynamic assessments made on a day-to-day basis with only significant outcomes being documented.

The Company will maintain a register of hazards associated with the organisation undertakings (activities, products, services)

Risks associated with these hazards and assessed in accordance with the risk assessment methodology.

The hazards, risks and associated control measures are effectively communicated to all persons at risk. Hazards and risks are subject to review at regular intervals to ensure that they are "As Low as Reasonably Practicable" (ALARP).

6.2 H&S LEGAL AND OTHER REQUIREMENTS

H&S Legislation is continually monitored and updated and overseen by Tony Mayes, Managing Director who takes action as appropriate.

6.3 H&S OBJECTIVES, TARGETS AND MANAGEMENT PROGRAMMES

H&S Objectives and Targets are set for SITR UK Ltd annually and are reviewed periodically at least quarterly during management review and are a defined agenda item at these management review meetings.

7 H&S IMPLEMENTATION

7.1 OPERATIONAL CONTROL

SITR UK Ltd has identified its H&S risks in relation to its activities, products and services. Where applicable, the operations associated with these H&S risks are subject to specific control measures. The adequacy, scope and continuing suitability of these operational controls are continually reviewed as a part of management review.

7.2 MONITORING AND MEASURING

SITR UK Ltd will monitor and measure their activities, products and services that can have a significant impact on H&S risk. SITR UK LTD also carries out monitoring and measuring of operational controls achieved by audits and inspections.

In addition compliance with relevant H&S legislation is measured on a regular basis and compliance evaluation conducted.

7.3 TRAINING, AWARENESS AND COMPETENCE

All employees, sub contractors, temporary workers and visitors are provided with appropriate levels of awareness raising information to make them aware of the vision and function of the H&S Policy. H&S awareness rising is provided via a range of media and styles to ensure maximum effect. In addition, employees whose work may pose a 'Significant' Health and Safety risk will receive the appropriate H&S training to enhance competence.

Appropriate training will be provided on an ongoing basis as a result of identified training needs. This will be recorded in the Training and Competency Matrix database.

7.4 EMPLOYEE CONSULTATION & COMMUNICATION

Employees are encouraged to provide feedback on all H&S issues. To ensure this consultation process occurs in a structured manner the Company will communicate with employees in the circumstances listed below and will pay due regard to the feedback and recommendations arising from:

- a) On any occasion where any new measure is introduced into the workplace which may substantially affect the H&S of the employees.
- b) The appointment of the competent health and safety assistance required under Regulation 7 of the Management of Health and Safety at Work regulations 1999.
- c) The development and review of policies and procedures to manage risks.
- d) H&S training needs

Where the above circumstances occur, the company will consult with employees through regular meetings and Managers. In some circumstances it may be more appropriate for the Company to use a different medium.

8 H&S PERFORMANCE REVIEW

8.1 HEALTH AND SAFETY AUDIT

Systematic and periodic H&S audits are completed during the course of the year. The aim of the H&S Audits is to determine whether the H&S Policy conforms to planned arrangements and requirements, and to assess whether implementation and maintenance of the H&S Policy is adequate.

8.2 MANAGEMENT REVIEW

Management Review is undertaken periodically within the year via Director Meetings and Management Review Meetings. This process involves a review and evaluation of the H&S Policy to ensure its continuing suitability, adequacy and effectiveness.