



# Site 2 Induction

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# Induction Plan

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# Induction

This induction is to ensure that all personnel working at site 2 understand the rules and regulations that apply and know their responsibilities whilst on site.

**Duty of Care**

**Everyone is responsible for Health and Safety**



## Quality Policy

- Site 2 has a Quality Policy QF3012.
- This can be found in the main entrance reception and also the canteen
- This is accessible for all to read.
- This should not be removed from these location unless authorised.

# Fire Procedures



## Fire alarm:

- Raising / Sounding
- Evacuation

## Fire exits and equipment

- Familiarization
- Training / Equipment Use

## Assembly point and roll call.

- Locate at nearest muster point 1.
  - Drivers of trucks or lifts stop immediately.
  - Await role call to be accounted for
- ## The 'All Clear'.
- Do no re-enter until the all clear is given
  - Only the senior Fire Marshall or Fire Brigade can authorise all clear.



# Fire Alarm Testing

- The fire alarm is tested weekly on a Friday morning (approx 11.00 am).
- There will be notice made prior to any further fire drill.

When there is a fire drill, it is expected that we will all follow the evacuation procedure explained to you by your managers. The drill will be timed.



# Accident Procedure

## **In the Event of an Accident:**

**An onsite first aider will administer treatment  
Accident book completed.**

## **Notify Site Contact**

**Once it is safe to do so, notify  
your onsite contact of the incident  
Immediate actions / Preventative measures  
will take place.**

## **Accident form (Adverse Event Form)**

**Assist with investigations.  
Provide accurate account.**





# Near Miss Procedure

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- **Incidents / Near Misses**  
Help us prevent accidents.  
(Adverse Event Form)
- **Concerns books situated around site**
  - Maintenance
  - Admin
  - Press
  - Shearing



# Safety systems policy

- **The hirer has a legal responsibility to provide a safe working environment for its employees and site visitors/contractors. All employees and visitors/contractors have a responsibility to comply with our policies and procedures.**
- **In relation to safety systems, it is not permitted to override any safety device. This includes fixed guards, interlocked guarding and emergency stops. Only registered and competent staff are allowed to access electrical panels. Working behind a safety guard without a safe system of work (SSOW) is prohibited. All equipment supplied to the hirer will have been designed with safety features in place to prevent serious injury or death. The unauthorised override of any safety device will be deemed gross misconduct which could result in summary dismissal together with the potential for personal prosecution by the HSE.**
- **In the event of an activity having to take place with any machine operational and the safety device not active, a risk assessment and Safe System of Work must be conducted and authorised by the Managing Director and H&S Coordinator.**
  - **The hirers safety systems policy will be reviewed, and if necessary updated, annually or sooner if required, particularly when changes in the scale and nature of our operations occur.**

# Machinery Safety

## **Never**

- **Operate machinery, tools or equipment unless you are trained to do so and have signed off the relevant safe working practices / operating procedures / emergency stop procedures.**

## **Never**

- **Bypass a guard / safety mechanism.**

## **Always**

- **Wear the appropriate PPE.**

## **Never**

**Become complacent.**

## **Obey**

**Safety signs/information at all times.**

# Personal Protective Equipment (PPE)

staff uniform Mandatory

- White disposable coat for Temporary Staff
- Safety footwear (toe capped) mandatory
- Hearing protection mandatory.

Further items of PPE may be required,

depending on the task that may be undertaken on site.

Examples, if any drilling work is to be done eye protection will be required. If any contact with hazardous substances was required protective gloves, goggles and face mask may be necessary

- Lists of qualified first aiders are displayed throughout factory



# Clothing worn on the shop floor

Any clothing worn on the shop floor, whether supplied by the hirer for staff or personal clothing worn by Temps. Should be to a suitable and clean standard. If not then they may be ask to leave and or get changed into suitable attire. **No shorts are to be worn. No Vest tops are to be worn. No Scarfs or loose fitting clothing is to be used on the shop floor.**

**All Temps must wear a white disposable smock**

# Forklift Trucks / Walkway Policy

## Forklift Trucks / LGV's

Be aware of Fork-lift truck movements (FLT's) internally and LGV movements externally.

In the production area the pedestrian takes priority and all fork truck drivers should make their presence known with a short sound of the horn if required.

In the racked area no personnel are allowed in this area without a Hi vis coat or vest.

All fork trucks should enter and exit the loading door, driving on the left.

A short sound of the horn should be made to announce to any trucks or pedestrians, approaching from the opposite direction that you are in the area.

On approaching any blind corners sound your horn to warn of your presence.

All trucks while not being sat on by a driver should be left with the hand or parking brake on and power off.

While driving a truck one hand should always be on the steering wheel.

# Housekeeping – Clean As You Go

- Good housekeeping practices reduces accidents.

**Never allow poor housekeeping in your area – this increases hazards and therefore risk of accidents.**



- Remember to 'Clean As You Go'.

**Good housekeeping and storage of tools makes a safer environment that is more user friendly**



- Keep all access routes and fire exits clear at all times.



# Manual Handling

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- **Approximately 33 % of industry accidents are manual handling related.**
- **Always ensure that the 'BALANCE' technique is followed when conducting manual handling.**
- **Where possible, use tools/equipment to assist (i.e. pallet truck, forklift truck, etc). Seek assistance if necessary**

# Noise

- **Hearing protection is mandatory in Press and production areas.**
- **Signage in place around site to identify the areas.**
- **Ear plugs are situated on entrances into production areas.**





# Welfare – Smoking Policy

- Site 2 is a strictly no smoking site due to the nature of its business. The only areas where smoking is permitted are the smoking area Marked to the side of the building in the small locked car park. This is a large BLUE smoking shelter.
- Smoking while walking from the car park to the smoking area is also NOT permitted.
- Smoking outside the front gates of the building is not acceptable.
- Smoking can only take place within this area and not the surrounding area.
- Any individual found smoking outside of the designated area will be deemed as gross misconduct.

# Welfare – Canteen and Restrooms

**Canteen – The Canteen is equipped with Refrigeration, microwaves, hot and cold water facilities. Clean up after yourself.**

**DO NOT LEAVE YOUR PERSONAL BELONGINGS IN THE CANTEEN. USE THE LOCKERS PROVIDED. ITEMS LEFT WILL BE DISPOSED OF.**

**Restrooms are located at the office end of the factory and it is the responsibility of the individuals using this area to keep it clean and look after this facility and equipment provided.**



Category	The product contains	Present on site	The product may contain (from your supplier)	Present in Distribution Into or Out of Your Site	If yes, please specify type and detail of reason for <u>presence</u>
	Yes / No	Yes / No	Yes / No	Yes / No	
Cereals	NO	NO	NO	NO	<p>MAYBE PRESENT IN STAFF LUNCHES</p> <p>NO FOOD IS ALLOWED ON THE SHOP FLOOR, ALL FOOD IS TO <u>BE KEPT IN</u> THE CANTEEN PRODUCTION STAFF <u>ARE INFORMED</u> THAT THEY MUST WASH THERE HANDS AFTER EVERY BREAK INCLUDING THE TOILET BREAKS.</p>
Crustaceans	NO	NO	NO	NO	
Egg	NO	NO	NO	NO	
Fish	NO	NO	NO	NO	
Lupins	NO	NO	NO	NO	
Peanuts	NO	NO	NO	NO	
Milk	NO	NO	NO	NO	
Molluscs	NO	NO	NO	NO	
Nuts	NO	NO	NO	NO	
Soybean	NO	NO	NO	NO	
Sesame	NO	NO	NO	NO	
Celery	NO	NO	NO	NO	
Mustard	NO	NO	NO	NO	
Sulphur dioxide and sulphites	NO	NO	NO	NO	

Site 2 has a nut free policy please note what is not accepted on site 2 premises. Please consult QP109 for the nut free policy.



# Car Park

- **The Car Park provided is clearly marked and all vehicles unless over sized should be parked sensibly and with curtesy to others.**
- **There is a one vehicle one space policy and you should park between the lines.**
- **The car park is for parking. Any tomfoolery in the car park or tampering with other vehicles will not be tolerated and may result in disciplinary action.**
- **Disabled spaces are provided. Please respect them.**



# Welfare – Mobile Phones

**For hygiene and safety reasons the use of mobile phone is prohibited in the production areas the only exception to this is the use of company issued mobile phones or Phones on the register, and in the case of an emergency and prior agreement with your on site contact must be made.**



# Working At Heights

Where practical, avoid working at height.

If necessary, the appropriate actions should be carried out as per safe working practices risk assessment / method statement.

Only trained personnel may conduct tasks from height and the appropriate safety tools/equipment should be used (i.e. Safety Harness, Cherry Picker)

Permits to work should be completed for all tasks at height (obtained from Maintenance / Engineering) this includes site 2 employees and Contractors alike and need to be completed for any works 2m and above.



**Always** adopt safe practices when working at heights.

## **(COSHH)**

# **Control of Substances Hazardous to Health**

- **Always ask for a copy of the COSHH (Chemicals or Substances Hazardous to Health) assessment for a substance before using it. This will give information on the hazards, control measures and necessary personal protective equipment**
- **All chemicals and substances used in the manufacturing process must be kept in appropriate containers, clearly labelled and stored in appropriate locations**

# SITE 2 EMPLOYEES

- The hirer encourages all employees to constructively challenge any member of staff if they are not complying to the rules.
- Whilst informing your line Manager First or senior Management off staff of the instance.



# Policy

**Health & Safety**

**Slip/Trip/Fall**

**Fire**

**Accident investigation**

**Hygiene Protection**

**FLT**

**Quality**

# Environmental

**We have to control our effects on environment; such as what goes down drains and into general waste. Please be mindful of this.**

➤ **Inform Immediately. A Manager if there is as spill**

**By the very nature and size of the business we use a lot of natural resource (energy, water, deforestation etc.). We have to continually look at ways of reducing our impact on the environment and our surroundings.**

**While you are on our site you must adhere to our procedures relating to environmental issues**

# Final Questions

Do you know who:

- 1. Your contact on site is?**
- 2. Do you have any questions, queries or comments?**



# Conclusion

**Our work is never so important that we cannot take the time to do it safely.”**

**Next steps :-**

- **Site Tour**
- **Sign off**

# Good Luck and Welcome to site 2

**Thank you for Reading this  
Information.**

**Please work safely**

**The Management Team**

**Site 2**