

## Agency Personnel Introduction to Site 3



# EHS Principles

- No matter how urgent our work is we always take the time to do it safely
- Each of us is responsible for the safety and health of ourselves and others
- Each of us is responsible for our impact on the environment
- We only carry out tasks that we have been trained and authorised to do
- We do not take short cuts or compromise safety
- We never operate unsafe equipment
- We report and resolve hazards that could affect health, safety and the environment
- We challenge anyone not behaving safely
- Wherever personal protective equipment is needed, we wear it at all times
- We ensure visitors and contractors know and follow our rules



# Health and Safety at Work Act 1974

## Responsibilities of Employers

- To provide a safe place of work
- Safe plant, equipment and machinery
- Safe systems of work
- Safety Equipment
- Carryout suitable and sufficient risk assessment
- Suitable protective equipment / clothing
- Training
- Information
- Supervision

## Responsibilities of Employees

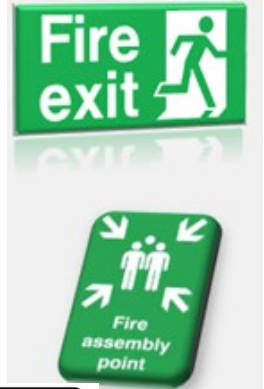
- Co-operate with the company on all health and safety matters
- Not to mis-use or interfere with anything provided for health and safety
- Take reasonable care of your own safety and that of others
- Use the PPE provided
- Report any defect to the company
- Report to Reception on your First day and sign in. Once signed in you will be escorted to your department by a manager.
- The Health and Safety Legal posters are displayed in canteens and notice boards
- The health and Safety policy can be found on department notice boards

# Site Safety



# Fire Evacuation Procedure:

- ❖ The fire alarm is tested every Friday afternoon, this ensures all shifts are covered, any deviation to this will be communicated.
- ❖ Engineering to notify Facilities Manager who will notify site wide if not test done
- ❖ In an emergency the warning tone will be continuous, upon hearing this please leave the building immediately by the nearest safest exit and proceed to the designated assembly point.
- ❖ Remember do not stop to collect your belongings, they are all replaceable YOU ARE NOT! Collecting belongings slows down an evacuation which is important time lost in a real fire, and it puts you and others at risk
- ❖ Report to the assembly point allocated to the building you work in  
Contractors and visitors should assemble at Reception and await their fire roll call
- ❖ Do not go for a cigarette or for food, you must remain at the fire assembly point
- ❖ Take part in the fire roll call, when your name is called answer 'yes' and raise your hand so that you can be seen, be respectful and do not talk over the roll caller
- ❖ Do not re-enter the building until instructed to do so, await further instruction



# Discovering a Fire:

- ❖ You should only tackle a fire if you are trained to do so or to aid your escape, never take personal risks
- ❖ On discovering a fire, assess whether it is small enough to put out using an extinguisher, if it is small enough persons must be notified in that particular area verbally
- ❖ If the fire is too large to extinguish using extinguisher(s) raise the fire alarm by operating the nearest fire alarm call point and evacuate the building
- ❖ **Non Operational Areas (offices)** - Fires that are larger than a waste paper basket must not be tackled, and if more than one extinguisher is used then stop, activate the fire alarm by pressing the nearest safest fire call point and evacuate building
- ❖ **Operational Areas** – if you cannot put out a fire using **two** the extinguishers, then stop, activate the fire alarm by pressing the nearest safest fire call point and evacuate the building
- ❖ If safe to do so and trained, and only when necessary isolate relevant machinery
- ❖ Report the fire to a Line Manager or Supervision who must notify the Fire Controller, the following information about the fire
  - Location
  - Number and type of extinguishers used
  - Condition of the fire if smouldering, out of control, and type chemicals, gas bottles etc
- ❖ If a fire has been extinguished, the Fire Controller will organise a 4 hour Fire Watch





# Fire Extinguisher Types and Use



RUIT

<div> <div>Fire</div> <div>Extinguisher</div> <div>Type</div> </div>	CLASS A	CLASS B	CLASS C	CLASS D	Electrical	CLASS F	Comments
	Combustible materials (e.g. paper & wood)	Flammable liquids (e.g. paint & petrol)	Flammable gases (e.g. butane and methane)	Flammable metals (e.g. lithium & potassium)	Electrical equipment (e.g. computers & generators)	Deep fat fryers (e.g. chip pans)	
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

# Emergency Evacuation and COVID 19 Precautions:

It is vitally important that we react during an emergency, and carry out our duties to the best of our abilities. During COVID 19 restrictions we need to be mindful of social distancing and keeping ourselves and others safe.

- ❖ When exiting the building, exit in an orderly manner, ensuring social distancing is followed
- ❖ When gathering at the assembly point, again, ensure that wherever possible social distancing is followed, try to avoid gathering in tight close groups
- ❖ If persons have to be assisted to the assembly point, exposure to each other must be limited and face coverings considered, and personal contact with individuals should not be considered unless absolutely necessary and with the casualties permission
- ❖ Unconscious casualties, unable to give consent in the event of a fire assisted evacuation must take priority, minimal contact with each other must be followed
- ❖ From the end of September there will be an evacuation chair and stretcher available in each of the 3 first aid rooms on site and in the Gate House, where an assisted evacuation is required
- ❖ **Personal Emergency Evacuation Plan** – PEEP's may be required for employees or visitors with mobility, sight and/or hearing impairment, and may be required in other circumstances. Those with short term injuries and/or health conditions (e.g. broken leg) may also require a temporary PEEP. Speak to your Supervisor immediately if you require a personal evacuation plan.



# Smoking

- ❖ Smoking is only permitted in the designated smoking shelter located on the map
- ❖ You must keep to your buildings designated smoking area to reduce cross over of departments during COVID pandemic restrictions
- ❖ E cigarettes are covered under the same policy
- ❖ Smoking during lunchbreaks in your car is not permitted unless it is parked off the property



# Personal Protective Equipment (PPE)

Offices and non operational areas such as canteens and car parks there are no PPE requirements

- PPE must be worn where provided and must be signed for on issue
- PPE must be looked after and stored correctly (personal lockers)
- PPE must not be misused
- Defective PPE must not be worn and should be replaced immediately

## All Internal Factory Areas

- Safety Footwear
- Hearing Protection
- Bump Cap
- Safety glasses
- Hi Visibility clothing (recycling)

## All External Yard Operational Areas

- Safety Footwear
- Hi visibility clothing



## SAFETY SIGNAGE:

- Green:- Safe  
Fire Exits, Fire Door, First Aid
- Yellow:- Warning  
FLT traffic, risk of electrocution etc
- Red:- Prohibited  
Speed limit, no pedestrian access, no smoking etc
- Blue:- Mandatory  
Sound horn, PPE etc



# Accidents

The first aid rooms are located within Reclaim, beside the Lab for Refuse and in the ARL building

- ❖ All First Aid Officers are identified with an 'orange bump cap'
- ❖ All accidents MUST be reported to your Supervisor immediately no matter how small or minor it may be, a minor injury today could be a major accident tomorrow
- ❖ All accidents and treatment MUST be recorded in the first accident book by a First Aider.

The company will investigate all accidents to find the 'root cause' to prevent reoccurrence



# Housekeeping

- Good housekeeping is a basic and essential requirement in ensuring that a safe workplace is maintained at all times
- Good housekeeping will help prevent fires, slips, trips and falls and is the most effective form of accident prevention
- Good housekeeping sets the tone, and gives that all important first impression
- Use the correct waste streams for disposal of waste – if you are unsure then check with a Supervisor

Report poor housekeeping – clean it up do not leave it for others to deal with, this can create bad feeling and conflict



# Manual Handling

## MANUAL HANDLING

What is classed as manual handling?

The Regulations define **manual handling** as: "...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".



CARRYING



LIFTING



PUSHING



PULLING



HOLDING



## Manual Handling

### Accident Statistics of Manual Handling

- Nearly 40% of all accidents causing injury are Manual Handling related
- Sprains/strains make up 73% of injuries.
- Nearly 50% of all Manual Handling injuries are to the back
- Average time off work for a back injury is 20 working days



# Manual Handling

## MANUAL HANDLING

### T.I.L.E

#### Manual handling on the spot self assessment.

Although many standard tasks will have had a manual handling assessment completed, there will always be an occasion where you will have to self assess the risks of a manual handling activity.

When we have to carry out a manual handling task which does not have an official assessment we should revert to our training and use the T.I.L.E system of assessment.



### TASK

i.e. the type of manual handling activity, such as pushing, pulling, lifting or carrying etc.



### INDIVIDUAL

i.e. the capabilities of the person carrying out the manual handling activity.



### LOAD

i.e. the size, shape, surface-type and weight of the object being moved.



### ENVIRONMENT

i.e. the area in which the object is being moved.

#### Remember

- Make use of mechanical aids where available
- Never attempt to carry out a task beyond your ability
- Always ask for help if you need to

# Electrical Safety

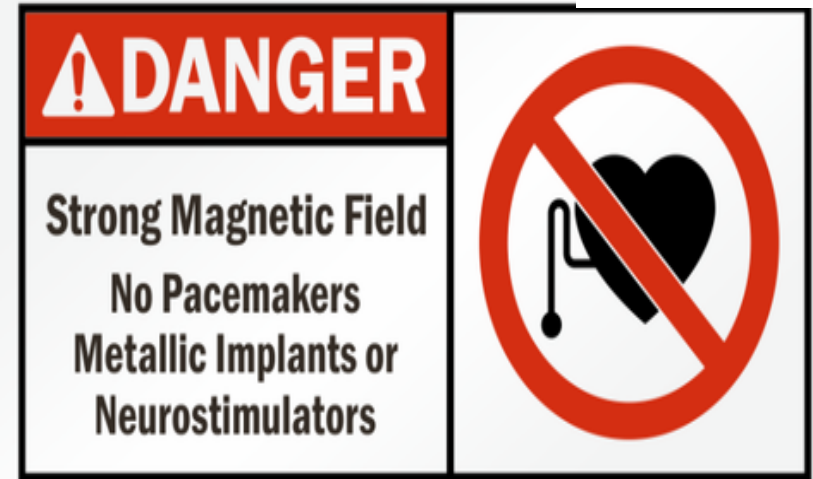
- ALWAYS assume any electrical cable and cabinet is live- treat it with respect
- DO NOT attempt to install or repair any electrical cable or equipment
- NEVER enter any electrical cabinets and report any that are not secured
- Report any defects and STOP using the equipment immediately
- All electrical work is strictly confined to competent people only (Contractors or on- site Engineers)



## *EMF – Electro Magnetic Fields*

There is machinery on site that can affect the operation of surgically implanted medical devices potentially causing them to fail, examples of these devices are pace makers, defibrillators, prescribed medicine dosage pumps etc. Note this list is not exhaustive.

If you believe this may affect you, please speak to a member of the Supervision / Management Team or HR immediately



# *COSHH – Control of Substances Hazardous to Health*

COSHH assessments have been completed for substances which fall under the COSHH regulations. Substances can be identified by one or more of the following labels displayed on the product.

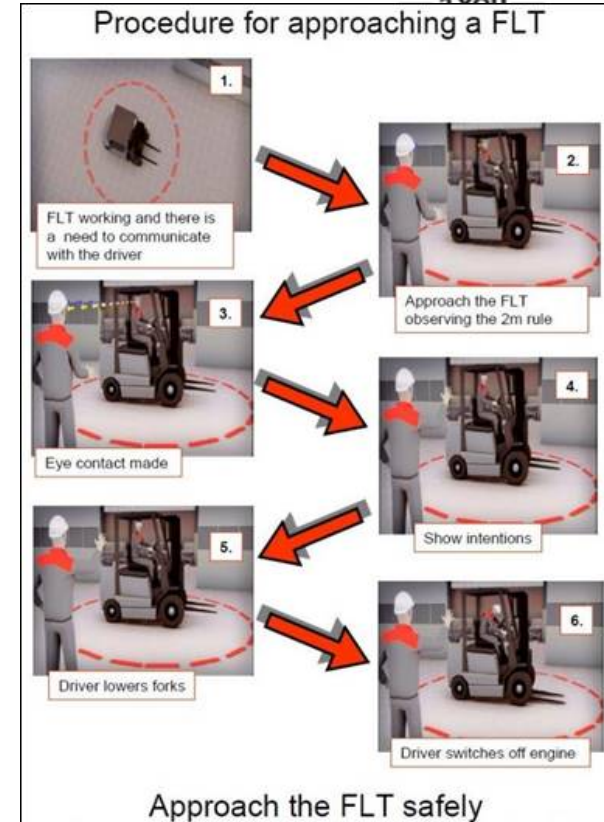
COSHH Assessment can be found with the safety data sheets located in the COSHH cabinets

Employees have a duty to use the control measures identified in the assessments



# Workplace transport

- Workplace transport is a high risk activity on this site with heavy FLT interaction
- There is a 5mph speed limit across the site
- All large reversing vehicles require a banksperson
- Movement of traffic across the middle roads is restricted to FLT only
- The company reserves the right to examine any vehicle leaving the site
- Pedestrians must keep to the walkways and crossing points where provided
- Do not walk through roller shutter doors!



# Machinery

There are potentially dangerous machines in all departments. Whilst these machines are guarded, the potentially dangerous moving parts could result in a serious injury.

**DO NOT** run a machine unless you have been suitably trained and authorised to do so and safe systems of work issued understood and signed for

**ALWAYS** know the locations of the emergency stop buttons, note that not all e-stops are universal you must ensure you know what the e-stop does and more importantly does not stop

**ENSURE** all guards are in place and un-damaged

**NEVER** mistreat guarding and report defects to your Supervisor immediately

**DO NOT** start or run any machine with defective guarding until fixed





# Machinery Guarding and Safety Features on site

Machinery guarding and other safety features described below are in place to protect the machine operator and other employees from hazards created by machinery. This would include hazards of concern such as: ingoing nip points, rotating parts, blades and saws, etc.

- ❖ **Fixed guarding** - is a permanent part of the machine. It is not dependent upon moving parts to function. It may be constructed of sheet metal, screen, wire cloth, bars, plastic, or any other material that is substantial enough to withstand whatever impact it may receive. It requires a tool to remove it.
- ❖ **Safety Interlock Switches** - a mechanical, electrical, or other type of device, a means of safeguarding that monitors the position of a guard or gate. You can use them to shut off power, control personnel access and prevent a machine from starting when the guard is open.
- ❖ **Solenoid safety interlock switches** - are used to restrict access to a hazardous location until an external control circuit allows the key attached to the access door to be removed from the switch.
- ❖ **Light curtains** - are opto-electronic devices that are used to safeguard personnel in the vicinity of moving machinery with the potential to cause harm such as presses, winders and palletisers. Light curtains can be used as an alternative to mechanical barriers and other forms of traditional machine guarding.



# Machinery Guarding and Safety Features on site

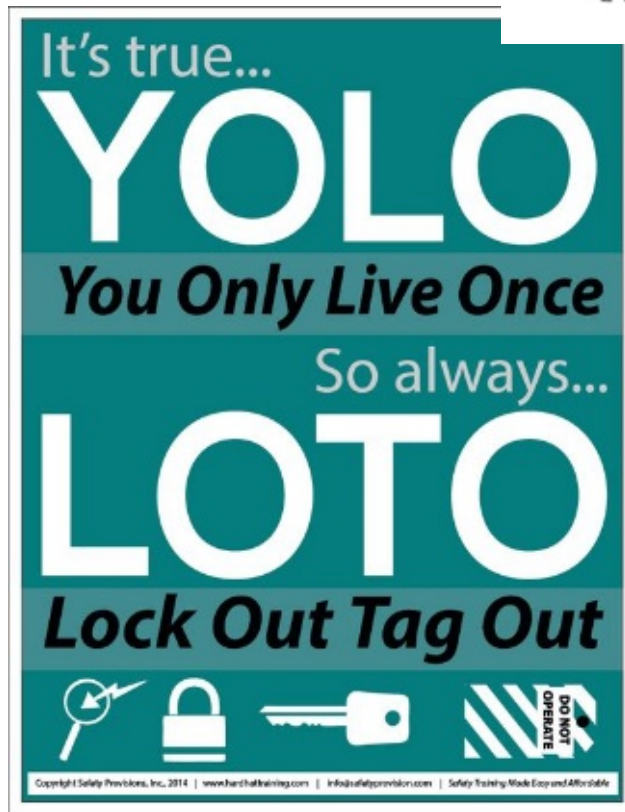
- ❖ **Industrial Pressure Sensitive Mats** – Pressure sensitive safety mats are intended to be used as additional safeguarding equipment to protect operators and other employees in the machine area
- ❖ **E-stop (emergency stop)** - is a red mushroom-headed button that, when activated, will immediately start the emergency stop sequence on heavy and/or dangerous equipment. E-stops shut down equipment immediately.
- ❖ Once an e-stop has been activated machinery will not restart until the e-stop has been reset
- ❖ **Emergency stop pull cords / bars** - pulling the wire or bar triggers a signal. Emergency stop pull cord when pulled trigger an emergency stop function





## Machinery Safety – Machine intervention!

- Do not conduct the task if you have not trained on the lock out tag out procedure
- If you have not been issued with your locks please see the Engineering Supervisor !
- Never carry out work on a machine before checking the
  - right power source(s) have been isolated
  - There is no stored energy
- Isolation must be locked out and the key kept on your person



## *STOP WORK, RED CARD*

All workers have the responsibility and **AUTHORITY** to initiate **STOP WORK** immediately, without fear of reprisal when an employee believes a situation exists which places himself/ herself, a co-worker or the environment in imminent danger or at risk.

## Working at Height

Ladders / steps should have an inspection tag displayed. This should indicate the ladders have been inspected and are being maintained on a ladder register.



If the steps / ladders have failed an inspection, then the card should be removed leaving the 'Do not use this ladder' displayed.

[illegible]

# COVID-19



**RECRUIT**  
— 2 YOU —

# STOP THE SPREAD



Wash hands frequently  
with soap and water or use  
a sanitiser gel.



Avoid touching your eyes,  
nose and mouth with  
unwashed hands.



Avoid close contact with  
people who are unwell.



Catch coughs and sneezes  
with **disposable tissues**.



If you don't have a tissue  
use **your sleeve**.



**Throwaway used tissues**  
(then wash hands).

# COVID - 19

A site COVID-19 risk assessment has been carried out to identify risk and implement appropriate controls, to keep us all safe

- Increased sanitising by contract cleaners, additional COVID specific cleaners, and our own on-site facilities team
- Home-working wherever possible, where this is not possible utilise a rota for central service departments need to be working from site
- Meetings discouraged, where this cannot be avoided maximum room capacity has been designated for each meeting room
- Contractor restrictions – segregated welfare and canteen facilities
- Shift Handover controls to prevent contact between shift change
- First Aiders provided additional PPE (visor, gloves and face masks)
- Nitrile gloves are available on request
- 2 metre distance markers across the site
- Chairs blocked out for use in the canteens and screen fitted to tables, to ensure social distancing is maintained during break times
- Hand sanitising gel issued to each individual employee and hand sanitising dispensers provided throughout the site
- Personnel must sign in and use the welfare, canteen and smoking facilities allocated to the building worked in



***Stay socially connected  
but physically apart.***



To contain the spread of COVID-19 we need to physically stay 2 metres from anyone outside our households.

# COVID - 19

- Sanitising stations located throughout the site for operators and staff to clean their workstations and desks,
- Hand sanitising dispensers are located at all building entrance and exit points
- Screens have been fitted with desk dividers in offices
- A bespoke fabricated screen for Reception
- Chairs have been removed from meeting rooms and tables reconfigured to allow for social distancing
- PIR sensors for lighting have been installed in communal areas such as corridors, toilets, canteens
- Stylus pens have been issued to personnel for use on touch screens
- The need for automatic door opening systems has been reviewed
- Face coverings are mandatory in all areas excluding canteens and where you can sit at a desk that has been screened
- Headsets in use to allow for better communication to allow for social distancing





# COVID - 19

Disposable single use surgical masks are available, the wearing of face coverings is required whilst at work in all operational areas, when moving between departments (internally) and when seated at your desk if there are no desk partitions / dividers fitted.

These are provided at every entry point into the building, if for some reason this is not the case speak to your immediate supervisor immediately

Note masks should be disposed of at the end of each shift in the designated disposal bin





# Generic Site Rules

## Drugs and Alcohol

The Company's policy is that the working environment should be free from the influence of alcohol, drugs and/or other substances. No worker shall report or try to report to work whilst impaired due to alcohol or drugs. No worker shall be in possession, consume or attempt to sell, distribute or supply alcohol or illegal drugs on company premises. Any breach of this rule will lead to immediate dismissal from site.



## Cars & Car Parking

Agency Workers who bring their own cars on to site do so at their own risk and the Company will not be held responsible for any theft or damage.

- Cars must be parked in the designated area. In certain areas, all cars must be reverse parked.
- There is a 5mph speed limit in place across the site, do not exceed this limit.
- The Car Park is a "One Way System" after entering through the barrier entrance you must take the second right turn and follow the roadway around to find a parking space.
- Ensure you collect a Parking permit from Reception and ensure it is displayed during the time your car is parked on-site.



# Generic Site Rules

## Hygiene and Jewellery

The Hygiene and Jewellery Policy was implemented to protect site produced products from being contaminated by foreign objects or items that could enter the production areas by our employees/agency workers whilst conducting their daily production role. All personnel must have a good standard of personal hygiene, food must not be consumed in production areas. Jewellery must not be worn, with the exception of a plain band wedding ring and or sleeper ear rings. Personnel items, such as Mobile Phones, Keys etc, must not be taken into production areas. If in any doubt what is or is not permissible, speak to your Line Manager.



## ETI Base Code

The ETI (Ethical Trading Initiative) Base Code is a collection of clauses in place for all workers to ensure they are treated respectfully in a workplace.

- Clause 1 – Employment is freely chosen
- Clause 2 – Freedom of association and the right to collective bargaining are respected
- Clause 3 – Working conditions are safe and hygienic
- Clause 4 – Child labour shall not be used
- Clause 5 – Living wages are paid
- Clause 6 – Working hours are not excessive
- Clause 7 – No discrimination is practiced
- Clause 8 – Regular employment is provided
- Clause 9 - No harsh or inhumane treatment is allowed

# Generic Site Rules



## Labour Standards and Human Rights

The hirer Responsibility Report provides details of our commitment to carrying out our business activities in a responsible manner, taking into account the needs and aspirations of all our stakeholders, including our employees, customers, investors, suppliers and the communities in which we operate.

### Human Rights

- We are supportive of human rights and expect everyone in our organisation to comply with the relevant legislation, including that relating to the workplace of the jurisdiction or country in which they operate.
- We recognise that we have a responsibility to ensure that human rights are upheld in our supply chain. Whilst this responsibility applies across our entire supply chain, we aim particularly to engage with suppliers who source products or materials from at risk countries to promote compliance with applicable local and international standards.

### Modern Slavery

- The Modern Slavery Act 2015 introduced changes in UK law that focused on increasing transparency in supply chains. Its principal purpose was the consolidation of existing criminal offences relating to modern slavery (including slavery, servitude, forced and compulsory labour and human trafficking).
- It provided law enforcement agencies with enhanced tools to address the issue and increased protection for victims.
- Our slavery and human trafficking statement reflects the profile of our supply chain and the industry and jurisdictions in which we operate.

# Generic Site Rules

## Labour Standards and Human Rights cont.

### Anti-Bribery and Corruption

- We have a zero tolerance policy towards bribery and corruption in our business operations, whether in the public or the private sector. Our Anti-Bribery policy applies to all employees of the company and its subsidiaries as well as third party business partners where they are acting on our behalf, including (but not limited to) agents, consultants, distributors and joint ventures. It extends to all business transactions in all countries in which we operate.

### Code of Conduct

- Everyone in our organisation is expected to adhere to policies and procedures which are consistent with our business values and standards. Our Code of Conduct covers honest and ethical conduct, conflicts of interest, treating customers fairly, respecting the rule of law and specifically outlines the company's zero tolerance approach to bribery and corruption.



## Blade and Knife Safety Policy

- The purpose of this policy is to establish engineering and administrative controls for eliminating and/or minimizing the occupational exposure of employees using hand held cutting tools.
- This policy also covers the need for and use of cut-resistant gloves, protective sleeves and other PPE. This will be issued to the worker if and where necessary.

**This Policy will be explained in your site Induction by your Manager.**

**Should you have any questions about this policy please speak to the H&S Manager.**

I ACKNOWLEDGE RECEIPT OF AND UNDERSTAND THE INDUCTION WHICH HAS BEEN EXPLAINED TO ME IN DETAIL BY MY AGENCY PROVIDER :

Signed: Agency Provider: Recruit 2 You Ltd

Name: Date:

Signed by Worker:.....

Name:..... Date:.....

## Agency Induction Verification

To be completed with the worker on Day 1



	Signed By Manager	Signed By Worker	Date
H&S Induction Verified			
Site Tour			
Smoking Shelters			
Fire Evac Assembly Points			
First Aid			
Timesheets			
Canteen			
Toilets and Lockers			
Contact Numbers			
Point of Contact			

**Managers please continue your induction with relevant SWP's for the role, a sign off of the Blade and Knife Policy and file in the Workers Training File**

# Thank You

