



HEALTH & SAFETY POLICY

SAFETY POLICY STATEMENT

HEALTH & SAFETY AT WORK

The Health and Safety at Work Act 1974 imposes statutory duties on employees and to enable these statutory duties to be carried out it is the policy of this company, so far as is reasonably practicable, to ensure that responsibilities for health and safety are properly assigned, accepted and fulfilled at all levels within the company's organisation and that all practicable steps are taken to safeguard the health, safety and welfare of all visitors to the premises under the company's control.

1. It is the intention of the Board of Directors to pursue and maintain a policy to promote Health and Safety at work at all times and to encourage the full co-operation of all employees for that purpose, and so far, as is reasonably practical, to ensure that: -
 - (a) The provision and maintenance of plant and systems of work are safe without undue risk to health.
 - (b) Arrangements for the use, handling, storage and transport of articles and substances for use at work are safe and without risk to health.
 - (c) There is an annual review of our safety policy
 - (d) Such steps are taken as necessary to secure that there will be available in connection with the use of any article at work, adequate information about the use for which it is designed and about any conditions necessary to ensure that when put to use, it will be safe and without risk of health.
 - (e) The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
 - (f) With regard to any place of work under the Company's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it are safe and without such risks.
 - (g) There is ongoing consultation between management and staff about health and safety matters
 - (h) The working environments of all Company employees is safe and without risks to health and adequate provisions are made with regard to the facilities and arrangements for their welfare at work.

2. It shall be the duty of every employee at work:
 - (a) To take reasonable steps for the health and safety of herself/himself and of other persons who may be affected by his or hers acts or omissions at work.
 - (b) To carry out their duties with care and consideration for the property of contracted parties, the contracted parties themselves and the local populace.
 - (c) With regard to any duty or requirement imposed on his employer to any other person by or under any of the relevant statutory duties to co-operate with the Company as far as is necessary to enable that duty or requirement to be performed or complied with.

WHITPORT

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1. No person employed by the Company shall contravene any of the safety procedures covered under the Health and Safety at Work Act.
2. All employees on commencement of employment shall have the necessary safety procedures, inclusive of relevant fire precautions, within the factory clearly explained to them by the Management team.
3. All employees working in the workshop or warehouse shall be provided with the relevant safety equipment: -
 - (a) Overalls
 - (b) Safety glasses
 - (c) Industrial gloves
 - (d) Ear defenders on demand
 - (e) Safety shoes/boots
 - (f) A hard hat (when applicable)
 - (g) Hi Vis
4. The responsible Manager shall supervise all work either directly or indirectly.
5. All accidents, however minor, shall be reported to the Management team.
6. The Management team shall maintain a log of all accidents meticulously.
7. The appointed First Aid Person shall be made known to every employee.
8. A First Aid cabinet with all essential equipment shall be maintained and kept in good condition at all times, the location of which shall be made known to every employee.
9. A Company vehicle shall be available at all times to transport any injured person to a medical centre, i.e., local doctor or hospital.



HEALTH AND SAFETY AT WORK ACT – 1998

The object of this Act is to ensure and maintain the Health, Safety and Welfare of persons at work. It is also designed to protect persons, other than the persons at work, against risks to health and safety arising out of or in connection with the activities of those persons who are at work.

The company is fully aware of its obligations under the Act and seeks out hereunder, and or afterwards added to, are complied with.

The company also asks that you should communicate with your Health and Safety Officer if you require guidance on any aspect of safety, equally if you have problems concerning your health at work.

The company undertakes to consider all suggestions and recommendations likely to improve working conditions which are relative to your health, safety and welfare.

Please therefore read, and comply with the following rules:

ELECTRIC SAWS

- ❖ Only those employees authorised by the company are permitted to operate the saws. The saw guards are fitted and must **NEVER** be removed except when a saw blade is to be changed. The guards must always be replaced. There is a main electric switch off to the machine and when not in use the mains must be switched to the off position.
- ❖ Under no circumstances should any employee attempt to repair an electrical or mechanical fault in these machines. All faults must be reported for expert attention.
- ❖ Sawdust must be collected and floor area kept clean at regular intervals. Do **NOT** leave odd pieces of timber underfoot. Ensure there are no trailing ropes or strings.
- ❖ Be on your guard at all times when operating these machines – use common sense.

PNEUMATIC TOOLS

- ❖ Only those employees authorised by the company are permitted to handle or operate these tools. No other employees have permission to use or handle this equipment. Should any faults in the equipment become evident, the use of the pneumatic tools must be discontinued and the equipment reported for professional attention and repair.

PACKING MATERIALS, TIMBER ETC

- ❖ Keep all wrapping and packing materials properly stowed. Ensure that timber is stacked against walls at the proper angle.

FORK LIFT TRUCKS

- ❖ Only trained authorised personnel employed at our depots are permitted to operate forklift trucks. All trucks are fitted with head guards. The forklift trucks are regularly serviced and maintained under contract arrangements. You are requested to report any

WHITPORT

- ❖ malfunction of a forklift truck. Should the defect be considered dangerous you are not under any circumstances to operate the truck until it has been repaired and declared serviceable. Under no circumstances should any employee attempt repairs. When fitted
- ❖ seatbelts must be worn at all times when operating fork lifts. Forklifts, when carrying loads that minimize forward driving vision, must reverse at all times so a clear vision of sight is maintained.
- ❖ The nature of our business and the way we operate at depots means that pedestrian traffic and forklifts may operate in the same area, special care must be taken by both pedestrians and forklift drivers within these areas of operation. Pedestrians have right of way at all times.

FIRE EXTINGUISHERS

- ❖ Fire Extinguishers are strategically placed and you should familiarise yourself with the location and operation of all fire appliances.
- ❖ Smoking is **STRICTLY FORBIDDEN** at all company premises, this includes 'E' cigarettes or vapes
- ❖ All appliances are regularly inspected and tested under contract arrangements.

PROTECTIVE CLOTHING

All employees working in the workshop or warehouse shall be provided with the relevant safety equipment: -

- (a) Overalls
- (b) Safety glasses
- (c) Industrial gloves
- (d) Ear defenders on demand
- (e) Safety shoes/boots
- (f) Hi Vis
- (g) Hard hat (when applicable)

FIRST AID

- ❖ A First Aid Kit is maintained in the main office building. **ALL ACCIDENTS** must be reported for entry in the Accident Book.

Paul Trim

HR & Quality Standards Manager

10th January 2026