



E & E WORKWEAR

HEALTH AND SAFETY EMPLOYEE HANDBOOK

E & E Workwear has a policy to safeguard the health, safety and welfare of all its employees and regards the promotion of health and safety as a mutual objective for management and employees at all levels

The arrangements, instructions and guidance contained in this employee handbook are provided for your own health and safety and to aid E & E Workwear in its;

- Endeavour to provide and maintain a safe and healthy working environment
- Commitment to arrange training as is necessary to enable the employees to work safely
- Commitment to provide and ensure the effective safe use of all necessary equipment

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1. Responsibilities

1.1 Mr Ashton is responsible for the health and safety of all the employees.

1.2 The office staff are responsible for ensuring that the appropriate safety records or documents are maintained' including:

- Company accident records
- Fire certificates
- First aid

1.3 In order to achieve a healthy and safe environment it is vitally important that all employees co-operate by:

- Acquainting themselves with the Health and Safety Policy of E & E Workwear and the procedures contained in this handbook
- Raising matters of concern with Mr Ashton preferably before serious problems arise
- Ensuring that they have due regard for all other persons who may be in the premises and unfamiliar with our safety procedures

2. Fire procedures

2.1 Protection

- Fire extinguishers are located at strategic points around the premises within clear view
- A manually operated fire alarm is installed which sounds a loud bell
- Operation of any "break glass" points will cause the fire alarm bell to sound throughout the premises

2.2 Fire drill

A full fire drill will be organised no less than once per year

2.3 Evacuation procedure

2.3.1 Any person discovering a fire should:

- Break the glass of the nearest "break glass" point to activate the fire alarm bell
- **WITHOUT TAKING ANY PERSONAL RISK** ATTACK THE FIRE IF POSSIBLE WITH A FIRE EXTINGUISHER ENSURING THAT THE CORRECT TYPE IS USED FOR THE TYPE OF FIRE. (All fire extinguishers are colour coded, indicating on what type of fire

each extinguisher should be used and, more importantly, on what type of fire they should **not** be used).

2.3.2 On hearing the alarm:

- A member of the office staff will immediately call the Fire Brigade (999).
- All staff will leave the building by the nearest or most appropriate fire escape/exit and proceed to the assembly point – THE CAR PARK NEXT TO THE FLAT.

2.3.3 On leaving the building:

- The supervisor will take the staff book with her/him and provide the necessary details to the Fire Brigade on their arrival.
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **DO NOT RUN**
- **DO NOT RE-ENTER THE BUILDING**

2.3.4 When dealing with a fire:

- If a person's clothing is on fire wrap a blanket, rug or similar article closely around them and lay them on the ground to prevent flames reaching the head.
- If electrical appliances are involved switch off the current before dealing with the fire and ensure the correct type of fire extinguisher is used.
- Shut the doors and if possible, the windows of the room in which the fire is discovered.

2.4 IT IS IN YOUR OWN INTEREST:

- To know what to do in the event of a fire and how to use the fire appliances.
- To make yourself familiar with all the means of escape in case of a fire and to avoid obstructions on escape routes at all times.

2.5 It is the responsibility of any person receiving visitors on behalf of E & E Workwear to ensure the safety of such persons. In an evacuation situation they should remain with the visitor(s) until they have reached the assembly point.

REMEMBER

**THE BASIS OF ALL FIRE PROTECTION AND
PREVENTION IS THE SAFETY OF PEOPLE**

THIS MUST BE PARAMOUNT AT ALL TIMES

3. Accidents and First Aid

3.1 The Accident Book is located in the office and maintained by the office staff. All accidents/injuries, however small, must be reported to the office staff and recorded in the Accident Book.

3.2 Accidents occurring off the premises but on E & E Workwear business must also be reported and recorded in the Accident Book.

3.3 In the event of an accident/illness the supervisor of that department should be called and if the injury or illness is serious the office staff must be contacted. The office staff will then call for an ambulance and arrange for someone to be at the front door to direct the ambulance to those injured or sick.

3.4 First Aid boxes are located in the:

- Passing Room on the ground floor.
- Cutting Room on the first floor.

3.5 The appointed person(s) for First Aid is/are:

- Mr Amos Lowe
- Mrs Lyn Fawcett

3.6 Mr Ashton is responsible for notifying accidents to the proper authorities where necessary.

3.7 To avoid accidents at no time must any members of staff run on the company premises

4. Electrical Safety

4.1 Introduction

4.1.1 All electrical equipment will be checked at regular intervals by persons nominated by Mr Ashton.

4.1.2 All electrical equipment, leads, plugs, etc. must be of reputable manufacture and sufficiently robust for business use. All new mains powered equipment introduced into the business must have the authority of Mr Ashton before purchase or use.

4.2 Precautions

4.2.1 Any member of staff who has reason to believe that electrical equipment is faulty or that plugs, leads, sockets, etc. are in a dangerous condition must notify Mr Ashton who will undertake any necessary action.

4.2.2 Suspect or faulty electrical equipment will be taken out-of-use until a repair or maintenance has been carried out by a qualified person. The faulty equipment must be labeled accordingly.

4.2.3 All electrical problems **must** be dealt with by a qualified technician. No member of staff should attempt to rectify a fault, including a blown plug fuse, themselves without the express permission of Mr Ashton. Before cleaning or adjusting any electrical equipment it **must** be unplugged from the mains supply.

4.2.4 All electrical tools and power sockets **must** be switched off before connection to the mains supply.

REMEMBER
IN THE EVENT OF AN
ELECTRICAL EMERGENCY
DISCONNECT THE POWER
SUPPLY

5. Stacking

5.1 E & E Workwear recognizes the importance of safe stacking:

- To avoid injuries to staff during the stacking operation, and
- To prevent material falling onto people.

5.2 All gangways and walkways **must** be kept clear of stacked materials at all times.

5.3 If materials need to be stacked above head height, other than on shelves, the stack will be checked for stability by the supervisor. A stack that appears to be unsafe **must** be restacked.

5.4 Materials stacked, other than on shelves, must **not** be stacked in excess of 12ft high.

5.5 Shelves and stacks will be checked by Mr Lowe for stability every 6 months. Any shelving or stacking that appears to be in an unstable condition must be reported to Mr Lowe immediately.

5.6 Climbing onto shelves to gain access to materials is strictly forbidden. Ladders are provide for this purpose.

6. Manual handling

6.1 Back injury and simple back strain can easily occur from lifting the slightest load. Practicing safe lifting technique is vital to prevent this sort of injury in the workplace.

6.2 Below is a summary of the document '*Recognised Safe Lifting and Handling Techniques*' which is pinned to the Staff Notice Board.

7 STEPS TO SAFE LIFTING

- **1st** **STOP & THINK** - assess the load – can you lift it safely?
- **2nd** **POSITION YOUR FEET** – place your feet at ten-to-two
- **3rd** **ADOPT A GOOD POSTURE** – BEND your knees and lift with the legs
- **4th** **KEEP your back STRAIGHT and UPRIGHT**
- **5th** **KNECK & HEAD** – keep your chin up
- **6th** **GET A FIRM GRIP** – use your palms , not fingertips. Do not change your grip while carrying
- **7th** **KEEP CLOSE TO THE LOAD** – hold the load close to your body – do not jerk, do not twist your body, move your feet instead

6.3 Whenever possible, ensure that loads which have to be carried manually are stored at body height, keeping bending and stretching to a minimum.

REMEMBER

- **USE THESE TECHNIQUES FOR LIFTING IN DIFFERENT SITUATIONS**
- **PRACTISING GOOD LIFTING TECHNIQUES DOES NOT ENABLE YOU TO LIFT MORE THAN YOU COULD BEFORE. IT MEANS THAT, WHATEVER YOUR INDIVIDUAL CAPABILITIES, YOUR CHANCES OF INJURY ARE REDUCED**
- **READ 'Recognised Safe Lifting and Handling Techniques' PINNED TO THE STAFF NOTICE BOARD**

7. Offices

7.1 Care should be exercised when lifting or carrying bulky or heavy items – all office staff must read the booklet *Recognised Safe Lifting and Handling* available on the Staff Notice board.

7.2 Office staff must not interfere with or attempt to repair any electrical equipment. All electrical problems **must** be dealt with by a qualified technician.

7.3 Office desks and surfaces should be kept tidy and clear of unnecessary items and documents.

8. General

8.1 The contents of this handbook will be reviewed at regular intervals and no less than annually.