



E & E WORKWEAR

HEALTH AND SAFETY POLICY

Organisation and Responsibilities

A. RESPONSIBILITIES

1. Overall and final responsibility for health and safety	Mr Anthony Ashton
2. Day-to-day responsibility for ensuring that this policy is put into practice	Mr Amos Lowe
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: <ul style="list-style-type: none">• Whole of the site• Administering procedures	Mr Amos Lowe Mrs Michele Cassidy
4. All employees have to: <ul style="list-style-type: none">• Co-operate with supervisors and managers on health and safety matters;• Not interfere with anything provided to safeguard their health and safety;• Take reasonable care of their own health and safety;• Report all health and safety concerns to Anthony Ashton	All employees

B. HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Arrangements and responsibilities for doing risk assessments are as follows:

Risk assessments will be undertaken by	Mr Amos Lowe
The findings of the risk assessment will be reported to	Mr Anthony Ashton
Action required to remove/control risks will be approved by	Mr Anthony Ashton
Responsibility for ensuring that any action required is implemented	Mrs Michele Cassidy
Checks that the implemented actions have removed/reduced the risks	Mr Amos Lowe
Overall assessment will be reviewed annually or when the work activity changes, whichever is soonest.	Mr Anthony Ashton



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Physical check weekly	Mr Amos Lowe
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C. CONSULTATION WITH EMPLOYEES

Employee representative	Mrs Lynn Fawcett
Consultation with employees is provided by	Mr Anthony Ashton

D. SAFE PLANT AND EQUIPMENT

Responsibility for identifying all equipment/machinery needing maintenance	Mr Amos Lowe
Responsibility for ensuring that effective maintenance procedures are drawn up for equipment/machinery	Mr Amos Lowe
Responsibility for ensuring that all identified maintenance is implemented	Mr Anthony Ashton
Any problems found with equipment/machinery should be reported to	Mr Anthony Ashton
Checks that new equipment/machinery meets health and safety standards before it is purchased	Mr Anthony Ashton

E. INFORMATION, INSTRUCTION AND SUPERVISION

On their first day of work all staff are issued with the Company Health and Safety Policy which includes such matters as manual handling, electrical safety and procedures in case of accident or fire.

As part of their induction all staff are trained in the company's Health and Safety procedures and additionally they are familiarized with the risk assessment which is kept as a living document.

The Health and Safety Law poster is displayed	On the staff noticeboard above the time clock
Health and safety advice is available from	Mr Amos Lowe
Supervision of young workers/trainees will be arranged and monitored by	Mrs Michele Cassidy



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Responsibility for ensuring that employees of E & E Workwear working at locations under the control of other employers are given relevant health and safety information	Mr Anthony Ashton
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F. COMPETENCY FOR TASKS AND TRAINING

Safety training is an integral part of an effective health and safety programme. All employees will be trained in safe working practices to enable them to perform their job safely. The training will include instruction on the safe use of any equipment provided.

Induction training will be provided for all employees by	Mr Anthony Ashton
Job specific training will be provided by	Relevant Supervisor
Training records are kept	Mrs Michele Cassidy
Training will be identified and arranged by	Relevant Supervisor
Training will be monitored by	Mr Anthony Ashton

G.ACCIDENTS, FIRST AID AND WORK_RELATED ILL HEALTH

All employees will be shown the location of the nearest first aid box and will be given the names of designated first aid staff. All injuries, however small, sustained by a person at work must be reported and recorded in the accident book. The accident book will be inspected on a regular basis and all accidents will be investigated and a report prepared, with all necessary action being taken to prevent a similar occurrence.

E & E Workwear recognizes that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. All employees are therefore required to advise Mr Ashton if they become aware of any change in their personal circumstances which could result in there being an increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

The First Aid boxes are located in	The Cutting Room The Passing Room
The accident book is kept by and located in	Mrs Michele Cassidy in the office
The appointed First Aider(s) is/are	Mr Amos Lowe Mrs Lynn Fawcett



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Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority (Health and Safety Executive HSE)	Mr Anthony Ashton
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H. MONITORING

E & E Workwear will actively monitor health and safety carrying out spot checks and regular checks and fully investigating any accidents or ill-health.

To check our working conditions and ensure our safe working practices are being followed, we will	<ol style="list-style-type: none"> 1. Check the premises weekly 2. Check machinery and equipment weekly 3. Be continuously diligent re H&S
Person responsible for investigating accidents	Mr Anthony Ashton
Person responsible for investigating work-related causes of sickness absences	Mr Anthony Ashton
Person responsible for acting on investigation findings to prevent a recurrence	Mr Anthony Ashton

I. EMERGENCY PROCEDURES – FIRE AND EVACUATION

Person responsible for ensuring the fire risk assessment is undertaken and implemented	Mr Amos Lowe
Fire extinguishers are maintained and checked by	Walker Fire (UK) Limited Annually
The fire alarm is tested	First Monday of the month
Emergency evacuation will be tested	At least once per year