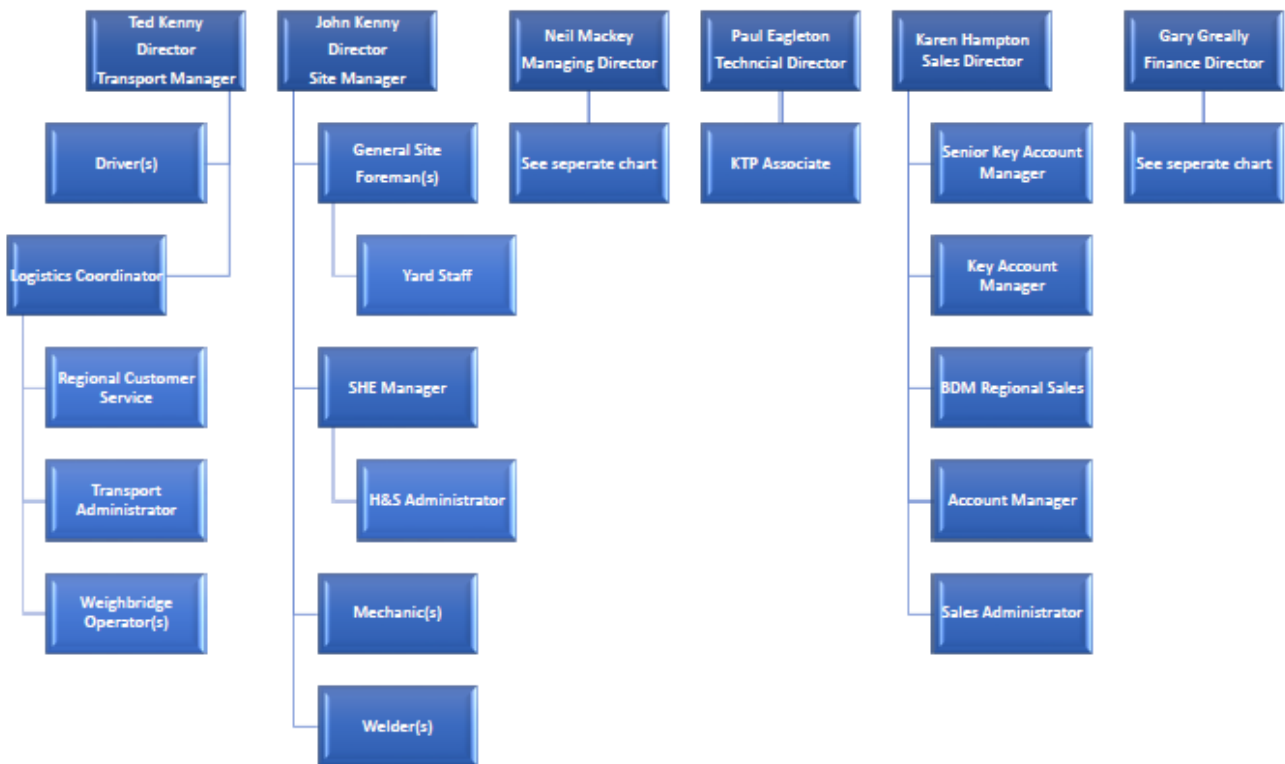
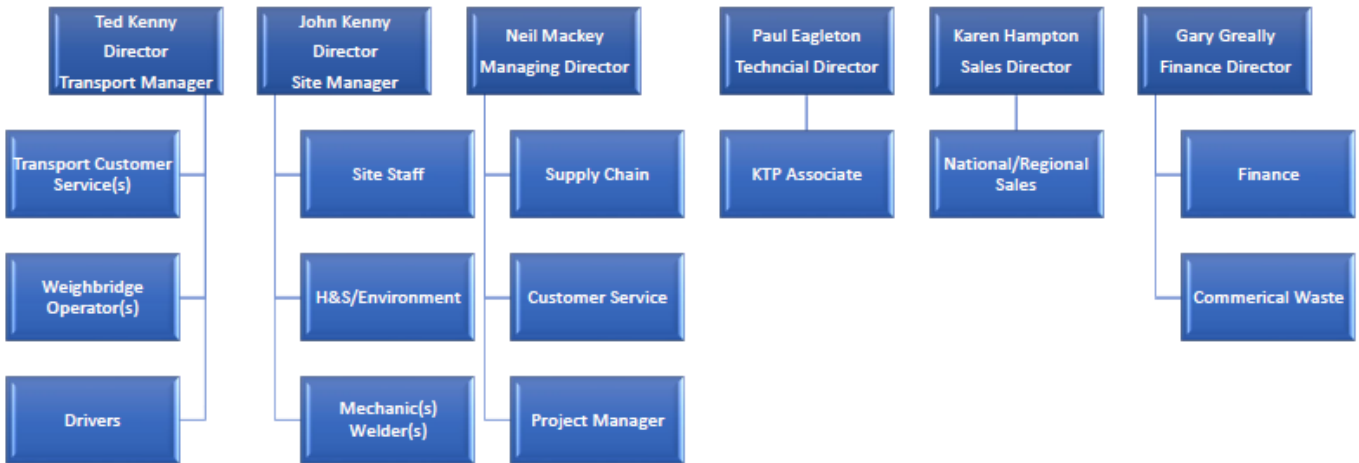


Health & Safety

Organisation and Individual Responsibilities

Organisational Chart



Individual Responsibilities

Directors

Individual Responsibilities in Health, Safety and Welfare Matters

Main Responsibilities are to: -

- Ensure that the necessary appointments are made in the company to fulfil the requirements of this policy.
- Ensure that the Policy is updated as required.
- Make available adequate funds to ensure compliance with health and safety standards.
- Ensure that health and safety issues are on the agenda at meetings.
- Ensure that professional safety advice is available as required.
- Ensure that the Policy requirements are adequately monitored and effective action taken to correct deficiencies found.
- Oversee the effective application of the Company Safety Policy and ensure adequate practical arrangements applicable to the work activity.
- Co-ordinate the efforts of all employees in matters of health, safety, welfare and environmental issues.
- Analyse accident statistics and trends together with measures taken to prevent accidents and other related safety matters including progress training. Monitor the effectiveness of the safety organisation and take action to remedy inadequacies when identified.
- Report to the Company Board on matters of health, safety and welfare issues.
- Ensure injuries and dangerous occurrences are reported to the HSE when required.
- Arrange for adequate funds and facilities to meet the requirements of the Policy including those recommended by the company Health and Safety Supervisors/Manager and Advisor.
- Liaise and have meetings with the Safety, Supervisors, Managers and Advisor, when necessary, to discuss safety performance and, when required, to institute a review of the Company Safety Policy.
- Make oneself aware of legislation, codes of practice, guidance notes and safe working practices relevant to the Company's work. Be advised in these matters by the Safety Supervisors, Manager and Advisor.
- Endeavour to provide guidance on policy issues.
- Enforce the Company Disciplinary Procedure when breaches of safety policy or safe practices have occurred.
- Act upon advice given by members of the Health and Safety Executive.
- Ensure that safety is taken into account on all bids for new work and in planning new work.
- To arrange for adequate safety training to meet the requirements of the Company's work.
- To set a personal example at all times.

Managers

Individual Responsibilities in Health, Safety and Welfare Matters

Main Responsibilities are to: -

- Read, understand and implement the Company Health and Safety Policy. Ensure that it is brought to the attention of all employees under their control.
- Make oneself aware of relevant information, codes of practice, guidance notes and safe working practices.
- Oversee the effective application of the Company Safety Policy and ensure adequate practical arrangements applicable to the work activity.
- Determine the implementation of: -
 - Safe methods of working
 - Systems to identify hazards and unsafe situations
- Where appropriate, to produce and sign written safe systems of work/safe working procedures and/or safety rules or amend where necessary and issue them to those affected. In addition and when appropriate, display copies at relevant points in the workplace. Seek advice from the Safety Manager or Safety Advisor on these matters.
- Organise work so that it is carried out to the required standard with minimum risk to persons, equipment and materials. To give subordinate supervisors precise instructions on their responsibilities to ensure correct working methods.
- Establish, prior to commencement of any works, that the worker is aware of the need for all operations to be carried out in a safe manner and that they subsequently comply with this requirement.
- Together with the Directors, identify and arrange the training requirements for workers under their control. Make arrangements for induction training for new starters.
- Ensure that provisions are made at all work places for those under their control for: -
 - Suitable welfare facilities and their maintenance.
 - Access to a qualified first aider or appointed person when necessary.
 - Appropriate first aid equipment.
 - Identifying first aid arrangements and location(s) to workers.
 - Availability of suitable protective clothing and equipment.
- Ensure work related injuries and diseases are entered into the accident book, insurers are informed and when necessary reported to the HSE, seek assistance from the Safety Manager or Safety Advisor when necessary.
- Ensure near misses and dangerous occurrences are reported, recorded and when necessary reported to the HSE; seek assistance from the Safety Advisor or Manager when necessary.
- Accompany members of the HSE when they are carrying out inspections and act upon advice given.
- Appoint where necessary staff to assist with safety supervision.
- Co-ordinate the efforts of all employees in matters of health, safety and welfare.
- Ensure that all equipment supplied is adequate for the job and that sufficient information and training is provided to use it safely.

- Where necessary to seek the advice of the Safety Manager or Safety Advisor on any matter relating to safety.
- Advise the Directors of all injuries lost time, industrial health disorders and dangerous occurrences.
- Ensure any recorded inspections under their control are carried out.
- Set a personal example at all times.

Supervisors

Individual Responsibilities in Health, Safety and Welfare Matters

Main responsibilities are to:

- Familiarise themselves with the Company Health and Safety Policy.
- Ensure that safety is an integral part of work and that those responsible to them are aware of, fully understand and adhere to current safety instructions, rules and safe systems of work/work procedures.
- Be responsible for ensuring that employees under their control follow the safe working methods outlined in these safe work procedures.
- Ensure that accidents, incidents and near misses are correctly reported and recorded.
- Ensure that the employees are not allowed to take unnecessary risks.
- Ensure that new employees, particularly young entrants, learn to take safety precautions.
- Identify the training requirements of individuals and report them to Management.
- Ensure that protective clothing and equipment is issued and used when appropriate
- Encourage employees to eliminate hazards.
- Maintain good housekeeping on site at all times.
- Discourage horseplay, and to discipline those who fail to obey safety instructions.
- Ensure that equipment has a current test certificate, is only operated by authorised trained persons, inspected on a regular basis and that any defects are reported and rectified.
- Ensure that unattended equipment is left in a safe and secure state.
- Ensure that the work site is adequately protected, and warning signs placed as appropriate.
- Ensure that Company supplied plant, equipment and articles are safe for use, provided with adequate information and properly maintained.
- Ensure that substances are used in accordance with the suppliers written instruction and advice the Safety Manager or Advisor on any COSHH assessment requirements.
- Inform the Safety Manager or Advisor when noise monitoring is required to be undertaken.
- Assist in the investigation of accidents and dangerous occurrences and have an input into the report following such incidents.
- Ensure recorded inspection regimes are correctly carried out.
- Set a personal example at all times.

Health & Safety Manager

Individual Responsibilities in Health, Safety and Welfare Matters

Main responsibilities are to: -

- Read, understand and implement the Company's Health and Safety Policy.
- Monitor the implementation and effectiveness of the Company Health and Safety Policy.
- Make such reports as required by the Policy and by Management.

Advice on: -

- Preventing injury to personnel and damage to equipment and property.
- Improvement needed to create sound methods.
- Legal requirements affecting health, safety & welfare & provision of adequate facilities.
- Provision and use of protective clothing and equipment and adequate supplies available.
- Suitability, from a safety viewpoint, of new and hired equipment, adequacy and validity of all appropriate test certificates and compliance of all equipment.
- Potential hazards on new activities before work starts.
- Methods of safe working arising from new developments.
- Changes in legislation.
- Advise on all health, safety and welfare matters and training requirements.
- Assist in the identification, implementation and assessment of health and safety training programmes for employees engaged in waste management activities.
- Carry out regular inspections and audits in conjunction with Management and Safety Advisor to ensure compliance with statutes, codes of practices, work method statements/safe working procedures and safe operation of equipment and methods of work. Advise management of the results of these inspections in writing, including hazards seen, good features noted and overall conclusions.
- Review with the Directors, recommendations for improving the health and safety performance of the Company.
- Advise on the determination of safe methods of working and systems to identify hazards and unsafe situations. Advise upon the production of written method statements and safety rules and advise upon arrangements to bring these to the attention of employees.
- Investigate accidents and dangerous occurrences and recommend means of preventing reoccurrence.
- Advise methods of promoting awareness of injury prevention and damage control.
- Establish and maintain satisfactory and productive relationships with enforcing agencies and other bodies directly concerned with the development of effective health and safety policies within the waste management industry.
- Keep up to date with safety legislation, codes of practice and new safety literature and circulate information to each level of employee.

- Foster, within the Company, an understanding that injury prevention and damage control is an integral part of business and operational efficiency.
- Assist with implementation and maintenance of inspection regimes.
- Carry out risk assessments and identify controls, make the necessary persons aware of the findings.
- Seek assistance and advice from the safety advisor when necessary, know one's own limitations
- Assist with production and delivery of toolbox talks
- Set a personal example at all times.

Buying & Purchasing Staff – Special Responsibilities

Individual Responsibilities in Health, Safety and Welfare Matters

Staff who authorise and employees who make purchases on behalf of the company have the following responsibilities.

- To ensure that attention is drawn to the responsibilities placed on those who supply plant, equipment, machinery, materials, substances, supplies and other articles, to take steps to ensure that, so far as is reasonably practicable, the articles in question will be safe and without risks to health and safety when properly used. No written undertakings are to be given to any supplier relieving him of this responsibility.
- To ensure that the Safety Manager and Safety Advisor (Consultant) consulted whenever new types of equipment, articles or substances are being considered for purchase, in order that they can advise on safety factors (e.g. guards, chemical hazards etc.) and so that he can have the necessary safeguards prepared and issued to those affected before receipt of the new equipment / articles / substances. This also allows time to fulfil any training needs at all levels.
- To obtain work method statements/safe work procedures from tendering sub-contractors.
- To ensure tendering sub-contractors have adequately priced for health & safety & further to ensure rejection of any who have not. Seek advice of Safety Manager or Advisor if necessary.
- To ensure that suppliers are made aware of their obligations to supply clear and precise instructions on use, storage etc. with their materials.
- To ensure any safety related documentation is obtained and passed on to the Safety Manager
- To liaise with the Safety Manager or Advisor all matters relevant to safety in both material and/or sub-contract context.

Mobile Plant Operators

Individual Responsibilities in Health, Safety and Welfare Matters

Main responsibilities are to: -

- Read and understand the Safety Policy and your part in its implementation.
- Plant operators have a duty to inform their employer of any changes that may affect their driving ability to operate safely i.e. medication health issues etc.
- Operators are to ensure they have the correct level of training for the item of plant required to use.
- Operators must know the legal requirements affecting the use of their machine.
- Users must make regular inspections of the machine. Ensure that any machine defects are recorded on the appropriate form and brought to the notice of supervisors or management
- Ensure that items with safety critical defects or in doubt are not used and taken out of service.
- Ensure that all loads are secure.
- Maintain clean operational and use, mirror, screens, beacons and secondary aids.
- Wear suitable protective clothing i.e. safety footwear, head protection high visibility tops when out of the machine.
- Never use a machine for work which it was not designed or in areas not suitable for its safe operation.
- Use machines within safe operating parameters.
- Never overload a machine or permit persons to ride upon it when not designed for that purpose.
- Ensure dumpers are dismounted prior to loading.
- Never use supplementary equipment such as chains, slings, lifting eyes etc. which they suspect are defective, not strong enough for the lift or not properly secured to either the object or the machine. Do not use lifting chains or slings to tow vehicles and plant.
- Ensure that when operating a machine that other persons are well clear. When a 360° machine is slewing in restricted areas at least a 600mm clearance must be maintained from any fixed object. If this is not possible, passage must be prohibited with barriers or a banksman.
- Comply with all signage, speed limits, rules and safe systems of work.
- Avoid work at height when possible.
- Use a banksman when risk of contact, know and understand signals, stop movements if sight of banksman is lost.
- Report all accidents / incidents, dangerous occurrence, to management.
- Do not operate machinery under the influence of alcohol or drugs, (drugs which adversely affect the ability to drive can be illegal, prescription or over the counter medicines). Employees should check with their doctor or pharmacist if the drugs they are taking will affect their ability to drive safely. Do not smoke in machinery.
- Adopt a 'wear your seatbelt' policy in particular when on slops and uneven ground.
- Do not use mobile phones whilst operating machines or personal music devices.

- Have regular eyesight checks and ensure that the necessary corrective eyewear is worn.
- Set a good personal example at all times.
- Do NOT rush

Driving on Company Business

Additional Responsibilities in Health, Safety and Welfare Matters

- Do not drive a defective vehicle.
- Inform your immediate manager of any health problems or personal circumstances which could make driving hazardous.
- Inform management of any changes to licenses, endorsements etc. and ensure you hold the correct license.
- Ensure that you are physically fit to drive.
- Do not drive whilst under the influence of alcohol or drugs. (Drugs which adversely affect the ability to drive can be illegal, prescription or over the counter medicines). Employees should check with their doctor or pharmacist if the drugs they are taking will affect their ability to drive safely. Do not smoke in vehicles.
- Ensure vehicle body is lowered before moving off, trailers are securely attached, and loads are sheeted.
- Have regular eyesight checks and ensure that the necessary corrective eyewear is worn.
- Follow the Company mobile phone policy and comply with it.
- Drive within speed limits and to the speed dictated by conditions, which can reduce that limit.
- Allow sufficient time to plan and drive the route, taking sufficient breaks to prevent fatigue.
- Comply with requirements of tachographs when applicable.
- Avoid work at height, sheet at ground level.
- Stay calm and relaxed and avoid situations, which could lead to stress.
- Follow the FNOL procedure in the event of an accident
- Set a personal example at all times.

Employees

The co-operation of all employees is vital to the success of a safety programme.

All employees have a statutory duty under the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions and to co-operate with their employer in respect of any duty or requirement imposed on him by law.

In particular, it is the personal responsibility of each employee to use properly and conscientiously all safety equipment, devices and procedures and protective clothing and equipment, which is fitted or made available. The abuse of personal protective equipment is unacceptable.

Apart from any specific duties, which may be delegated to them, all employees must: -

- Conform to safe working practices adopted by the Company.
- Conform to instructions given by Company management.
- Obey all Company, site safety rules, Policies and arrangements.
- Take maximum care of any safety devices or personal protective equipment issued to them.
- Use personal protective equipment provided and report any defects or loss to immediate Supervisor.
- Ensure that all hazardous substances are handled strictly in accordance with the requirements of the COSHH assessments and labelling. If in doubt – do not use.
- Operate equipment only when trained and authorised to do so.
- Report any defect in equipment to immediate supervisors and ensure that it is in a safe and secure state when left unattended.
- Do not carry out any work activity, which appears unsafe. Stop immediately and report to your supervisor.
- Report all incidents, which could result in personal injury or property damage.
- Develop a concern for safety both personally and for others and, particularly, for new employees and young persons.
- Avoid improvising.
- Co-operate with the Company in maintaining a safe working environment and make a contribution to reducing accidents.
- Report personal industrial injuries or industrial diseases to immediate supervisors and ensure that first aid treatment is received.
- Refrain from horseplay or abuse of welfare facilities.
- Suggest ways of eliminating hazards.
- Employees must not use, possess, conceal, transport, promote, or sell prohibited substances whilst on Company premises, in Company vehicles, on client premises or at the work site.
- Employees must not report for work under the influence of prohibited substances, or consume alcohol in the office or on site except on approval occasions.
- Refrain from taking items from waste for personal gain.
- Set a personal example at all times.