

This Health and Safety Policy Manual relates to the Neales Waste Group of Companies which includes, Neales Waste Management Ltd, Quercia Ltd and NWM Holding Ltd all of which are registered at 501 Green Place, Walton Summit Centre, Bamber Bridge, Preston, Lancashire, PR5 8AY hereinafter referred to as "the Company".

## Statement

The Company's aim is to continually improve our safety performance year by year which we believe goes hand in hand with our high quality of waste management.

The Company will provide safe and healthy working conditions for our employees to reduce the risk of injury and ill health. We will adopt the hierarchy of risk by ensuring consultation and participation of the workforce to identify and eliminate as far as reasonably practical all hazards and associated risks. We will also take steps to protect the safety of visitors, contractors and other persons who may be affected by the company's activities.

The Senior Management Team will ensure that our safety standards are always adequate to at least meet current legislation and, where practical, exceed these requirements. To do this we expect colleagues to make their contribution by participating in the preparation of safe working methods, following those methods which apply to their work and providing feedback on the success of these methods or suggesting improvements which can be made.

The Company will provide appropriate training to all employees to generate awareness of the legal requirements and how these can be fulfilled in practical terms.

Each year the Senior Management Team will review the safety performance of the company, set out the aims and objectives for future years and support these plans by making available sufficient financial and physical resources.

All the company's Risk Assessments, Safe Systems of Work, Policies and other documents on the ISO web-based, system.

The Senior Management Team is responsible for implementing and developing this policy.



Operations Manager

Dated:

17/5/23



HR & Office Manager

Dated:

17/5/2023

## ORGANISATION and RESPONSIBILITY

### **1.0 The senior management team will:**

- 1.1. Ensure that the necessary organisation and arrangements are put into effect in order to carry out this policy.
- 1.2. Ensure that the objectives of the policy statement are met by monitoring and reviewing on a regular basis the arrangements in place to manage Health and Safety.
- 1.3. Ensure that the commercial, financial, and operational policies of the Company do not conflict with the requirements of the Health and Safety Policy.
- 1.4. Ensure that the policy is reviewed on an annual basis, or after significant changes in circumstances or working practices.
- 1.5. Ensure control of areas of responsibility in accordance with the Health and Safety Policy.
- 1.6. Actively promote a safety culture by ensuring his own actions do not conflict with the requirements of the Health and Safety Policy.
- 1.7. Include Health and Safety on the agenda of board and management meetings.
- 1.8. Compare best practice regarding health and safety with other similar industries.
- 1.9. Seek advice from appointed internal and external safety advisors on matters relating to health and safety.
- 1.10. Consult with appointed Safety representatives on matters regarding health and safety.
- 1.11. Ensure that agreed health and safety actions are adequately resourced in terms of time, people and finance.
- 1.12. Ensure risk assessments are carried out on new plant, equipment, processes, materials and substances before use on site.
- 1.13. Ensure that disciplinary action will be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions and company safety rules.

### **2.0 THE SAFETY REPRESENTATIVE WILL:**

- 2.1. Represent the views of all employees on occupational health and safety matters to the senior management team.
- 2.2. Maintain adequate information on all relevant legislation, regulations, and codes of practice by subscription to appropriate information providers.
- 2.3. Advice on the requirements of relevant legislation as it applies to the Company's undertaking.
- 2.4. Ensure that any supplier, contractor, sub-contractor who may visit, deliver to, pick up from or in any other way access sites under our control are aware of and comply with all health and safety procedures required.
- 2.5. Disseminate health and safety information within the company to ensure information is made available to all relevant personnel within the company.
- 2.6. Co-ordinate health and safety activities throughout the company and provide continuity throughout all sites.
- 2.7. Assist in reviewing the health and safety policy annually or more frequently as required.
- 2.8. Ensure site inspections are carried out monthly.



- 2.9. Conduct formal accident investigations in conjunction with other representatives and employees when required.
- 2.10. Ensure that information collated through accident reporting and other health and safety assessments is provided in an appropriate format to enable all levels of responsibility to form adequate accident prevention programmes.
- 2.11. Identify appropriate health and safety training needs in conjunction with all levels of responsibility and facilitate training courses to meet those needs.
- 2.12. Carry out induction of new employees.
- 2.13. Maintain records of all health and safety training carried out.
- 2.14. Maintain records of all risk assessments, COSHH assessments, and manual handling assessments, DSE assessments, fire risk assessments, noise assessments and any health surveillance.
- 2.15. Initiate reviews of all health and safety assessments.
- 2.16. Provide guidance on selection of suitable personal protective equipment in response to an identified last resort measure to control a risk.
- 2.17. Ensure that all sites make adequate provision for first aid facilities and have sufficient first aiders.
- 2.18. Ensure that suitable emergency procedures are in place at all sites.
- 2.19. Monitor the effectiveness of all emergency procedures on all sites annually. Review and amend procedures as required.
- 2.20. Ensure that the operational training needs of all personnel have been met in conjunction with the relevant line manager.
- 2.21. Monitor the established systems designed for safety and compare with performance standards. Report on deviations and review.
- 2.22. Report to the senior management team on all matters of health and safety.
- 2.23. Have the authority to stop any process or procedure if in his/her opinion it presents an immediate risk to the safety or health of employees or others that may be affected.
- 2.24. Consult with specialists where required to assist in matters relating to health and safety when outside his/her level of competence.
- 2.25. Consult with employees when there are any changes that affect their occupational health and safety.
- 2.26. Advise in an independent and effective manner, safeguarding any confidentiality of personal or company information.
- 2.27. Actively promote a safety culture by ensuring the Safety Representatives' own actions do not conflict with the requirements of the health and safety policy.

### 3.0 LINE MANAGERS AND SUPERVISORS WILL:

- 3.1. Ensure that the plant, machinery, equipment and premises of all sites are safe and without risks to health.
- 3.2. Ensure that all equipment introduced to the sites complies with all relevant legislation in that it has been so designed and constructed to be safe and without risk to health at all times when being used, cleaned or maintained by a person at work.

- 3.3. Ensure that all necessary inspections, testing and maintenance are carried out in accordance with statutory requirements, specified recommendations or guidance on all items of plant, machinery, vehicles, equipment and services of the buildings.
- 3.4. Ensure that any recommendations that may arise out of such inspections are carried out in a timely manner.
- 3.5. Prepare reports and keep records of all such inspections, testing and planned maintenance to check compliance and any areas for review.
- 3.6. Ensure that all emergency detection and control systems are maintained such that emergencies can be dealt with effectively and that records are kept of all maintenance and incidents of use.
- 3.7. Control the activities of contractors on site with particular reference to legislative and company requirements regarding plant, machinery and equipment safety standards and safe working procedures.
- 3.8. Ensure that all contractors are competent to carry out work without the risk to the health and safety of themselves and others.
- 3.9. Identify training needs of employees under his/her area of control and facilitate any necessary training to fulfil those needs.
- 3.10. Ensure that their subordinates are aware of, understand and are carrying out their respective duties with regard to health and safety.
- 3.11. Actively promote a safety culture by ensuring their own actions do not conflict with the requirements of the Health and Safety Policy.
- 3.12. Seek advice from appointed internal and external safety advisors on matters relating to health and safety.
- 3.13. Conduct health and safety tours on a daily basis ensuring all areas are covered.
- 3.14. Provide feedback information on the outcome of health and safety tours to subordinates to the senior management team.
- 3.15. Consult with appointed Safety representatives on matters regarding health and safety.
- 3.16. Ensure that agreed Health and Safety actions are adequately resourced in terms of people and time.
- 3.17. Ensure that all aspects of health and safety performance are regularly monitored, and that timely and appropriate action is taken to reverse adverse trends.
- 3.18. Ensure that adequate information has been provided about the use of equipment and materials within their area of control.
- 3.19. Ensure that safe operating procedures are produced, implemented, and regularly reviewed in conjunction with the requirement of legislation and current quality and environmental standards.
- 3.20. Facilitate the timely and adequate training of all employees under their control.
- 3.21. Ensure that all employees under their control are kept fully aware of all emergency procedures.
- 3.22. Ensure that any protective clothing and equipment that has been provided for employees under their control is adequate for the use intended, that it is properly used and that it is well maintained and appropriately stored.
- 3.23. Conduct initial accident investigation in conjunction with other representatives taking appropriate immediate remedial action and ensuring completion of relevant reports.



- 3.24. Promote the reporting of all incidents including near miss occurrences.
- 3.25. Ensure that a safe means of access to and from the workplace is provided and maintained with particular reference to eliminating obstructions to safe means of escape, fire detection and fire fighting equipment.
- 3.26. Participate in and support any health and safety risk assessments within their area of ownership.
- 3.27. Make provision in annual budgets for the purchase of engineering solutions to health and safety issues.

## 4.0 ALL EMPLOYEES WILL:

- 4.1. Ensure that reasonable care is taken to safeguard the health and safety of themselves, colleagues or any others that may be affected by their actions or failure to act.
- 4.2. Co-operate with all levels of responsibility in all aspects relating to measures needed to safeguard their own or others health and safety.
- 4.3. Not intentionally interfere with or misuse anything provided in the interest of health, safety or welfare.
- 4.4. Follow prescribed safe systems of work as detailed in operating procedures and work instructions.
- 4.5. Not undertake any task or carry out any action, which may be hazardous to themselves or others.
- 4.6. Not undertake any task or carry out any action without suitable training or which would be beyond their level of competence.
- 4.7. Report any hazardous conditions or equipment defects promptly to their manager.
- 4.8. Consult with the safety representative on matters relating to health and safety.
- 4.9. Participate in and support any health and safety risk assessments within their area of ownership and be involved where appropriate in hazard identification and the determination of suitable control measures.
- 4.10. Participate in the development and review of the Company IMS Policy and Objectives and targets for improvement.
- 4.11. Participate and be involved where appropriate in incident/accident investigations.
- 4.12. Report any accident or near miss immediately to their supervisor or line manager and ensure prompt action is taken.
- 4.13. Follow emergency procedures when required.
- 4.14. Familiarise themselves with escape routes and location of emergency contacts, equipment and assembly points.
- 4.15. Ensure that any protective clothing and equipment that has been provided is properly used and that it is well maintained and appropriately stored.

## 5.0 OUTSIDE CONTRACTORS

The company provides specific rules for contractors and sub-contractors working for the company. Contractors are required to sign an agreement of these rules prior to commencement of work. The competency of contractors in regard to health and safety will be assessed at the negotiation stage, and will be an important factor in choosing any contractor.

## 6.0 VISITORS

All visitors must report to reception on entry and exit of all sites as per the site visitor procedure. It is the employee's responsibility to ensure the health and safety of visitors in his/her custody while on company premises.

In recognition of its duties towards the general public and visitors to the Company's premises, the Company regards its duties as compatible with the Health and Safety at work Act 1974 and the Occupiers' liability acts 1957 and 1984. Where visitors and contractors are under a statutory duty to wear personal protective clothing, or otherwise to take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of Company Policy. In these circumstances the Company shall take such measures, as it considers appropriate, including asking the visitor or contractor to leave the premises.

We request that our customers, visitors and contractors respect this Policy and make themselves familiar with its content before coming on site. A copy of the Policy is freely available to all interested parties.

## 7.0 ACCIDENTS

All accidents must be reported immediately to the relevant Site / Line Manager and recorded in the Site Accident Book.

The Company has first aid boxes, which are located at each site identified on a site plan

Each site has enough suitably trained First Aiders. A list of the trained first aiders is available at each site.

It is the responsibility of the Line Managers/First aiders to

- Maintain first aid boxes
- Call ambulance and other medical support if needed
- Maintain records in the accident books at each site.
- ALL injuries must be reported and recorded

It is the responsibility of the Line Managers to:

- Investigate accidents and suitable action to be taken to prevent recurrence

It is the responsibility of the company to report

- All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.
- Report all over-seven-day incapacitation of a worker.
- Record all accidents, but not reported where they result in a worker being incapacitated for more than three consecutive days.
- In accordance with RIDDOR regulations 2013.

## 8.0 INCIDENTS

All health, safety, and environmental incidents such as a vehicle and property damage; road traffic collisions; fires; spillages; escape of waste; non-conforming wastes; emissions to air etc MUST be reported immediately to the relevant Line Manager and recorded on Incident Form. All Incident Forms MUST be forwarded to the site administrator.

It is the responsibility of the Line Managers to:

- Investigate incidents and suitable action to be taken to prevent recurrence

## 9.0 GENERAL FIRE SAFETY

All sites have fire risk assessments completed on a regular basis. All employees are fully trained on their site fire precautions and emergency procedures. All sites have sufficient fire detection and fire warning systems. All firefighting equipment is inspected and tested on an annual basis. Fire Drills are conducted at least twice per annum at each site. A suitable and sufficient number of fully trained Fire Marshals are available at each site.



## 10.0 RISK ASSESSMENT

Risk Assessments will be reviewed at least once every two years, or with a significant change in circumstances or working practices or after an accident or incident. The areas and responsibilities are designated in the ORGANISATION and RESPONSIBILITY section.

## 11.0 HAZARDS

It is the responsibility of all employees to report hazards that could result in a risk to health and safety. All such hazards should be reported immediately to the relevant line manager.

## 12.0 PLANT and EQUIPMENT

Hazard assessments will be conducted by the Operations Manager on all new plant and equipment to ensure that it is safe and complies with legislation and will ensure that risk assessments are documented. Safety rules will be devised for the operation of all new plant and equipment and all necessary information will be brought to the attention of the appropriate persons. All employees are suitably trained on the safe operation of plant and equipment and their operating procedures. Daily checks are carried out by operators. Line Managers will ensure that all equipment is regularly inspected and maintained by a competent person. All faults must be reported to the Line Manager.

## 13.0 LIFTING OPERATIONS and EQUIPMENT

All lifting equipment such as excavators, loading shovels, FLTs, MEWPs, tail lifts, lifting accessories such as chains etc are inspected prior to use by the operatives and by a suitably qualified mechanic/ fitter and at their regular planned maintenance/service inspections etc. They are also examined annually/biannually by the company's insurance company as required by LOLER and PUWER and items are "Tag checked" to denote the item has been inspected and to indicate it can be used and is in date. All statutory inspections, examinations and tests are carried out and records kept.

## 14.0 ELECTRICAL EQUIPMENT

Electrical installations and appliances are to be tested by a competent person. The competent person determines the test frequency. Most appliances are tested annually but certain office appliances are tested every 2 years or every 5 years. Fixed Electrical Installations are inspected as per the relevant regulation. Fixed electrical installation tests and portable appliance tests are held on file.

## 15.0 PORTABLE and HAND TOOLS

All portable / hand tools must be securely stored and safely used. Portable tools must only be issued to and operated by competent persons. Inexperienced operatives must have direct supervision whilst being trained in the use of a portable tool and should have access to the manufacturer's health and safety operating instructions. Electric tools must wherever possible be 110v. The use of 240v is acceptable only inside a building where an RCD has been fitted. Portable tools must be inspected by the operative before use and it is the responsibility of the Manager to ensure that the portable tools receive formal planned maintenance in accordance with the manufacturer's instructions. Portable electric tools must be inspected in compliance with IET Wiring Regulations (18th edition) and be marked to show a valid PAT test. Records of all PAT testing will be held on file. Operatives must report any defective equipment to their Line Manager and the Line Manager is responsible for withdrawing the defective equipment from service immediately.

Engineering controls such as LEV extraction or natural ventilation should be in place to minimise dust or fume. All users are issued with and instructed in the use of all necessary PPE including eye protection, hearing protection, gloves and respirators.

All hand tools have had noise and vibration monitoring conducted on them and the relevant employees briefed on the results and required safety controls.

## 16.0 DISPLAY SCREEN EQUIPMENT

All office workstation activities will be risk assessed. All computer users will complete a DSE workstation self-assessment checklist for their own workstation. The completed assessment is then forwarded to the HR Department. If the resultant

risk is deemed to be acceptable then no further action will be taken. If hazards are identified which are likely to cause injury then a further detailed Display Screen Equipment (DSE) Workstation Assessment is conducted and any recommended actions taken. All employees that use computers as their primary activity are advised to have regular eye tests which are paid for by the company. The optician recommends the eye test frequency which is normally once every 2 years.

## 17.0 MANUAL HANDLING

All Manual Handling activities will be risk assessed. Separate more detailed Manual Handling risk assessments will be completed where manual handling is the primary activity and where the task has the potential to cause injury and will be recorded. Manual handling will be eliminated where possible or wherever practicable mechanical handling equipment will be used. If manual handling cannot be eliminated it will be reduced wherever possible. Employees will all undergo manual handling training and be trained on kinetic handling techniques.

## 18.0 NO SMOKING POLICY

No smoking of tobacco products/E type Cigarettes (Electronic) will be allowed:

1. Within the facilities or on the property of the Company at any time.
  2. Within the facilities or buildings provided by our customers and occupied by the Company at any time.
  3. In any company vehicles at any time.
  4. At the entrances / exits / gates of company premises at any time.
- Smoking is only permitted in designated smoking areas.  
Any violations of this policy will be handled through the standard disciplinary procedure. Breach of this policy is deemed as gross misconduct and may result in termination of employment

## 19.0 LONE WORKERS

All company lone workers have their activities risk assessed. If there is a significant risk of injury the need for a 'second man' to be in attendance is determined. All employees who work unaccompanied (on low-risk activities) at isolated locations where there are no other persons available to assist in the event of an accident must be provided with a suitable means of communication ie mobile phone which MUST be kept on the person's body at all times. Lone workers MUST report to their Line Manager at regular defined times during the day. Lone workers are briefed and given training and instructions on the hazards of their activities and emergency actions.

## 20.0 SITE AUDITS/INSPECTIONS

Line Managers and Supervisors will monitor their workplaces on a daily ongoing basis. Line Managers will conduct workplace inspections on a regular basis to determine the effectiveness of health and safety policies and procedures. These inspections will be recorded on Site Inspections Forms and will include but not limited to:

- Accommodation and welfare facilities
- Statutory Notices
- First Aid Arrangements
- The Accident Book
- Fire Precautions
- Training Requirements
- Personal Protective Equipment
- Compliance with Risk Assessment and Implementation of Control Measures
- Identification of Unsafe Conditions
- Unsafe Acts
- Safe Systems of Work

If during the inspection a situation is observed which presents immediate danger this will be reported to the Line Manager. The Line Manager will ensure that the activity is ceased immediately until it can be continued in a safe manner. All unsafe working practices and unsafe identified conditions must have corrective actions applied and these shall be recorded.



## 21.0 COSHH

All hazardous substances used by the company are assessed in accordance with the COSHH Regulations and a review of all substances hazardous to health is made once every two years or if the work activity changes. The Line Manager is responsible for identifying all substances which need a COSHH assessment and is responsible for undertaking the COSHH Assessment and briefing all relevant employees on them. All Safety Data Sheets are stored in the COSHH Assessment are stored electronically.

## 22.0 HEALTH SURVEILLANCE

Health Surveillance is completed where necessary for operational employees by an Occupational Health specialist appointed by the Company and regularly review. Health Surveillance records are in personnel files.

## 23.0 MONITORING and MEASUREMENT

All accidents, incidents, absenteeism, internal and external communications of an important quality, health, safety and environmental nature; supplier/contractor performance; non-conformances; results of audits and inspections; health surveillance; dust monitoring; training etc are recorded, investigated and monitored to help identify additional safety controls or improvement targets or prevent a recurrence. The results of all monitoring are recorded in the Annual Management Review and discussed at the Annual Management Review Meeting.

## 24.0 PEST CONTROL

All pesticides are used in compliance with The Control of Pesticides Regulations 1986. A risk assessment is in place for the spraying of pesticides at the landfill. Plant or premises are isolated while pest treatment is in progress. Pest treatment is regularly monitored. All pesticide label instructions are complied with.

## 25.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where a need for PPE is identified, the line manager is responsible for the compatibility, training, refresher training and proper use of PPE and ensuring adequate storage facilities and replacements. It is the responsibility of the employee to use the equipment and to report any damage or unsuitability of PPE. All specified PPE is issued free of charge. All PPE issued must be signed for by the employee and recorded. Employees not wearing PPE or the correct PPE will be subject to disciplinary action. Defective equipment must be reported to Line Manager for replacement.

The minimum MANDATORY PPE is site relevant and must be worn at all times

- High visibility clothing
- Safety shoes with steel toe caps and mid sole protection

Company policy on additional PPE to be worn is as follows:

- Head protection on relevant customer sites, on all landfill sites and within recycling/transfer buildings at Clayton Hall.
- Hand protection and eye protection must be worn by all shedder operators' at all relevant sites.
- RPE to be worn as identified from COSHH Assessments, Risk Assessments and Work Instructions; and RPE to be carried in emergency kit bags by all ADR Drivers.
- Hearing protection must be worn within areas that have been identified on the site that the employee may be working on, additional guidance will be provide by the appropriate site manager.

## 26.0 TRAFFIC MANAGEMENT

The company has a legal duty to provide a safe workplace and an important part of this is traffic management both inside and outside the building. In the interests of safety, it is vital that all employees exercise caution at all times when working or crossing the yard areas. Drivers should adhere to the 10-mph speed limit on site and 5-mph within Waste Transfer Station Buildings. It is compulsory that all drivers and passengers wear seat belts. Pedestrians must wear high visibility clothing when walking outside of pedestrian marked walkways. Vehicle and pedestrian movements are kept separate

wherever possible and barriers, walkways and appropriate warning signs are in place. Risk assessments have been completed for all sites and appropriate rules and instructions are in place. Vehicles, plant and machinery have regular preventative maintenance programmes in place and are fitted with appropriate warning systems such as audible reversing beepers and flashing beacons. Reversing manoeuvres are eliminated where possible and vehicles and plant fitted with mirrors and reversing cameras. Where reversing cannot be eliminated and there is restricted rear vision a fully trained vehicle banksman is used to give clear signals to the driver and to ensure the rear of the vehicle is clear of personnel

## 27.0 COMMUNICATION/CONSULTATION

A copy of the health and safety policy is issued to each employee at their company safety induction. Any revisions of the policy will be communicated to employees after the annual policy review.

Wherever possible employees are consulted on matters relating to health, safety and environmental issues and any changes that may affect health and safety and any other matters affecting them. We consult employees either directly or through safety champions that are on each site.

We communicate via team briefings; toolbox talks; line managers; management meetings; memos; emails. We also use training courses to educate employees and aid the implementation of policies.

## 28.0 TRAINING

All new employees undergo a company induction training programme which includes all the items on the Company Induction checklist. All employees have their training needs identified by their Line Managers when they join the company. This is recorded on a training needs analysis form. All training is recorded on the employees training record. Further training and refresher training is identified on an ongoing basis. The company that believes training is very important and we have a very thorough and involved training programme which consists of various operational and procedural training. As a minimum all employees must complete:

- 1) Company Safety and Environmental induction training
- 2) Job specific operational training
- 3) COSHH training
- 4) Manual handling training
- 5) Basic environmental awareness training
- 6) Fire procedure and fire safety awareness training
- 7) Slips, trips and falls training
- 8) PPE use and maintenance training

## 29.0 WELFARE FACILITIES

We ensure that all employees are provided with adequate welfare facilities which include:

- Suitable and sufficient sanitary conveniences and separate facilities for female staff.
- Suitable and sufficient washing facilities, including hot and cold water, soap (or other suitable means of cleaning); and towels (or other suitable means of drying);
- An adequate supply of clean drinking water
- Equipment for heating food and boiling water.
- Suitable lighting, heating, ventilation and fire precautions
- Accommodation for changing and storage of clothing;

All facilities are inspected by Line Managers on a regular basis.

## 30.0 YOUNG PERSONS

UK Legislation identifies “young persons” as those under the age of 18 years and the employer has a greater duty of care to young persons to ensure their safety. They must be strictly supervised and specifically considered in risk assessments. Young people are prohibited from exposure to certain hazards (eg asbestos, radiation, lifting heavy weights) and these restrictions must be taken into consideration.



## ANNEX A

### SUMMARY OF EMPLOYER'S DUTIES UNDER HEALTH and SAFETY LEGISLATION

#### 1. HEALTH and SAFETY AT WORK ACT 1974

##### a) General Duties to Employees (Section 1)

So far as is reasonably practicable to ensure the health, safety and welfare at work of all employees.

##### b) Particular Duties to Employees (Section 2)

So far as is reasonably practicable to ensure

- Provision and maintenance of safe plant and systems of work
- Safe use, handling, storage and transport of articles and substances.
- Information, instruction, training, and supervision.
- Safe place of work and safe means of access and egress.
- Safe working environment.

##### c) Duty to Others outside Company Premises (Section 3)

So far as is reasonably practicable to ensure that persons not in the company's employment are not exposed to risks to their health and safety by the company's operations.

##### d) Duty to Others on Company Premises (Section 4)

So far as is reasonably practicable to ensure the health and safety of persons on the company's premises eg visitors, contractors, delivery vehicles etc.

##### e) Equipment/Machinery (Section 6)

All equipment and machinery must be designed, constructed, supplied, examined and tested and all relevant information provided to ensure that it is safe and without risks to health when being set, cleaned, used or maintained by a person at work and when being dismantled or disposed of.

##### f) Offences by Body Corporate (Section 37)

Where an offence committed by the Body Corporate is proved to have been committed with the consent or conveyance or attributable to neglect of any manager or officer of the Body Corporate, he as well as the Body Corporate shall be guilty and shall be liable to be punished accordingly.

##### g) Onus of Proof (Section 40)

It is for the accused Company/Manager/Officer to prove the limits of what is practicable/reasonably practicable/best practicable means of satisfactory duties or requirements.

### 31.0POLICY ACCEPTANCE

This health and safety policy and policy manual outlines the structure and procedures required for management and employees to maintain and improve health and safety in the workplace. The company is committed to operate in such a way that the total workforce can benefit from safe and healthy working conditions, and therefore seeks the co-operation of every employee in its endeavour to achieve these aims.

## 32.0 COMPANY ORGANISATION CHART

