

Health Safety And Environment Policy

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Safety, Health and Environment Policy

Parcel Partner has a systematic approach to Safety, Health and the Environment. We seek to provide and maintain a high standard of safety, health and environment, whether location, practice or equipment, for all employees, and others who come into contact with the activities or services of the business.

Safety, Health and Environment are significant line management responsibilities within Parcel Partner. Supervisors are responsible for ensuring appropriate arrangements are made to fulfil this policy and for monitoring its implementation and effectiveness. This includes ensuring employees are trained and authorised to carry out work activities reporting further needs to senior management.

In Parcel Partner we seek to achieve a Safety, Health and Environmental performance that we can be proud of, whilst working towards more sustainable practices.

At Parcel Partner we are committed to:

- Pursue the goal of no harm to people
- Protect the environment
- Play a leading role in promoting best practice in industry sectors
- Ensure the visible commitment of line management
- Ensure all employees understand and accept their responsibilities to work safely
- Promote a culture in which all employees share this commitment
- Structured consultation with our employees
- Use material and energy efficiently to provide our services
- Continuous improvement

The following targets have been set 2012 (using 2011 as the baseline):

- Reduce Lost Time Injuries by 10%.
- Reduce the days lost due to injuries by 10%.



Mark Livsey
Director
Parcel Partner Ltd

SECTION B – RESPONSIBILITIES

COMPANY DIRECTORS:

Overall and final responsibility for health, safety and welfare within the Company is that of the Directors. Specifically the responsibilities of the Directors are:

1. Ensuring that those responsible for drivers are given specific, measurable and achievable objectives for Health Safety & Environmental activities.
2. Ensuring that actions required to meet Health & Safety objectives are adequately resourced.
3. Ensuring that the achievement of Health & Safety objectives by the organisation will be monitored and reviewed.

The Directors have specific responsibility for health and safety compliance at all locations under their control.

- a. Monitor Company Health and Safety Policy compliance and procedures and give advice on statutory requirements under the Health & Safety at Work Act 1974
- b. Maintain administrative documents to monitor performance and effectiveness of the risk management controls within the company and provide written information to review and act upon
- c. They will assist Managers and supervisors to fulfil their compliance obligations under Company Health and Safety Policy and also advise on statutory requirements under the Health & Safety at Work Act 1974
- d. Report on workplace systems or hazards as identified, to customer representative to enable them to review and implement required corrective actions
- e. Monitor investigations of health and safety incidents arising from workplace activities and recommend corrective actions to prevent or minimise recurrence.

- f. Advise on development and assist with procedures relating to work risks to facilitate improvement of overall safety management systems
- g. To facilitate communication where notified, of major employee safety concerns
- h. To ensure that they implement and supervise RIDDOR procedures and accident investigation. All accidents reportable under RIDDOR should also be reported to the Group Regional Health & Safety Adviser.
- i. To ensure that all records relevant to Health & Safety (e.g. First Aid certificates) are kept accurately and up-to-date.

MANAGERS AND SUPERVISORS:

Have the responsibility for the day-to-day running of the organisation and for ensuring that the workforces at various locations are carrying out their commitments to the Health and Safety at Work Act, 1974. The role of the Health & Safety “competent person” can be assumed a person nominated by the Director. This person must receive adequate training and preparation from the Directors. The appointment of a nominated “competent person” does not alleviate the Directors of their overall responsibilities

- a. They will have a working knowledge of the Health and Safety at Work Act, 1974 and bear the Act in mind in all managerial decisions that occur from day-to-day.
- b. They will ensure that all plant and operations within their areas of control are regularly inspected and that everything possible is being done to comply with Health and Safety at Work Act, 1974.
- c. They will ensure that only safe methods of operation are employed and that short cut, unsafe methods are outlawed and each process is safe. All staff should be trained and authorised to operate equipment.
- d. They will ensure that safe methods of handling, storage, vehicle activities and transportation of commodities within their areas of control are used and that all personnel are aware of and carry out, these instructions, especially where young and inexperienced workers are concerned.
- e. They will ensure that all Personal Protective Equipment is issued to employees requiring it and to ensure this equipment is worn.

- f. They will be responsible for general housekeeping within the areas of their control ensuring that work areas are kept clean and free of rubbish. Access and egress for all employees within the work areas is maintained at all times.
- g. They will ensure that all personnel under their control are aware of the hazards involved with fire and that procedures, training and maintenance are in place to ensure that Fire Regulations are complied with.
- h. All statutory regulations and company safety requirements are followed by persons under their control, with specific focus on ensuring vehicle safety, manual handling, COSHH and use of PPE.
- i. Will be responsible for keeping and ensuring that accurate and comprehensive records are maintained in the work place Accident Book.
- j. All accidents in their areas of authority are promptly investigated to discover their cause and communicate the reasons to management so that corrective measures can be considered and implemented with the aim of avoiding a recurrence.
- k. In the event of a major injury or notifiable dangerous occurrence, the process will be stopped and the equipment left in its current condition followed by action in accordance with the Policy for reporting accidents and dangerous occurrences.
- l. Periodic health and safety inspections are carried out by them in their relevant areas of control and any defect or unsafe condition is reported to the management and, as a result thereof, takes such action as is decided upon.
- m. When toxic or unusual substances or processes are introduced by them they are notified to the management in order that potential hazards may be investigated.
- n. Flammable or dangerous substances kept in their area of control are maintained in accordance with statutory requirements.
- o. All incidents of horseplay and unsafe practices are dealt with immediately and subsequently reported to the Senior management and or Directors.
- p. Spillage or accidental release of chemicals will be handled responsibly and in adherence to legislation and the companies' environmental aims.
- q. That No Smoking policy is implemented in the working environment

EMPLOYEES

Employees are reminded that they also have a legal responsibility to ensure not only their own health and safety but also that of their colleagues. The Health and Safety at Work Act, 1974 section 7 places the following duties and responsibilities on all employees.

a. Employees have a duty to take reasonable care for the health and safety of themselves and any other person who may be affected by their acts or omissions at work.

b. It is the duty of all employees to co-operate with Management so far as is necessary to enable that duty of requirement to be performed or complied with.

c. Employees have a duty not to interfere with or misuse things provided in the interests of health and safety or welfare. They also have a duty not to indulge in "horseplay" in the working environment.

d. Whenever an employee notices a health or safety problem, which they are not able to put right, they must straightaway report this to the appropriate person, i.e. Supervisor

e. All accidents must be reported immediately to the First Aider or Supervisor Line Manager for recording purposes. Employees need to ensure accurate information is provided and recorded in the accident book about any incident or injury sustained.

f. All employees should make themselves aware of the fire notices posted in their work areas. Employees must ensure that they have read and understood the procedures to follow in the event of a fire. In the event of uncertainty your duties will be explained by your site supervisor.

g. All employees must ensure cleanliness and good housekeeping in the entire work area. Employees must keep Vehicle cab and Load compartments gangways thoroughfares and exits clear at all times ensuring waste is disposed of in bins provided or designated areas and freight is stacked safely

h. Employees working on processes, which fall within the scope of the Personal Protective Equipment Regulations (PPE), will be supplied with and must wear protection. The company will provide items of safety clothing and equipment as and where required which employees will sign to confirm receipt of their PPE. They must take reasonable care of their PPE and always wear the appropriate PPE when engaged in the specified process. When PPE requires replacement, either through damage or loss, the employee must approach their Supervisor who will arrange exchange of items required.

i. Employees must ensure that they follow any safe working instructions or as defined within the risk assessment for the relative job task. Site Risk Assessments may be requested from senior management for reference with guidance.

DRIVING AT WORK

The company will ensure that it provides vehicles that are fit for purpose. It will ensure maintenance as per statutory requirements is carried out to ensure the safety of its employees and others. It will provide driver training where identified through monitoring of individuals performance and ensure procedures are in place to verify adherence to working time directive and driver hour's regulations.

Employees must ensure that they adhere to the requirements of the highways code, drive courteously and considerately. Plan their journeys to ensure the least amount of environmental impact, reduce fuel usage and carbon dioxide emissions, they will ensure that rest periods are taken as legally defined and ensure the vehicle operated is in a safe condition by carrying out daily checks and recording of defects to line managers.

FIRST AIDER

First Aiders will be assigned at each site by the carrier or main site contractor

Must ensure that suitable and sufficient supplies are maintained within the first aid box to enable immediate first aid assistance can be provided at all times. Must ensure accurate descriptions of injury or incident are recorded in the company accident book and are brought to the attention of the site manager accordingly.

This information will consist of:

- i. Full name of injured person
- ii. Date and time of accident or occurrence
- iii. Location where accident or occurrence occurred
- iv. Cause and nature of injury or occurrence.

To assist in the collection of incident information to enable a comprehensive investigation to be carried out

Must ensure that they maintain their level of training competency and inform site manager when refresher training is required.

Must in all cases of major injury or notifiable dangerous occurrence, comply with the procedure for notification as per RIDDOR Regulations and as laid down in Appendices 1 & 2.

ENVIRONMENT

It is the Company policy that its operation should not cause greater harm to the environment than is reasonably practicable. The company will endeavour to improve its application to environmental matters by managerial review, planning, implementation and audit related processes.

The Company will endeavour to reduce the amount of Pollution released into the atmosphere by ensuring that driving staff,

- 1) Are risk assessed
- 2) Have adequate assessment and training in the use of Safe and fuel efficient driving methods including to NVQ/QCF levels of qualification.
- 3) Ensure routes or journeys are planned in a way to ensure the least amount of environmental impact, reduce fuel usage, pollution and carbon dioxide emissions.

Waste of any kind is to be avoided and the ability where practicable to re-use or recycle waste in one form or another is the preferred option.

All relevant regulatory and legislative requirements will be met and advised to employees in order that such application can be made.

The company will use all of the above methods in order to reduce the company carbon footprint to a practicable minimum.

APPENDIX 1 – ARRANGEMENTS

COMPANY POLICY FOR REPORTING INJURIES, DISEASES AND DANGEROUS OCCURRENCES RIDDOR REGULATIONS

1. FATALITY, SPECIFIED MAJOR INJURY OR CONDITION, A DANGEROUS OCCURRENCE

TO:- Employees of the Company, employees of a contractor, members of the public.

a The 'Responsible Person' will notify the 'Enforcing Authority' immediately by telephone or fax facilities.

b The 'Responsible Person' will immediately notify the, Directors, (refer to Emergency Contingency Plan).

c The 'Responsible Person' will complete Form 2508 and submit it to the 'Enforcing Authority' within 10 days.

d Records of all notifiable injuries and occurrences will be kept by the Company.

2. INJURIES TO PERSON AT WORK RESULT IN INCAPACITATION FOR MORE THAN 3 DAYS

a The 'Responsible Person' will complete Form 2508 & submit it to the 'Enforcing Authority' within 10 days.

b Records of all notifiable injuries will be kept by the Company.

3. REPORTING CASES OF DISEASES: ON WRITTEN DIAGNOSIS FROM A DOCTOR

a The 'Responsible Person' will complete Form 2508A and submit it to the 'Enforcing Authority' immediately upon receiving the diagnosis from a doctor.

b Records of all notifiable diseases will be kept by the Company.

4. UNDER THESE REGULATIONS

The 'Enforcing Authority' is: H.S.E / The 'Responsible Person' is - Supervisor or designate

NOTE: If the 'Responsible Person' has any doubt as to what action to take, they will consult the 'Enforcing Authority' and act on their advice.

APPENDIX 2 - ARRANGEMENTS

PROCEDURE FOR INFORMING MANAGEMENT & RELATIVES IN THE CASE OF SERIOUS INJURY OR ILLNESS OF AN EMPLOYEE

The First Aider's prime responsibility is to the casualty. The procedure will operate in phases:
1 and
2 - whilst the casualty is still on the Company's premises, phase 3 as soon as possible thereafter.

Phase 1 The First Aider will contact the emergency services that an Ambulance is required. The urgency of the situation, e.g. heart attack, severe bleeding etc, the most convenient entrance to which the ambulance should come should be communicated. Then make arrangements for someone to meet the ambulance when it arrives and direct them to the casualty.

Phase 2 The responsible person should then immediately contact the responsible person 'by any means available' should notify the Company Directors, managers and Supervisors.

Phase 3 The Company Directors will, if necessary, inform the relatives of the casualty, the nature of the problem and to which hospital enquiries should be made.

3 - ARRANGEMENTS

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 & 2004 Amendments (COSHH)

The Company have identified and assessed substances and processes used in the workplace liable to cause harm and have collated data sheets for use at any time. Staff may use these data sheets so that they can identify and understand the substances they are handling and the relevant safety precautions that have to be taken to ensure their safety.

APPENDIX 4 – ARRANGEMENTS

THE E.C. DIRECTIVES

1. THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS
2. PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
3. MANUAL HANDLING REGULATIONS
4. WORKPLACE HEALTH, SAFETY AND WELFARE REGULATIONS
5. PERSONAL PROTECTIVE EQUIPMENT AT WORK (PPE) REGULATIONS
6. HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS
7. FIRE PRECAUTIONS WORKPLACE REGULATIONS (as amended)

The Company accepts their duties and responsibilities in accordance with the principle method of implementing EC Framework Directives (89/391/EEC) introduced on the 1st January 1993 and any subsequent amendments

a The Company will carry out assessments to identify any risks that their employees and anyone else who may be affected by the Company's activities

b The Company will copy/record all risk assessments carried out on contracted premises

c The Company will make arrangements and put into practice any preventative and protective measures that follow from the risk assessments.

d The Company will appoint competent people from within the establishment or from external private sources.

e The Company will make sure that all employees have adequate health and safety training and are capable in the jobs to avoid risks.

f The Company will monitor the effectiveness of any preventative action that is brought into practice so as to ensure that it is improving the health and safety and welfare of all company employees and anyone else who may be affected.

g All the Company's employees will be notified of these Directives and advised what their responsibilities are in accordance with the regulations.