



AWS Recycling Ltd

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Health and Safety Policy

General Policy Statement

AWS Recycling Ltd regards the promotion and management of Health and Safety measures an objective for management and employees at all levels. This policy includes areas specified in the Health and Safety at Work Act 1974 and any subsequent regulations that apply to the work place. The company also undertakes to identify and comply with other legislation that may affect its activities.

It is therefore AWS's policy to all as far as reasonably practical to prevent injury, health hazards and damage to property and to protect everyone from foreseeable work hazards. This includes employees, customers, contractors and members of the public.

In particular, AWS has responsibility:

- a) To provide and maintain safe and healthy working conditions taking account any relevant statutory provisions.
- b) To provide training and instruction to enable employees to perform there work safely and efficiently.
- c) To make available all necessary safety devices and protection equipment to supervise there use.
- d) To maintain constant and continuing interest in Health and Safety matters applicable to the company's activities, in particular by consulting employees.

AWS Recycling Ltd recognises that its employees have an obligation under sections 7+8 of the Health and Safety at Work Act 1974 to ensure that their actions do not affect the well-being of themselves or any other person who maybe affected by their actions directly or indirectly.

Employees have a duty to co-operate in the operation of this policy:

- a) By working safely and efficiently.
- b) By using protective equipment provided and by meeting statutory obligations.
- c) By reporting incidents that have led or may lead to injury or damage.
- d) By adhering to the company procedures jointly agreed on their behalf for securing a safe place of work.
- e) By assisting in the investigation of accidents with the objective of introducing measures to prevent recurrence.

The company undertake to have in place sufficient resources to be able to implement and monitor its Health and Safety Policy to an acceptable standard. The ultimate responsibility for Health and Safety will rest with the directors of AWS Recycling Ltd with assistance from the HR/Business Manager.

General Provisions

The company undertakes to make provision for a following as a minimum to ensure that its policy is adhered to:

- i. The provision and maintenance of a safe means access to and from any places of work which are under the management and control of AWS Recycling Ltd, so far as is reasonable practical.
- ii. The provision and maintenance of a safe and healthy working environment.
- iii. The provision of any information, instructions, training and supervision as is necessary to eliminate or minimise the risk to employees or other persons.
- iv. The provision and maintenance of appropriate Personal Protective Equipment (P.P.E) wherever appropriate to minimise the risk to employees or other persons.
- v. The use of approved safe working methods and systems in order to eliminate or minimise risk to employees or other persons.
- vi. The identification and assessment of hazards and subsequent implementation of systems or provision of equipment to eliminate or minimise the risk to employees or other persons.
- vii. The provisions of adequate consultation with the work force and any other persons necessary to ensure that all areas of concern are addressed and to ensure that all the above measures are adequately implemented.

Employers Responsibilities

It is the responsibility of all employers to compile a Health and Safety Policy that has to contain certain items to comply with the Health and Safety at Work Act 1974. This document complies with those requirements and fulfils the company's legal responsibilities in that regard.

It is AWS Recycling Ltd responsibility to fulfil their obligations under the Health and Safety at Work Act 1974, so far as is reasonably practical to look after the health and safety of all its employees, and anyone else who maybe affected by it's actions including customers, suppliers, general public, contractors as well as employees on temporary or casual or volunteer contracts.

It is the responsibility of AWS Recycling Ltd to be aware of the risks and the necessary action taken to avoid them. The company have staff appointed to carry out these responsibilities. And also monitor and ensure that all staff are capable of carrying out their duties. Adequate resources, support and training is provided for staff.

Health and Safety appointed staff will ensure the company's obligations are met by carrying out regular workplace inspections, audits of company procedures, safety testing of all equipment and necessary consultation with the workforce. They will also ensure that the adequate training is provided both at induction and on an ongoing basis. Once potential hazards and hazards are identified risk assessments will be carried out to attempt to eliminate the risk or provide a safe method of working to minimize the risk.

All employees of AWS Recycling will have a system of reporting hazards and once reported the correct procedure will be followed to eliminate or reduce the risk.

It is the responsibility of AWS Recycling Ltd to provide adequate information to employees regarding the health and safety arrangements including the law and enforcing authorities. This is done by means of displaying a poster as prescribed in law in a prominent place in the work place. This poster (health and safety law) is displayed at the head office of AWS Recycling Ltd and all employees should take time to read and if not understood speak to a member of the management team.

Employees Responsibilities

Every employee of AWS Recycling Ltd, whether on a permanent, temporary, casual or volunteer contract has a duty of care under sections 7&8 of the Health and Safety at Work Act 1974 to ensure that:

- i. The actions of the employee do not put the safety and health of themselves and/or any other person affected by their actions at risk.
- ii. All employees have a responsibility to ensure that they use all machinery and equipment in the prescribed way to ensure that the safety and health of themselves and all other persons are not affected by their actions.

All employees have a responsibility to wear or use P.P.E and safety equipment issued by the company. It is the responsibility of the employee to correctly use and look after all equipment, and request replacement equipment when the old is damaged, or lost.

All employees have a responsibility to carry out their duties in the safest possible way following company guidelines and procedures.

All employees have a responsibility to report any incident and/or health and safety hazard as soon as possible to a member of the management team or a supervisor on duty following the reporting procedure.

All employees should apply common sense to all working situations to help reduce risks to themselves and other persons.

All employees must comply with all requirements of this policy. Failure to do so will result in disciplinary action being taken.

General Guidelines – Hazards and Potential Hazards

AWS Recycling Ltd has listed a number of basic rules and guidelines to help minimise the risk of hazards in the work place. This list is not exhaustive.

- Alcohol and Drugs
 - AWS Recycling Ltd has a zero tolerance policy. Any breach of this policy will be dealt with immediately and could result in dismissal. Drugs and alcohol seriously affect the way in which a person behaves, so anybody that the company believes to be under the influence of will be asked to leave the work premises immediately.
- Smoking
 - Smoking is forbidden on company sites and in company vehicles.
- Fire
 - Fire is a danger to all business functions but more so than others for the waste management industry. It is therefore the responsibility of all employees to follow the fire procedures and regulations and familiarise themselves with the position of fire fighting equipment, evacuation procedure and emergency assembly point.
- First Aid
 - AWS Recycling Ltd has appointed First Aid trained staff. These staff only should carry out First Aid procedures in accordance with the training they have received. If a first aider is unavailable then under no circumstances should any untrained person give first aid as more damage can be caused. It is safer to wait for trained help to arrive. A list of first aiders can be found around the work premises.
- Control of substance hazardous to health
 - Regulations apply. AWS Recycling Ltd will ensure that it investigates the properties of all substances used and bought into the company. It will be then that safe working guidelines will be given and advised to all employees.
- Electricity
 - Other than for work equipment and purposes under no circumstances should any other electrical device be plugged in to a socket on site without gaining permission from a member of the management team first. All work equipment should be visually inspected before being plugged in. Sockets should not be overloaded. Any faults with electrical equipment should be reported to a member of the management team immediately. If anybody receives a electric shock, caution should be taken by the persons helping. No physical contact should be made with the injured until the item causing shock is identified and isolated.

Whilst Working

Under no circumstances should personal headphones (IPODS, MP3, CASSETTES, CD ETC) be worn. This is a serious health and safety hazard, as employees need to be able to hear what is going on in their surroundings such a vehicles reversing/moving and instructions from other employees.

Mobile phones are allowed on premises; however, personal use must be kept to a minimum during work hours. To receive or make a call, regardless of whether it is personal or work, the employee should immediately stop what work he/she is doing and move into a save area, no obstructing any other member of staff.

Personal Protective Equipment (P.P.E)

The company will provide all employees, whether on a permanent, temporary, casual or volunteer contract with P.P.E, where the need is identified. It is the responsibility of the employee to ensure they take care of the P.P.E and wear it when instructed to do so. When the P.P.E becomes damaged, worn out or lost this should be reported immediately and new P.P.E replaced. The P.P.E required may vary according to the job being carried out. A member of the management team will identify what is to be worn and when during the initial induction training.

The P.P.E provided by the company will include:

- Steel toe cap safety boots/shoes (permanent staff only, others must supply own if needed)
- Hard hat
- High Visibility jacket or vest (Hi-Viz)
- Gloves
- Safety glasses
- Ear defenders
- Dust masks
- Disposable all in one suits

Failure to wear the P.P.E could result in written/verbal warnings and in worse case scenario could result in disciplinary or dismissal.

Training

AWS Recycling Ltd ensures that all employees receive the relevant training to carry out duties they are asked to perform, this is usually during their induction, or on an ongoing basis. Records of training received are kept. Employees may be asked to receive additional training if thought a need by the management team. Employees who feel they need additional training must contact a member of the management team immediately. All employees must be deemed competent by their trainer before being allowed to work alone or operate work equipment/machinery. All employees will also be given a handbook that outlines the rules and guidelines in operation.

Working Alone

Some staff may be required to work alone on some instances. This can be dangerous because if incidents occur they could go undetected for a long period. The company has put in place monitor checks on a regular basis and all employees are asked to co-operate with these procedures.

Vehicle Movements

Within the workspace of AWS Recycling Ltd, vehicle movements take place on a regular basis with large vehicles coming and going on a regular basis. All employees must take responsibility to be extra vigilant and be aware of the movement around them at all times. Larger vehicles are fitted with audible reversing warning systems – however this should not be relied upon, employees must also be vigilant.

Machinery

Persons who have received the relevant training and have been instructed to do so by a member of the management team should only operate machinery. Any person operating machinery that is not authorised to do so will be subject to the company's disciplinary procedure. Members of the management team will carry out maintenance checks on machinery and should maintenance be needed suitably qualified persons will carry the work out.

Manual Handling

Workers using the incorrect lifting of materials experience injury. AWS Recycling Ltd undertakes to comply with all legislations outlined in the Manual Handling Regulations and adequate training will be given to ensure all personnel involved in manual handling situations are equipped to safely carry out these procedures. When manual handling is the only means available of moving an item the task must be examined, checking the following areas:

- Can the weight be reduced – split into smaller items
- Covering sharp edges
- Make the load easier to grasp by using handles etc
- Use suitable P.P.E

Working from Height

No job at AWS Recycling Ltd should involve working above ground level. If there is ever a need special procedures will be put in place and employees will be trained to carry out the work safely.

Health and Safety Communications

Any changes, alterations or reinforcements of this policy will be communicated to all employees. This will be done during meeting times, memo's or addressed letters.

Accident Reporting

All accidents and injuries must be reported to a member of the management team as soon as possible. An incident report form will need to be completed and signed by both the employee and management member.

Conclusion

AWS Recycling Ltd takes the provision of its health and safety policy extremely seriously and will immediately deal with any persons or circumstances preventing the adequate implantation of the policy.

Signed:



Managing Director

