

**In accordance with the provisions of The Health and Safety at Work Act 1974, Section 2(3).**

**This is the Health and Safety policy of  
GOLDCREST CHEMICALS LIMITED**

**SECTION 1**

**1.1 GENERAL POLICY STATEMENT**

- 1.1.1 Goldcrest Chemicals Limited is committed so far as is reasonably practicable to ensuring the health, safety and welfare of its employees.
- 1.1.2 It is the policy of Goldcrest Chemicals Limited to provide such information, training and supervision as are needed for the purpose of ensuring that health and safety requirements are achieved.
- 1.1.3 Goldcrest Chemicals Limited accepts its responsibility for the health and safety of other people who may be affected by its activities.
- 1.1.4 It is the duty of the Chief executive of Goldcrest Chemicals Limited to ensure that all processes and systems of work are designed and maintained to ensure suitable health & safety standards.
- 1.1.5 Adequate systems will be put into place to enable employees to raise issues of health & safety with the company.
- 1.1.6 Competent persons will be appointed to enable Goldcrest Chemicals Limited to meet their statutory duties.
- 1.1.7 All persons and companies employed are asked to co-operate with Goldcrest Chemicals Limited to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all persons and companies employed by Goldcrest Chemicals Limited.
- 1.1.8 The allocations of duties for safety matters and the particular arrangements which, will made to implement the policy are set out below.
- 1.1.9 The policy will be reviewed annually (or as directed by the Safety Co-ordinator) and updated accordingly, to ensure that any changes within the operation of Goldcrest Chemicals Limited and legislation are incorporated into the policy.



Signed \_\_\_\_\_ Date September 2009  
(Director)

Reviewed	Reviewed	Reviewed	Reviewed	Reviewed	Reviewed
Date	Date	Date	Date	Date	Date
By	By	By	By	By	By

## SECTION 2

### RESPONSIBILITIES OF PERSONS

#### **2.1 Overall Responsibility.**

- 2.1.1 The overall and final responsibility for Health and Safety within Goldcrest Chemicals Limited is that of the Director Signing this policy document.
- 2.1.2 In addition to their normal duties the Company Secretary is appointed as Goldcrest Chemicals Limited's Senior Safety Co-ordinator to assist all persons employed by Goldcrest Chemicals Limited to undertake their tasks without risk to their Safety and Health.

#### **2.2 Senior Safety Co-ordinator**

- 2.2.1 The Senior Safety Co-ordinator will be responsible for ensuring that site safety co-ordinators are provided with sufficient training so as to undertake their tasks
- 2.2.2 The Senior Safety Co-ordinator will be responsible for ensuring that any change to the Goldcrest health and safety policy that may occur due to periodic review is communicated to all employees.
- 2.2.3 The Senior Safety Co-ordinator is responsible for compliance with the RIDDOR Regulations and liaison between Goldcrest Chemicals Limited and the Enforcement Authorities.
- 2.2.4 The Senior Safety Co-ordinator is to ensure the development and implementation of safety training programmes, where appropriate, these programmes shall be delivered by approved Training Consultants.
- 2.2.5 The Senior Safety Co-ordinator is to ensure that all persons joining Goldcrest Chemicals Limited undertake an induction programme to be made aware of the contents of Goldcrest Chemicals Limited's Safety Policy and procedures.

#### **2.3 Site Safety Co-ordinator**

- 2.3.1 The Site Safety Co-ordinators are to put into place the Safe Working Systems and Safe Working Practices as laid down in Goldcrest Chemicals Limited's procedures.
- 2.3.2 The Site Safety Co-ordinators will be responsible for ensuring that compliance with Relevant Statutory Provisions that apply to Goldcrest Chemicals Limited's activities is achieved and for undertaking risk assessments in conjunction with management.
- 2.3.3 The Site Safety Co-ordinators will be responsible for collecting and collating information from actual and/or possible breaches of Safety Legislative requirements and bringing them to the attention of the Goldcrest Management.
- 2.3.4 Should an accident/incident take place within premises under the control of the company the Safety Co-ordinator will liaise with the appropriate persons and ensure that the accident/incident is investigated, ensuring that as required appropriate entries are made in the Goldcrest Chemicals Limited accident book
- 2.3.5 The Site Safety Co-ordinators are liaise with the Management of Goldcrest Limited to decide the corrective actions to be taken to prevent any recurrence of accidents as investigated in 2.3.4.

## **2.4 Employees Responsibilities.**

2.4.1 Employee's attention is drawn to Section 7 and 8 of The Health and Safety at Work etc. Act 1974. Which requires that:

Section 7a They take reasonable care for their health & safety, and that of other persons whom may be affected by what they do or fail to do at work. This duty implies not only avoiding obviously silly or reckless behaviour, but also taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing they do or fail to do put themselves or others at risk.

Section 7b Where duties or requirements are imposed on employers or any other people under that Act and relevant statutory provisions, employees must co-operate with the employer or other person so far as is necessary to enable the duty or requirement to be carried out.

Section 8 This requires that all employees as well as visitors and members of the public do not intentionally interfere with or misuse anything that has been provided in the interests of health, safety or welfare.

2.4.2 Whenever an employee notices a Health and Safety problem which they are unable to correct, they must inform their immediate senior person, or in that persons absence, their deputy. Failing the availability of an immediate senior person, the Site or Senior Safety Co-ordinator must be informed by the quickest available means.

2.4.3 Where set procedures have been issued for the safe operation of equipment or to establish a safe system of work, then all employed or contracted personnel will observe their operation.

2.4.4 Consultation on safety matters between employees and Goldcrest Chemicals Limited is provided initially by close contact with employees and by **quarterly safety meetings**.

## **2.5 Visitors**

2.5.1 All visitors to Goldcrest Chemicals Limited's premises are subject to Goldcrest Chemicals Limited's Safety and Health arrangements.

2.5.2 All visitors must sign the visitor's book on entering the premises controlled by Goldcrest Chemicals Limited.

## **2.6 Contractors/Self Employed.**

2.6.1 All contractors or self employed personnel utilised by Goldcrest Chemicals Limited will be required to complete the Contractors evaluation form.

2.6.2 All approved contractors names will appear on the "Approved Contractor List" retained by the Site Safety Co-ordinators.

- 2.6.3 Contractors/Self Employed persons working on behalf of Goldcrest Chemicals Limited have the same duties and responsibilities as those outlined for Goldcrest Chemicals Limited's own employees.
- 2.6.4 All contractors have a duty to co-operate with Goldcrest Chemicals Limited in their efforts to promote and maintain a Safe and Healthy working environment whilst under the jurisdiction of Goldcrest Chemicals Limited.
- 2.6.5 All contractors have a duty to employ Safe Systems of Work and Safe Working Practices and not to put at risk other persons Safety and Health by their acts and/or omissions.

## **2.7 Consultancy Services**

- 2.7.1 Goldcrest Chemicals Limited currently utilise the health and safety consultancy services provided by Eastwood and Partners

## **SECTION 3**

### **GENERAL ARRANGEMENTS**

#### **3.1 Risk Assessments**

- 3.1.1 Risk assessments, in accordance with the requirements of current legislation will be conducted by Site Safety Co-ordinators members of Management and workforce, and as appropriate with the assistance of approved consultants.
- 3.1.2 Any hazards and additional safety requirements and control measures that may be identified as necessary by the risk assessments will be put into place by the Site Safety Co-ordinator.
- 3.1.3 The completed risk assessments will be available for all employees of Goldcrest Chemicals Limited to view and will be retained by the Site Safety Co-ordinators.

#### **3.2 First Aid Facilities**

- 3.2.1 First aid equipment is located at designated locations on the premises and within vehicles owned by the company.
- 3.2.2 First aid is to be administered wherever possible by the trained First Aid persons or by Emergency First Aiders at Work (EFAW) whose names appear on the notices displayed.
- 3.2.3 Items used from the First Aid Box should be noted and the office informed to facilitate replenishment.

#### **3.3 General Fire Safety**

- 3.3.1 Notices are to be displayed at locations throughout the premises informing persons of the action to take in the event of an outbreak of fire.
- 3.3.2 Fire escape routes are identified by the appropriate signs and lead to final exits.

3.3.3 Fire Extinguishers owned by Goldcrest Chemicals Limited are serviced on an annual basis and regular visual inspections are conducted to check their integrity.

### **3.4 Welfare Facilities**

3.4.1 Welfare facilities are provided to employees, it is expected that these facilities will be kept in a clean state by those who use them.

3.4.2 Toilet facilities are provided for visitors and guests to utilise.

### **3.5 Construction Work**

3.5.1 Where design and construction work is undertaken, Goldcrest Chemicals Limited will ensure that the requirements of the Construction, Design and Management Regulations are observed.

### **3.6 Personal Belongings**

3.6.1 Goldcrest Chemicals Limited does not accept any liability for any personal belongings, which are brought onto the premises.

### **3.7 Health and Safety Information**

3.7.1 Basic health & safety information will be provided to all new employees on joining Goldcrest Chemicals Limited, appropriate refresher training will be provided to enable existing employees to undertake their tasks in a safe manner.

3.7.2 Training needs are continually evaluated and when identified appropriate training is provided as and where appropriate external sources are utilised.

3.7.3 Records of training are maintained in the personnel files of each employee.

### **3.8 Safe System of Work/Permit to Work**

3.8.1 Where work activities are to be undertaken that require documented authorisation to undertake the work all site requirements and permits are to be completed and adhered to.

### **3.9 Accident Reporting.**

3.9.1 Any person involved in an accident, irrespective of severity, must report the accident to the person in charge of the site operations or the Safety Co-ordinator.

3.9.2 An accident book is kept at each site into which all entry requirements must be fulfilled at the time of the incident by the appropriate person. (Report sheets completed by vehicle drivers must be sent to the Senior Safety Co-ordinator)

3.9.3 Any incident, which causes or is suspected of causing acute or chronic ill health, is to be reported without delay to the Senior Safety Co-ordinator.

3.9.4 Any incident, which causes damage to plant, equipment or property, is to be reported without delay to the Site Safety Co-ordinator.

### **3.10 Accident Reporting: RIDDOR.**

- 3.10.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require that certain injuries and dangerous occurrences are reported to the controlling authorities within a specified period of time.
- 3.10.2 All contractors, sub-contractors and self-employed personnel should make themselves aware of their duties under the above Statutory Instrument.

### **3.11 Personal Protective Equipment**

- 3.11.1 Where a risk assessment has established the need for the use of personal protective equipment (PPE) it will be provided for all appropriate personnel to use.
- 3.11.2 Where PPE is provided to reduce risks to personnel, all personnel are required to utilise such equipment.
- 3.11.3 Employees will be required to sign for the receipt of Personal Protective Equipment issued to them.

### **3.12 Hazardous Materials**

- 3.12.1 Where substances hazardous to health are being used the company COSHH file is to be consulted and details of the assessment of exposure dealing with that specific substance is to be read and recommendations on handling are to be observed.
- 3.12.2 All hazardous material will be stored in sealable containers and kept in places away from food.
- 3.12.3 Waste disposal of all materials will be conducted in compliance with current Environmental Legislation and in accordance with information provided by manufacturers.

### **3.13 Electrical Equipment**

- 3.13.1 All equipment used on the company premises and by site operatives will comply with the requirements of current legislation. Any contracting company employed by Goldcrest Chemicals Limited will be expected to have complied with these legal requirements before using any equipment at the company premises.
- 3.13.2 Goldcrest Chemicals Limited will undertake periodic inspection and testing of all electrical equipment on their premises.

### **3.14 Equipment/Machinery**

- 3.14.1 Where Equipment/Machinery is to be utilised Goldcrest Chemicals Limited will ensure that all personnel are adequately trained in the safe utilisation of the equipment.
- 3.14.2 Risk assessments will be undertaken of the equipment used by Goldcrest Chemicals Limited and where required written safe systems of work will be prepared for the operation of the equipment.

### **3.15 Manual Handling**

- 3.15.1 Many activities undertaken by Goldcrest Chemicals Limited involve Manual Handling. The requirements of the Manual Handling of Loads Regulations will be observed by conducting assessments of the various manual-handling activities.
- 3.15.2 Any activity, which is found to present a serious manual handling risk to the individual conducting the work, will, wherever possible be so controlled so as to reduce the risk to the lowest practicable level.
- 3.15.3 As and where appropriate the need to manually handle items will be reduced by the utilisation of mechanical assistance.

### **3.16 Health & Safety Inspections**

- 3.16.1 Workplace inspections are to be conducted on a regular basis, the results of which will be kept on file.
- 3.16.2 All unsatisfactory conditions identified within the inspection are to be attended to promptly any action taken is to be recorded and attached to the inspection form.
- 3.16.3 Any Senior employee of Goldcrest Chemicals Limited has the authority to stop any working activities under the control of Goldcrest Chemicals Limited, if in that persons opinion the activity would result in:-
  - a breach of legislative requirement,
  - b endangers any individual conducting the activity or persons who are in the area of the activity.

### **3.17 Signs and Notices**

- 3.17.1 Signs and notices requiring display in accordance with statutory requirement will be displayed in prominent locations.
- 3.17.2 Information signs and notices will comply with the requirements of the Safety Signs and Signals Regulations.

### **3.18 Housekeeping**

- 3.18.1 All work areas are to be kept clean by the person working in that area, refuse and other disposable waste materials are to be placed into suitable containers for disposal.
- 3.18.2 Access to fire fighting equipment is to be maintained at all times.

### **3.19 Storage of materials**

- 3.19.1 No item of equipment or material is to be stored in such a manner as to pose a threat to any other person who may be passing or working in the area.
- 3.19.2 Ensure that stored items do not block walkways or fire escape routes and exits.

- 3.19.3 Where materials are stored on racking or shelving ensure that the weight of the material does not exceed the maximum permitted weight of the racking or shelving utilised.

### **3.20 Working at Height**

- 3.20.1 When working at height appropriate access methods are to be used, Ladders and Steps may be utilised for short duration work lasting for 15 – 20 min. (observe requirement of SWP 07 Safe Use of Ladders and Steps)
- 3.20.2 Where work duration longer than 20 min is required either scaffold or other suitable access equipment is to be utilised. (Observe requirements of SWP 11 Working at height) when erecting a tower scaffold.

### **3.21 Driving & use of company vehicles**

- 3.21.1 Employees while driving company vehicles are to adhere to the company Safe Working Practice 10 “Use of company vehicles”
- 3.21.2 Never drive if you are tired, stop and rest and commence when you are suitably refreshed.
- 3.21.3 DO NOT drive if you have been drinking any alcohol substance or have taken any drugs which could impair your ability to drive safely.
- 3.21.4 If you wear glasses ensure that you have an eye test to ensure your vision is compliant with current legal requirements for driving.
- 3.21.5 DO NOT use mobile phones while driving observe the requirements of Safe Working Practice 05 “Safe use of mobile phones”
- 3.21.6 DO NOT programme any Satellite Navigation system or other item of equipment while driving.
- 3.21.7 Always ensure that the load you are carrying is safe and secure before you set out on the delivery.

### **3.22 Forklift Truck Operations**

- 3.22.1 Only persons who have been trained in the use of the fork lift trucks and whose names are listed in the register of drivers are permitted to drive the lift truck.
- 3.22.2 Operator Inspections of the lift trucks will be conducted in accordance with the procedure for lift trucks.

### **3.23 Display Screen equipment**

- 3.23.1 Display screen workstations will be assessed to ensure that the work station complies with current legislative requirements, by the user undertaking a self assessment of their workstation.
- 3.23.2 Where persons are identified as users of display screen equipment they will be provided with a free eye test.