



Health, Safety & Environmental Policy

Health & Safety

To all employees of the Company

It is the policy of the Company to take all reasonable and practical steps to promote healthy and safe working conditions for their employees in which to work, and to ensure the health and safety of other persons who visit the premises.

Objectives will not be achieved, however, unless all employees are prepared to play their part and carry out their work safely in accordance with the Companies procedures. I invite the co-operation of all employees to achieve a standard of performance of which we can be proud.

RESPONSIBILITIES – ELITE INDUSTRIAL SUPPLIES LIMITED

The Company has obligations under the Management of Health & Safety at Work Regulations 1992 (MHSW) to ensure the health and safety welfare of its employees at work, with particular reference to the provisions of:

- Safe plant and systems at work
- Arrangements for the safe use, handling, storage and transport of articles and substances
- Training
- A safe place of work with safe access/egress
- A healthy working environment

It also has similar obligations towards other persons who may be either on its premises or affected by its activities.

RESPONSIBILITIES – EMPLOYEES

Employees at work also have obligations under the Act :

- To take reasonable care of themselves and other persons affected by their actions
- To co-operate with their employer or any other person on whom duties exist under the Act

ARRANGEMENTS

The following arrangements are intended to ensure, insofar as is reasonably practicable, that both the Company and its employees are fulfilling their respective obligations.

Primary responsibility for implementing safety policy rests with Senior Management. Line Managers are responsible for implementation in their respective departments or depots:

1. Ensuring that the Company Safety policy is brought to the attention of all employees in their respective departments.
2. Ensuring that Company safety policy and the requirements of health and safety regulations applicable to the application for which they are responsible are complied with on behalf of the Company, and for reporting to Senior Management whenever compliance is not possible.

CONSULTATION

The Company recognizes that consultation makes a positive contribution towards the successful operation of its Health & Safety Policy.

Personnel will be encouraged to raise safety matters with Line Managers with regards to consideration of any circumstances viewed as hazardous, or as potentially so.

The names of the safety committee members will be displayed on the notice boards and regular meetings will take place.

FIRE PRECAUTIONS

In those areas which operate their own alarm, alarm tests must be undertaken weekly. Nominated Fire Officers are responsible for arranging and supervising drills. Notices are displayed on the notice board indicating the procedure to be followed in the event of fire. The Company operates a maintenance scheme for fire extinguishers and appliances and all personnel should be aware of their locations.

FIRST AID

It is the policy of the Company to have certified First Aiders on duty during working hours where that is practicable, and to provide arrangements for training in first aid to encourage employees to obtain and maintain their first aid certificates. Nominated First Aiders names are displayed on notice boards.

Employees should be aware of the location of the first aid boxes.

PROTECTIVE CLOTHING EQUIPMENT

Barrier cream, hand cleaner and protective clothing are provided for a variety of activities in which there are risks to the health and safety of employees.

Earplugs and eye protectors are available for employees.

Employees must report immediately any loss or damage to eye protectors. It is incumbent upon employees to wear and use the protective clothing or equipment they are provided with.

WELFARE FACILITIES

Lavatories, washrooms and drinking water are provided for all employees, who are expected to use them for the purpose for which they are provided and look after them.

Failure to use the facilities correctly or damaging or defacing them will result in disciplinary action being taken against the offender.

SECURITY

All visitors must report to the Reception Area. It is not the policy of the Company to allow visitors to circulate around the premises unless they are accompanied by a Supervisor or Manager. Employees seeing unaccompanied visitors on the premises should escort them to the appropriate Supervisor/Manager. Notices are exhibited at the entrance to the premises indicating points to which visitors should report on arrival.

EQUIPMENT & PREMISES

Schedules exist for the systematic maintenance of the Companies equipment and premises, and it is the responsibility of managers to ensure that these schedules are adhered to. Spot checks should be made and the schedules reviewed periodically to ensure that any new premises or equipment brought into use have been included.

On no account should any of the Companies equipment be loaned to other employees, visitors etc unless authority has been obtained from the manager who should confirm that the need to borrow the equipment is justified and that it is in a fit condition to be loaned.

The Company is primarily responsible for the condition of all tools and equipment used in the operation of their business. Where it is customary for employees to provide their own tool kits, the Company reserves the right to inspect them periodically in the presence of their owners and to arrange for any tools considered to be defective to be removed from the premises.

HOUSEKEEPING

The Company requires good housekeeping standards at all times, and it is the responsibility of Line Managers to ensure these standards are met.

CONTRACTORS

When contractors are working on the Company premises, managers should agree arrangements with them to ensure that:

1. The contractors or their employees are not placed at risk because Company activities are carried out simultaneously.
2. Company employees are not placed at risk because of contractors' activities.

Tenders and contracts should include clauses requiring contractors to comply with the Companies safety requirements whilst they or their employees are on the premises and to provide all the equipment required for the contracted work which confirm to health and safety standards.

ACCIDENTS

All accidents to employees whilst they are at work, and all other persons on company premises must be recorded as soon as possible in the accident book by the Line Manager, who will report to the appropriate authorities in accordance with statutory requirements.

All accidents must be investigated by the appropriate Line Manager and where appropriate, recommendations made to prevent re-occurrence.

DISCIPLINARY ARRANGEMENTS

Failure to comply with the requirements of the Companies Health, Safety and Environmental policy will result in the offender being dealt with in accordance with the current Company Disciplinary Procedures. Endangering the health and safety of a colleague at work or any other person will result in immediate dismissal.

When the Companies employees are visiting another employer's premise during the course of their work, they will be required to comply with the procedures applicable at that employer's premises.

COMPANY RULES & PROCEDURES

The following rules and procedures are intended to ensure that all depots meet the requirement of the Management of Health & Safety at Work Regulations. They will be reviewed from time to time and updated, and employees are invited to suggest additions or changes to their Supervisor or Safety Representative.

1. WAREHOUSE OPERATIVES

- a) Driver operated fork trucks must be operated only by certified employees who have been formally trained in their use.
- b) Fork trucks must not be loaded in excess of their stated capacities and must not be driven, loaded or empty, with raised forks. If the driver's view is obstructed by the load, the truck must be driven in reverse. Headed fork trucks must be driven in reverse down all inclines.
- c) All spillage must be promptly cleared up.
- d) All gangways are to be kept clear.
- e) Fire precautions – all NO SMOKING signs must be observed.
- f) Fire Emergency Procedure – see notice board.
- g) The pallet truck must be used in the movement of large and heavy objects.
- h) The Company advises that all protective clothing should be worn at ALL times on the premises.
- i) All safety signs must be adhered to.

2. ELECTRICAL

- a) If an appliance fails to operate or a fault develops, it is to be reported to a Supervisor or Manager.
- b) All electrical appliances within the warehouse area are either fitted with 5,13 or 15 amp fused plugs. Only qualified persons must be employed to deal with any major electrical breakdown.
- c) All electrical appliances must be closed off at the close of business, other than computers which may by necessity need to be left on.
- d) Fire Emergency Procedure – see notice board.
- e) All litter must be placed in the waste paper bins provided.

3. VERMIN

Managers should be informed of any sighting of vermin within the premises. Those depots with warehousing must utilize the services of a company who are members of the British Pest Control Association.

4. PARKING

All parking of vehicles must be within the designated areas.

5. COMPANY VEHICLES

All faults on Company owned vehicles must be reported immediately to the appropriate Manager.

Only nominated staff who hold a current licence are permitted to drive company cars.

6. ALCOHOL & DRUGS

All employees must ensure that they do not impair their ability to protect themselves, the public and our customers from hazard as a result of alcohol consumption or drug abuse.

ENVIRONMENTAL

Elite Industrial Supplies Limited recognises and accepts that concern for the environment is an integral and fundamental part of the Company's corporate business strategy.

The Company will actively seek to reduce its impact on the environment, to the lowest practical minimum by recognizing its responsibilities through a positive policy on safety at the workplace, control of pollution and care for the local environment. Any threat of pollution from its activities will be identified and either eliminated or effectively controlled.

This policy has been reviewed, formalized and endorsed by the Company Managing Director who takes responsibility for its execution and requires that it be a prime concern of employees at all levels.

This statement will be brought to the attention of all employees, suppliers and contractors.

The environmental action programme is formulated to implement the policy.

ENVIRONMENTAL ACTION PROGRAMME

The environmental action programme determines the specific objectives for environmental control, providing guidelines for Company personnel who have the responsibility for ensuring that the objectives are met.

1. MANAGEMENT INVOLVEMENT

Managers at all levels throughout the Company must take individual responsibility to ensure that environmental issues are considered carefully when making decisions or when planning or controlling work.

2. WORKFORCE INVOLVEMENT

All employees will be made aware of their individual responsibilities for acting in accordance with the environmental policy. Accountabilities will be clearly defined within the management structure.

3. ENGINEERING AND SAFETY

Plant and systems of work are designed and maintained to the highest possible standards in order to minimise accidents and unforeseen occurrences. The Company will endeavour to work closely with the relevant statutory bodies to meet all applicable legislation and improve operating procedures. Systems have been developed to provide the appropriate response to deal with any incident which might have off sight significance.

4. WASTE REDUCTION & RECYCLING

Careful consideration will be given to the elimination or minimisation of waste at source and the recycling or reuse of materials.

5. WASTE DISPOSAL

Disposal and transport of wastes off site will be carried out in a responsible manner with due regard to all environment considerations. Discharge of our trade effluent to sewer will be as required by legislation, through consents and controls. The Company will endeavour to minimise spillage and maintain good housekeeping as part of our system of compliance.

6. EFFECTS ON THE COMMUNITY

Noise, odour, atmospheric emissions, traffic and other aspects of the Company's activities which can affect the local community will be controlled to the lowest practical level. Elite Industrial Supplies Limited will seek to be a good neighbour and improve the aesthetic appearance of their sites.

7. COMPLAINTS

The Company will continue to develop the existing system for handling complaints from individuals or from local organizations and make every effort to provide an efficient and friendly channel of communication.

8. OPENESS

Elite Industrial Supplies Limited wish to develop an open and effective relationship with regulatory authorities, the local community and its representatives.

Signed
DAVID BUTTERWORTH
Managing Director

Date