



Company Health & Safety Procedures Manual HSMS 0101 Company Policy Statement & Responsibilities

Introduction

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc. Act 1974, KAMMAC is effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy, which outlines KAMMAC health and safety arrangements and organisational structure is provided at KAMMAC premises, and is available for all employees or other interested parties to read

In order for KAMMAC to discharge its statutory duties, employees are required by law to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

KAMMAC agrees that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate.

It is the responsibility of KAMMAC's Competent Person to ensure that suitable revisions are made that reflects changes that have taken place within KAMMAC and any new and relevant legislation. In addition, the policy will be reviewed regularly and in response to significant events that could impact the content.

KAMMAC encourages all employees to inform their Manager of any areas of the health and safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

HEALTH AND SAFETY POLICY STATEMENT

In accordance with the duty under Section 2 (3) of the Health and Safety at Work etc. Act 1974, and in fulfilling our obligations to our employees, visitors, contractors, neighbours and members of the public who may be affected by our activities KAMMAC have produced the following statement of policy in respect of health, safety and welfare concerns.

It is the policy of KAMMAC to comply with the terms of Health & Safety at Work, etc. Act 1974 and with the safe working practices outlined in associated Health & Safety Regulations and Health & Safety Executive guidelines.

KAMMAC aims, so far as is reasonably practicable, are to identify, remove where practicable or adequately control risk by conducting the following:

- The provision and maintenance of work equipment and systems of work that are safe and reduce risk to an acceptable level.
- The control of risks to health and safety in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- The maintenance of any place of work under KAMMAC's control in a condition that is safe and without risks to health & safety.
- The provision and maintenance of a working environment that is safe, without risks to health, and adequate as regards facilities and arrangements for the welfare of our employees at work.
- Those persons not in our employment who may be affected are not exposed to risks to their health and safety.
- An environment in which everyone can carry out their work tasks without fear of intimidation, harassment, violence or undue stress.
- An organisation structure that allows for this Health & Safety Policy to be implemented in full and updated as appropriate.
- That our management team afford health and safety matters equal priority to other management functions.
- Regular inspection, monitoring and auditing of systems and procedures to enable continuous improvement.
- The co-operation of all employees in the implementation of this policy.

KAMMAC's Health and Safety objective is to assess all significant risks to its employees, visitors and contractors and to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.

The Senior Management Team will ensure that: -

- They have an understanding of the main requirements of the Health and Safety at Work etc. Act 1974.
- All levels of the organisation fully understand the arrangements for the implementation of the safety policy.
- The policy is reviewed every 12 months or when there is significant change to KAMMAC for compliance with the objectives for health and safety.
- KAMMAC employ competent persons in the relevant roles as defined under the Management Regulations and any other relevant statutory legislation.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- Details of safe systems of work, rules and procedures are communicated to all relevant persons with suitable records kept.
- Health and safety issues raised by employees and non-employees are recorded and investigated.
- Adequate training is provided for relevant personnel including site induction, toolbox talks or any other relevant job specific training.
- Qualified first aid personnel and facilities are provided to address potential hazards on the work site.
- Arrangements for fire safety are implemented and that all relevant checks are carried out as per site requirement.
- All accidents and dangerous occurrences are investigated and control measures implemented to prevent any reoccurrence.
- Nominated personnel complete, record and review site-specific assessments/method statements and inform employees of the results.
- That suitable and sufficient personal protective equipment is provided for employees at no cost and that suitable records are maintained.
- Joint consultations between management and other relevant company personnel take place.
- All company-specific records, registers and certificates for statutory inspections, testing, or maintenance are available for inspection.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Environmental controls are in place as required to ensure compliance with relevant environmental legislation.

The Health and Safety Competent Person will ensure that: -

The company's competent person for health and safety advice fulfilling the requirement of Regulation 7 of the Management of Health and Safety at Work Regulations 1999

- Has a good understanding of the main requirements of the Health and Safety at Work etc. Act. 1974.
- Details of safe systems of work, rules and procedures are communicated to all relevant persons with suitable records kept.
- All risk assessments and methods statements (RAMS) are suitable and sufficient for the tasks undertaken
- All COSHH registers are maintained
- Arrangements for fire safety are implemented and that all relevant checks are carried out as per site requirement.
- All accidents and dangerous occurrences are investigated and control measures implemented to prevent any reoccurrence.
- All company specific records, registers and certificates for statutory inspections, testing, or maintenance are available for inspection.
- Sub-Contractors are vetted in accordance with KAMMAC's assessment form and on acceptance placed onto the KAMMAC approved contractor register.
- All welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- Safe access and egress are provided and maintained at all times.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Procedures are in place for contacting emergency services.

Managers will ensure that: -

- They have a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974 and any other relevant legislation that applies to their work area.
- To ensure any health and safety instructions, codes of practice etc, of the Company are understood and implemented
- Details of toolbox talks, safe systems of work, rules and procedures are communicated to all relevant persons with suitable records kept.
- All risk assessments and methods statements (RAMS) are suitable and sufficient for the tasks undertaken
- All COSHH registers are maintained with suitable records kept for their area of responsibility.
- All accidents and dangerous occurrences within their area of responsibility are investigated and control measures implemented to prevent any reoccurrence.
- All records, registers and certificates for statutory inspections, testing, or maintenance for equipment within their area of responsibility are available for inspection.
- Ensuring all relevant personal protection equipment (PPE) is provided, worn and in good order within their area of responsibility
- Safe access and egress are provided and maintained at all times throughout their work areas
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Daily safety monitoring is undertaken, recorded as required within their work areas.

Supervisors, Senior Team leaders & Team leaders will ensure that: -

- They have a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974.
- Delivery of toolbox talks,
- Ensuring that team members are working according to a relevant Safe Systems of Work & Risk Assessment,
- Making dynamic alterations to Safe Working Procedures & Risk Assessments according to site specific risks
- Communicating all relevant company Health and Safety procedures to their team members with suitable records kept.
- Ensuring all team members are applying company procedures appropriately
- All risk assessments and methods statements (RAMS) are suitable and sufficient for the tasks undertaken
- A suitable COSSH assessment is made/in place for all hazardous substances to be used.
- All accidents and dangerous occurrences within their team are investigated and control measures implemented to prevent any reoccurrence.
- Ensuring all relevant personal protection equipment (PPE) is worn and in good order within their team.
- Work areas remain safe throughout the work process
- Relevant statutory signs and notices are displayed in prominent positions.
- Safety monitoring is undertaken throughout the work process and recorded as required.

Employers responsibilities

As employers, we have a duty of care to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or using equipment provided by KAMMAC. Consideration must also be given to our neighbours and the general public.

Management will ensure that they: -

- Assess all reasonably foreseeable risks to worker's health and safety and bring the significant findings to the attention of employees.
- Put reasonable controls in place to reduce the risk to as low as practicable level as reasonably practicable
- Provide Personnel Protective Equipment as required
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities for welfare and safe access and egress.
- Provide adequate training and information to all employees to enable them to conduct their task in a safe manner with minimal risk to themselves and other within the area or those that maybe affected by their actions.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.



Employees responsibilities

Every employee working for KAMMAC has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of their own safety and any other person who may be affected by their actions and omissions.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or firefighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are required to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Always keep the work area and any company property tidy and free of clutter
- Only perform work that they are competent to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment to their Team Leader/Senior Team Leader or Manager
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform their Team Leader/Senior Team Leader or Manager and First Aider of all accidents that occur.
- Comply with any health surveillance where the company deem it to be necessary.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

Responsibilities and duties of sub-contractors/self-employed and agency personnel

- Will be made aware of KAMMAC health and safety policy and safety rules.
- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by the management of KAMMAC
- Will co-operate with KAMMAC in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by KAMMAC are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments, where appropriate, in relation to their activities, ensure that appropriate health and safety arrangements are implemented and by adequate liaison inform and cooperate as necessary with KAMMAC.
- Will ensure that all activities, where appropriate, are detailed in comprehensive method statements, and that everything possible will be done to ensure full compliance with the statements produced.
- Will ensure that they sign into the premises, where appropriate, prior to undertaking any work at the premises.

The working time regulations

Working time is any period during which a worker is working, at the employer's disposal and carrying out his activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.

With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17-week rolling reference period but this can be successive 17-week periods if this is specified in a relevant agreement.

The average is calculated using the formula $\frac{(A) + (B)}{(C)}$ where: -

(C)

(A) The total number of hours worked during the reference period,

(B) The total number of hours worked immediately after the reference period to compensate for any 'excluded days' and

(C) The number of weeks in the reference period.

'Excluded days' are non-working days that occur because of holidays, sickness, etc. Where there are excluded days during the reference period, hours worked on an equivalent number of days immediately after the reference period have to be added in to the calculation as (B).

For the first 17 weeks of employment, workers should not have an average in excess of 48 hours a week, their average is calculated by dividing the total number of hours worked by the total number of weeks worked.

There is a general requirement on our company to take reasonable steps to ensure that workers do not work in excess of the 48-hour average, which includes asking whether or not the worker has more than one job.

There is no requirement to keep specific records of hours worked, but if required we will show an officer of the HSE or local authority that workers have not exceeded the 48-hour average.

Employees can opt-out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months), is specified, it can be terminated with seven days' notice by the employee.

Employees cannot be forced to opt-out of the 48-hour week and it is unlawful to take action against them for refusing. If an employee does opt-out of the 48-hour week, we have to keep a copy of the individual opt-out agreement but do not have to keep any records in relation to the hours worked.

Rests

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different periods are agreed in a collective or workforce agreement.

For young workers (16 to 18-year olds) the rest break is 30 minutes in any work period that exceeds four-and-a-half hours and no agreement can alter this.

The break must be continuous unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.

Employees are entitled to a daily rest of at least 11 consecutive hours (12 hours for young workers) in each 24-hour period.

Employees are entitled to a weekly rest of at least 24 consecutive hours in a seven-day reference period. The seven-day period starts at midnight between Sunday and Monday unless a relevant agreement states otherwise. The weekly rest should start immediately after an 11-hour daily rest unless there are objective, technical or organisational (OTO) reasons why the weekly rest cannot follow the daily rest. Derogations on weekly rests can be made by local, collective or workforce agreements.

For adult workers, the 24-hour weekly rest can be averaged over a 14-day reference period by giving two rest periods of at least 24 consecutive hours or one rest period of at least 48 consecutive hours in each 14-day period. The option to use a 14-day reference period is Environmental Waste Controls Ltd and in theory this would give a maximum continuous work period of 24 days in two 14-day periods (2 off, 12 on, 12 on, 2 off).

Young workers should have two 24-hour rest periods in each seven-day reference period, preferably consecutive. This can be reduced to 36 continuous hours (12 hours daily rest followed by 24 hours weekly rest) if this can be justified for OTO reasons.

As with the 48-hour average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily/weekly rests.

Structure and Responsibilities

KAMMAC Management Structure (Skelmersdale)

Arrangements Section

Kammac will ensure that all staff full time and temporary are adequately trained for their task and use of equipment, tools, machinery and manual handling including any certificates and licenses required.

Kammac will ensure 10% of the workforce are trained in first aid and fire marshal's for emergency and ensure there is adequate amount of trained staff on site at any one time.

Kammac health and safety team will ensure all risk assessments for all tasks and new task will be carried out and reviewed regularly. And any concerns for risk assessments to contact compliance team/health and safety and there are paper copies along with management system for all to see if requested.

Kammac plan to meet their duties under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. By consulting with any concerns, new safety concerns within the workplace.

Kammac will ensure that all staff temporary and full time will have access to the correct PPE for their task, and replace any damaged PPE, Equipment.

Kammac's compliance team will ensure that all risk, fire and COSHH assessments are carried out and reviewed regularly.

Kammac will ensure the welfare of the staff with toilets, canteen area, washing facilities and to be kept clean and tidy.

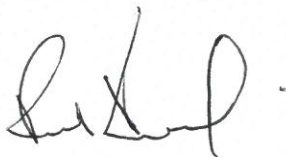
Kammac will ensure that housekeeping is carried out regularly and waste disposed of correctly.

Kammac's compliance team will carry out any accident investigation, reporting and to ensure measures are put in place to protect from reoccurrence and any dangerous accidents will be reported through the HSE RIDDOR system and kept on our records and to find the root cause.

Kammac will ensure all equipment, tools and machinery are fit for purpose and in good condition and all staff are aware to report any defects to their supervisor's, all electrical and fire systems are checked regularly and tested including full evacuation on a 6-monthly basis.

Kammac compliance team to carry out weekly audits in regards to health and safety, welfare and BRC standards.

Signature:



Title: Managing Director

Date: 30/09/2020