
Health & Safety Policy

For

Hi-Way Transport Limited
Hammond Road
Knowsley Industrial Estate
Knowsley
Liverpool
L33 7RP

July 2005

**GENERAL POLICY STATEMENT WITH REGARD TO HEALTH & SAFETY
WELFARE**

Our Employees

It is the policy of Hi-Way Transport Ltd to undertake operations and service in such a manner as to ensure, “so far as is reasonably practicable”, the health, safety and welfare of its employees and all persons likely to be affected by its operations including the general public where appropriate.

It is the policy of Hi-Way Transport Ltd to co-operate and co-ordinate with contractors, customers, and users of its facilities in order to pursue its Health & Safety Policy.

Employees are not to undertake duties that will expose them or others to a risk to their Health & Safety without having received the necessary information, instruction and/or training. Hi-Way Transport Ltd is committed to providing training where necessary, which will permit staff to undertake their duties in the interest of the health and safety of themselves or others.

Responsibility

Hi-Way Transport Ltd recognises its responsibility for the continuing implementation and enhancement of the policy. Allocation of responsibilities within these procedures is defined below and these definitions include the limits of authority imposed on each individual.

It is the policy of Hi-Way Transport Ltd to encourage consultation and matters of Health & Safety are taken as being a standing item on the agenda at all management meetings.

Areas of responsibility are defined in Hi-Way Transport Ltd Health & Safety Policy and those responsible are to ensure that employees are familiar with the work in hand, and know and understand the systems of work to be employed. Users of work equipment should inspect their equipment daily before use and portable equipment is to be inspected periodically as required by statute law.

Consultation

Hi-Way Transport Ltd see communications between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Safety Committee meetings as often as is deemed necessary.

Communication

The management of Hi-Way Transport Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the content of its health and safety policy. Hi-Way Transport Ltd communicates with its employees orally, in the form of directions and statements from managers, in writing, in the form of directives and this policy statement, and by example.

Co-operation & Care

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action will be taken against any employee who violates safety rules or who fails to perform his duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by their acts or omissions and the operations of the company.

Capabilities of Employees

Hi-Way Transport Ltd understands the need to take into account the capabilities of employees in respect of Health and Safety when entrusting work to them and will therefore undertake to provide employees with adequate information and training on work practices and work place risks. Every employee is charged with a duty of care for their own safety, the safety of fellow workers and all other persons within the work area. Employees also have a duty to co-operate with Hi-Way Transport Ltd to enable it to carry out its responsibilities with regard to Health, Safety and Welfare. Hi-Way Transport Ltd looks to every employee for continuous awareness of safety requirements, alerting it to existing and potential hazards, and the need for minimising them.

LEGISLATION

Health and Safety at Work Act 1974
Health & Safety (Consultation with Employees) Regulations 1996
Control of Substances Hazardous to Health 1994
Manual Handling Regulations 1992
Display Screen Equipment Regulations 1992
Noise Regulations 1989
Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Fire Precautions (welfare) Regs 1997 as amended 1999
Workplace (health, safety & welfare) Regs 1992
Provision & Use of Work Equipment Regulations 1998
Lifting Operations & Lifting Equipment Regulations 1998
Personal Protective Equipment at Work Regulations 2002

Management Provisions

The Operations Manager is responsible for the implementation of the policy and performance within the workplace, and will also:

- a) Enforce safe working methods and procedures
- b) Stop work where there is an immediate risk of accident or injury, or a threat to life, until that risk or threat is removed and a safe method of working is implemented

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- c) Ensure employees receive necessary training, instruction, information and supervision
 - d) Maintain close liaison with other parties to promote co-operation and understanding of hazards, safety instructions and the understanding of them.

Signed for and on behalf of Hi-Way Transport Ltd

Mr Cliff Price
Operations Manager

Date: 18 July 2005

ORGANISATION AND PROCEDURES

Structure

The Health and Safety Policy of Hi-Way Transport Ltd is structured according to procedures as follows:

- a) Responsibilities
- b) Overall Policy
- c) Office Procedures

Office Procedures

The person responsible for all Health and Safety aspects of office procedure is the Operations Manager, these responsibilities include:

- a) Health and Safety Induction and Employee Training
- b) Health and Safety Assessments
- c) Office Health and Safety, Welfare, Fire Precautions and Security
- d) Certification and Statutory Records, Portable and Fixed Equipment.

It is Hi-Way Transport Ltd policy to issue to employees procedures outlining the preferred working systems.

The object of these procedures is to ensure consistent standards of Health and Safety, and quality of workmanship.

RISK ASSESSMENT

Risk Assessment is a formal written assessment of the risks to employees and others, to which they may be exposed in the course of a particular work activity or task.

Risk Assessment is to be undertaken for work activities and tasks and may form the basis of a method statement.

CONTROL

Employees and Contractors will receive copies of the Health and Safety Policy and safe working procedures prior to the commencement of work, and any subsequent updates of the policy.

Employees and Contractors should refer concerns over working conditions to the nominated persons in each area of responsibility.

Employees and Contractors will be kept informed of the incidents of injuries, dangerous occurrences, fires and occupational disease in both the workforce and the industry at large together with their causes and any subsequent means of prevention.

Employees will be free to evacuate a work site if they have reasonable grounds to believe there is a serious risk of imminent danger.

ACCIDENTS

Constant observation of policy, adherence to rules and maintenance of good practice and procedure will prevent personal suffering, injury and hardship by reducing accident rates.

All accidents shall be reported to the nominated first aider or in the case of absence, their appointed deputy. In the event of neither being available then go to the person responsible for health and safety, who will fill in the accident book and the relevant accident report form.

In the event of a major or reportable injury see R.I.D.D.O.R. Identification will be by way of posters to signify location of the first aid box and nominated first aider.

ACCIDENT INVESTIGATION & REPORTING

It is the policy of Hi-Way Transport Ltd to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Hi-Way Transport Ltd considers accident investigation to be a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Operations Manager or a person appointed by him detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

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- c) Storage and disposal of waste
 - d) Maintenance of first aid facility
 - e) Filing drawers not being left open
 - f) Ensure files/papers are not overhanging shelves
 - g) A proper place for everything.

PERSONAL PROTECTIVE EQUIPMENT

It is the policy of Hi-Way Transport Ltd to comply with the law set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to risk to their health and safety whilst at work will be provided with suitable, properly fitting and effective personal protective equipment issued by the Operations Manager.

All personal protective equipment provided by Hi-Way Transport Ltd will be properly assessed prior to its provision.

All personal protective equipment provided by Hi-Way Transport Ltd will be maintained in good working order.

All workers provided with personal protective equipment by Hi-Way Transport Ltd will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Hi-Way Transport Ltd will endeavour to ensure that all personal protective equipment provided is used in a proper manner by its employees.

1. Employees must use all personal protective equipment provided to them in accordance with the training and instructions given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of, or obvious defect in, any equipment provided to the Operations Manager.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H.)

Hazardous Substances

It is the policy of Hi-Way Transport Ltd to comply with the law set out in the Control of Substance Hazardous to Health Regulations 1994. In order for it to fulfil its responsibility under the C.O.S.H.H. Regulations it is required to: -

- Assess the risks from exposure to hazardous substances in the workplace
- Prevent or control any risks
- Provide health surveillance where appropriate

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- Provide relevant training, information and instruction to employees
 - Monitoring

The key word in C.O.S.H.H. is control.

A COSHH assessment will be conducted for all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and knowledge of the work process. Any area that requires a COSHH assessment to be carried out will be assessed using the hierarchy of control measures. This will include: -

1. Substitution
2. Isolation
3. Local Exhaust Ventilation
4. General Ventilation
5. Personal Protective Equipment
6. Hygiene Control

Control of Hazardous Substances

Hi-Way Transport Ltd will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who may come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process or if there is any reason to suspect that the assessment may no longer be valid.

ELECTRICITY AT WORK REGULATIONS

- a) It is forbidden to carry out repairs or fit any plug to an electrical appliance unless authorised to do so by the Operations Manager.
- b) No electrical appliance is to be connected to an electrical system by any means other than the correct plug or connection.
- c) It is forbidden to interfere with any electrical appliance.
- d) All electrical appliances must be tested regularly.
- e) If any electrical appliance is found to be faulty it must be reported immediately to the Operations Manager.
- f) All work on electrical installations, maintenance or repairs, must be carried out by a competent electrician.

R.I.D.D.O.R.

Reporting of Injuries, Diseases and Dangerous Occurrences 1995

Injury

In the event of an injury:

- a) Render first aid and if in doubt call an ambulance.
- b) Injury/Dangerous occurrences should be reported immediately to the Operations Manager without delay on an accident report form.
- c) An injury report form should be completed immediately giving the following information:

Employee Name

Address

Age

Date of Birth

Sex

Occupation

Date / Time of accident/ illness or dangerous occurrence

Location of Incident

Any loss of time

Absence start / Absence finish

The Injury Report Form when completed should be checked and signed by the employee involved.

Particular attention should be paid to the part of the form that asks “what action has been taken to stop re-occurrence” a copy of the Injury Form should be retained by the office and the appropriate details entered into the Accident Report Book in the event of a major injury / illness or fatality. A list of notifiable injuries and illnesses as defined by the Health and Safety Executive follows:

REPORTING INJURIES DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (R.I.D.D.O.R)

Should any event happen under R.I.D.D.O.R. then notification will be made by the quickest means available (telephone/fax/e-mail) and all forms completed and sent to the enforcing authority (within 10 days). A responsible person is to keep records of any event.

Injury

- a) Death of any person
- b) Fracture of skull / spine of pelvis
- c) Fracture of any bone other than fingers, thumbs or toes

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- d) Amputation of a hand, foot, finger, thumb or toes or any part thereof if the joint or bone is completely severed
 - e) Dislocation of shoulder, hip, knee or spine
 - f) Loss of sight of any eye, a penetrating injury to the eye, a chemical or hot metal burn to an eye whether temporary or permanent
 - g) Any other injury (including burns) requiring immediate medical treatment, or loss of consciousness whether or not due to direct contact with circuits or equipment
 - h) Any injury from electrical shock
 - i) Loss of consciousness resulting from the lack of oxygen
 - j) Over 3 days injury
 - k) Other acute illnesses requiring treatment, or loss of consciousness resulting in either case from absorption from any substance by inhalation, ingesting or through the skin
 - l) Admittance to hospital for more than 24 hours
 - m) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to pathogen or infected material

Report of an Injury or Dangerous Occurrence – Responsible person to fill in form 2508

Dangerous Occurrences

Dangerous occurrences must be reported to the enforcing authority are as follows:

- a) The collapse of, the overturning of, or the failure of any part of any lifting device e.g. lift hoist or crane
- b) Explosion, bursting or collapse of any closed vessel including a boiler or boiler tube
- c) Electrical short circuit or overload attended by a fire or explosion
- d) An explosion or fire occurring in any plant or place which results in the stoppage of any work involved in that place for more than 24 hours or more
- e) The sudden uncontrolled release of 1 ton or more of highly flammable liquid
- f) Accidental release of any substance which may damage health

Report of an Injury or Dangerous Occurrence – Responsible person to fill in form 2508

Report of a case of Disease – Responsible person to fill in form 2508A

SAFETY TRAINING

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely.

All employees will be trained in safe working practices and procedures prior to being allocated a new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have regarding work safety.

Hi-Way Transport Ltd is committed to providing information, instruction, supervision and training to enable employees to undertake their jobs safely and competently.

All new employees are to receive induction training in the safe working methods employed by Hi-Way Transport Ltd. This is to include: -

- a) Hi-Way Transport Ltd Health and Safety Policy and Employee duties under the policy
- b) Protective equipment use
- c) Good housekeeping and storage
- d) Procedures for reporting defects and unsafe practices
- e) Employee grievance procedure
- f) Employee disciplinary procedure
- g) Fire and Emergency evacuation procedures
- h) First Aid and Emergency procedures
- i) Safe use of substances in common use
- j) Safe use of work equipment and any necessary instructions on its use
- l) Provision of welfare facilities available

MONITORING AND REVIEW

The Operations Manager is responsible for monitoring and reviewing the Health and Safety policy. Monitoring and Review policy will result from:

- a) Personal observation from the Operations Manager and supervisory staff
- b) Comments from Clients, Consultants and Contractors
- c) Incidents attracting publicity
- d) Lost time due to injuries to employees
- e) Employers liability claims
- f) Expenditure on sick pay
- g) On costs resulting from failures or oversights
- h) Visits or correspondence from enforcing authorities and insurers

FIRE AND EMERGENCY PROCEDURE – PRECAUTIONS

- All personnel must take note of and comply with any Fire Precautions Notices displayed.
- Fire doors will be marked as such and are to be kept closed. Under no circumstances will Fire Doors be wedged open.
- Suitable and sufficient Fire Fighting Appliance will be located throughout the workplace.
- Emergency fire exits will be marked as such and under no circumstances locked during working hours. All emergency fire exits will be kept clear at all times.
- All equipment used to produce heat must be switched off when not in use. Under no circumstances is such equipment to be left unattended whilst switched on.
- All electrical equipment should be switched off when not in use, and disconnected from the mains supply at the end of each working day.
- Flammable liquids or materials must not be stored in the proximity of any heat source that may give rise to the production of flammable vapours or might provide a source of ignition.
- The storage of flammable liquids and materials should be kept to a minimum.
- Storage areas for flammable liquids and materials must be appropriately marked.

ACTION TO BE TAKEN IN THE EVENT OF FIRE

- On discovering the fire, activate the nearest fire alarm break glass point.
- Tackle the fire only if it is feasible to do so using the nearest appropriate fire fighting appliance. Do not endanger yourself in order to save property.
- If the fire is too large to tackle call the fire brigade by dialling 999, ask for the fire brigade, give your name, the address of the building and the approximate location of the fire, e.g. ground floor, second floor etc.
- Evacuate the building in an orderly manner by the nearest safe exit and report to your designated assembly point.

FIRE SAFETY

In order to comply with the Fire Precautions (welfare) Regs 1977 as amended in 1999, it is now policy for a member of staff to carry out fire risk assessments and to record, monitor and review the process. This is to include emergency procedures and evacuation. Hi-Way Transport Ltd fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

The Operations Manager is responsible for ensuring compliance with fire safety and prevention codes and for reviewing practices and procedures, inspecting and testing of fire fighting equipment, prevention and protection equipment and for advising on safe working practices and procedures.

The person responsible for the regular maintenance and testing of fire alarms and fire fighting equipment is the Operations Manager and in his/her absence the deputy.

All employees have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999). All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from source of ignition and avoiding unnecessary accumulation of combustible materials.

Fire Detection Equipment

Where possible fire detection equipment will be located at strategic points throughout the workplace.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or

potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Doors / Fire Exits

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open. Fire exits are located at strategic points throughout the workplace. Exits doors and corridors must never be locked (during working hours), blocked or used as storage space at any time.

MANUAL HANDLING

It is the policy of Hi-Way Transport Ltd to comply with the law as set out in the Manual Handling Operations Regulations 1992.

In order to comply with the duty under the regulations, all manual handling tasks will be assessed by identifying:

1. The task
2. The load
3. Working environment
4. Individuals capabilities
5. Any other issues

All employees are given instruction in the correct handling methods and where necessary help will be provided should the task require it.

Manual handling operations will avoided “so far as is reasonably practicable” where there is risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level wherever reasonably practicable.

Particular attention should be paid to posture when using/wearing P.P.E. It is the duty off employees to make full and proper use of any “safe system of work” provided by the employer to reduce the risk of injury.

MANUAL LIFTING AND HANDLING

1. The lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.

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3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
 4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstruction or spillage which could cause tripping or spillage.
 5. Employees should not attempt to lift or move a load that is too heavy to manage comfortably.
 6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
 7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed when lowering an object to the ground.

PROVISION & USE OF WORK EQUIPMENT REGULATIONS 1998

It is the policy of Hi-Way Transport Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Hi-Way Transport Ltd will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use the equipment safely.

The use of any work equipment that could pose a risk to the well being of persons in or around the workplace will be restricted to authorised personnel.

All work equipment will be maintained in good working order and repair.

All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

TOOL AND EQUIPMENT MAINTENANCE

1. Machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the Operations Manager to determine who is authorised to use a specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in good and safe condition. Any tools or equipment, which are in any way defective, must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tools should be used without the manufacturers recommended shields, guards or attachments.

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5. Approved P.P.E. must be properly used where appropriate.
 6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
 7. Employees are prohibited from using any tool or piece of equipment for any purpose other than that which is intended.

LIFTING OPERATIONS & LIFTING EQUIPMENT REGULATIONS 1998

It will be the policy of Hi-Way Transport Ltd to comply with the regulations as set out in the Lifting Operations & Lifting Equipment Regulations 1998. In order to comply with these requirements it will be necessary to:

1. Ensure that all lifting equipment to be used is of adequate strength and stability for its proposed use.
2. To reduce the required risks from the positioning and installation of lifting equipment (so far as is reasonably practicable).
3. To ensure that all lifting equipment is adequately marked to indicate the safe working load.
4. Where necessary to check that lifting equipment has been examined by competent persons. To undertake risk assessments as and when required.
5. A Method Statement for will be issued for operatives to follow regarding the use of Lorry Loader Cranes to load and unload vehicles.
6. A risk assessment is to be carried out prior to any lifting operation, and the findings recorded in the prescribed manner.

HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

It is the policy of Hi-Way Transport Ltd to comply with the law set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

The DSE Regulations mean any alpha numeric or graphic display screen. The regulations apply to all defined users and apparatus.

Definitions:

- **USER:** Any employee who habitually uses D.S.E. as a significant part of their work.
- **OPERATOR:** Any self-employed person who habitually uses D.S.E.
- **WORKSTATION:** Means an assembly of where a person works:

This takes into account: VDU Screen, keyboard, mouse, hardware, software, printer, telephone, desk, chair, footrest, typewriters, and calculators. The immediate environment: Lights, heating, temperature, windows and ergonomics.

Other duties place on use as employers:

- To ensure regular breaks or changes of activity.
- Regular eye tests.
- Special corrective appliances where necessary.
- To provide training and information.

To conform to our duty under the above regulations regular assessment will be made of workstations and records kept. There will be no charge made for eye tests or any special corrective appliances that may be needed. Hi-Way Transport Ltd will undertake regular assessments and if necessary will organise training to make users aware of their duties and to improve working conditions.

Hi-Way Transport Ltd will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request. Where necessary VDU screen users will be provided with basic necessary corrective equipment such as glasses or contact lenses. All VDU screen users will be given appropriate and adequate training on health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

EQUAL OPPORTUNITIES CODES OF PRACTICE

Hi-Way Transport Ltd is committed to Equal Opportunity. This means that wherever possible the company will strive to offer everyone an equal opportunity, regardless of age, disability, race, religion, sex, sexual preference, social class.

Equality of opportunity means that all employees should be valued equally within the organisation and work in an environment free from discrimination.

Employees whose attitude, behaviour and practices are found to discriminate against others on the grounds mentioned above may be subject to disciplinary procedures.

Any grievance relating to equal opportunity discrimination should be advised to the Operations Manager, who will endeavour to resolve the matter and if necessary employ the services of an outside mediator.

All employees will be expected to help to play a part in the implementation of our equal opportunities policy.

Signed for and on behalf of Hi-Way Transport Ltd
Mr C Price
Operations Manager
18 July 2005