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WINTON FLOORING LTD

COMPANY POLICY

Safety Policies

The Company sets and maintains a high standard of safe working for its employees and SubContractors who are engaged to carry out work on the behalf of the Company in accordance with the requirements of the Health and Safety at Work Act.

The Company requests the co-operation of SubContractors working for the Company in observing our Safety Code which will assist them in facilitating the safe execution of their work.

Responsibilities

Mr S R Marsh is responsible for the overall Health and Safety of the Company but the following are responsible for safety of their particular sites:-

Richard Marsh
Ian Kerr

Sub Contractors are also reminded of our Health and Safety Policy.

All employees have the responsibility to co-operate with Supervisors and Managers to achieve a healthy and safe work place and to take reasonable care of themselves and others.

Whenever an employee, Supervisor or Manager notices Health and Safety problems which they are not able to put right, they must straight away tell the appropriate person, either one of the above or the person in charge of safety on site.

Stephen Marsh will be responsible for safety training, carrying out safety inspections, investigating accidents and the monitoring of plant and equipment.

Accidents

A First Aid box is available in each vehicle and also at the office at 46 Bury Old Road, Whitefield. These must be kept stocked. Any items used must be notified and will be replaced. The main fitter on site must report accidents to Mr Marsh.

General Fire Safety

Site Supervisors will ascertain where escape routes and extinguishers are located. Fire extinguishers in the office are strategically placed and maintained by Chubb.

Advice and Consultancy

Our local inspector's office may be found on Quay Street, Manchester .
(0161 831 7111)

Training

Mr S R Marsh will be responsible for training in Health and Safety procedures and will advise on any specialised problems concerning solvent based or flammable adhesives.

All employees and SubContractors are issued with the following:-

- 1) Barrier Cream and Gloves - to avoid skin infections from adhesives and screeds.
- 2) Goggles to prevent eye contamination.
- 3) Hi-Viz Vests.
- 4) Dust Masks - to avoid inhalation of dust from screeds and subfloors.
- 5) Respirators - to aid breathing where there is inadequate ventilation.
- 6) Ear Defenders.

Particular emphasis is placed where solvent-based adhesives are used.



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Smoking is forbidden on site during the installation of floor coverings.

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- 8) Safety Shoes and Overalls - issued to our own fitters. SubContractors are advised to provide their own.
- 9) Safety Helmets - these must be worn on building sites.

All employees and SubContractors are constantly reminded of our safety requirements and must inform Mr Marsh of any lack of co-operation.

Hazards

Hazard sheets may be found in the office together with Manufacturer's guidance sheets. Manufacturers are very keen to offer advice concerning any of their products.

Premises

All sites must be kept clean and tidy at all times and all waste to be cleared away after each day. All materials must be stored safely. Cones will be used to indicate wet or slippery floors and areas to be cordoned off from the public if and where necessary.

Wherever practicable gangways and exits to be given for access.

Stepladders and scaffolding must be properly secured before use and used strictly in accordance with the Manufacturer's instructions. Rooms should be given adequate ventilation when using solvent-based adhesives and the public informed and if possible evacuated from the area.

Electric Equipment

Each fitter is responsible for inspection of plugs, cables and loose connections and faults. Any faults found must be notified immediately to Mr Marsh or to the Hire Company.

Machinery

All equipment must be used in accordance with the Manufacturer's instructions. The following equipment is used on a regular basis and must be checked before use by the Supervisor on site:-

Welding Gun

Floor Stripper

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Any other equipment would be hired and therefore inspected before use by the Hire Company.

Dangerous Substances

Hazard data sheets are given on all adhesives and screeds that are used. (90% are classed as non-hazardous).

Hazard Rules

Eyes: Splashing from adhesives and screeds can cause severe pain and damage.
Where there is a risk goggles must be worn.

Hands: Risk of skin infection from materials.
Barrier Cream is more practicable than gloves. Gloves may be used for handling floor finishes.

Head: Safety helmets should be worn where risk is present or where the main contractor demands it.

Breathing: Avoid problems by using dust masks and respirators where appropriate. Ensure adequate ventilation on site.

Fire: No Smoking on site during the installation of floor coverings.

It is the responsibility of each employee to inform Mr Marsh of the lack of any safety equipment or hazards which occur on site and he will ensure that replacements are made.



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Director

01 January 2008