

# Stewart Signs Limited: Health & Safety Policy

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This policy is laid out in four sections:

## **Section A:**

### **Directors Statement of Intent**

This is an expression of management intention and recognition of our legal duties and responsibilities.

## **Section B:**

### **Organisation for Health and Safety Responsibilities**

Details the organisation for health and safety and specifies responsibilities of directors, managers and employees.

## **Section C:**

### **Arrangements for Health and Safety**

This section details the general arrangements for implementing health and safety throughout the organisation, including references to safe working practices, guidance, procedures and systems to be followed by management and employees.

## **Section D:**

### **Appendices (H&S Manual) to Arrangements Section**

The appendices in the form of Stewart Signs Health & Safety Manual contain specific in-depth information and guidance on a wide range of issues. (These are contained in a stand-alone document)

# Health & Safety Policy: Index

<b>Section A:</b>	<b>Directors Statement of Intent</b>	
<b>Section B:</b>	<b>Organisation for Health &amp; Safety Responsibilities</b>	<b>Page No.</b>
	Health & Safety Organisation Chart	5
	Directors	6
	Operations Director	7
	Managers and Supervisors	9
	Employees	10
	Health & Safety Officer	11
	Health & Safety Consultant	12
	Contractors and Self-employed Persons	13
<b>Section C:</b>	<b>Arrangements for Health &amp; Safety</b>	
1.	Accident/Incident Reporting & Recording	15
2.	First Aid	16
3.	Fire Safety	17 & 18
4.	Risk Assessments	19
5.	Training and Information	20
6.	Work Safe Procedure	21
7.	Use of Equipment, Machinery and Tools	22
8.	Use of Electricity	23
9.	Personal Protective Equipment	24
10.	Working at Height	25 & 26
11.	Hazardous Substances	26 & 27
12.	Personal Hygiene and Sharps	27 & 28
13.	Asbestos	28 & 29
14.	Manual Handling	29
15.	Noise and Vibration	30
16.	Permit to Work	30 & 31
17.	Hot Work	31
18.	Gas (LPG & Natural)	32 & 33
19.	Lone Working	33
20.	Housekeeping	33 & 34
21.	Storage	34
22.	Display Screen Equipment	34
23.	Health & Safety Signage	35
24.	New and Expectant Mothers	35
25a.	Contractors Working on Stewart Signs Premises	36
25b.	Installation Contractors Working on or Off Site and on Third – Party Premises	36 & 37
26.	Purchasing Policy	37
27.	Smoking Policy	38
28.	Alcohol and Drugs Policy	38
29.	Visitors to Site	38
30.	Stress at Work	38
31.	Fatigue Management	39
32.	Monitoring and Review of Health & Safety	40
33.	Driving at Work	40
34.	Union/Staff Representation	40
35.	Welfare Facilities	41
36.	Artificial Optical Radiation & Electromagnetic Fields	42

# Stewart Signs Limited: Health & Safety Policy

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## Section A: Directors Statement of Intent

It is the policy of Stewart Signs to manage its operations in such a way so as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and other persons likely to be affected by its operations including clients, sub-contractors, visitors and members of the general public. The commitment to health and safety will rank equally with all other aims and objectives of the company. As a responsible employer Stewart Signs will endeavour to honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated Regulations.

The Company will provide and ensure:

Safe plant, equipment and safe systems of work.

Safe working conditions and means of access and egress.

Information, instruction, training and supervision.

Adequate welfare facilities.

Appropriate safety measures regarding the use, handling, transportation, and storage of articles and substances.

Appropriate means for consulting and communicating with employees on matters of health and safety

The policy is dependent upon the co-operation of all persons and as such all employees have a duty to take reasonable care for their own safety and that of others who may be affected by their acts or omissions and to observe all health and safety rules and procedures laid down by the Company.

The Company requires a high standard from sub-contractors and self-employed persons. They will be required to work in a safe manner at all times and to standards no less than those laid down in this document. The Company shall consider the suitability of sub-contractors and self-employed persons before appointment.

The company will discuss at the pre-contract meeting all relevant health and safety issues. Clients will be required to complete a hazard checklist and to pass relevant information regarding safety issues and risks associated with any contract.

All levels of staff will receive appropriate information and safety training, in particular first day induction.

The Directors recognise that they have ultimate responsibility for health and safety and will proactively pursue the implementation of this policy and will allocate sufficient resources and time to ensure such.

The safety policy will be brought to the attention of all employees and managers. It will be monitored to ensure it is effective and reviewed on a regular basis or upon significant change of circumstances.

Copies of this policy are available in the Company Office and on the Company intranet.

Signed  (Group Managing Director)

Date 24-04-2018

## Section B: Organisation for Health and Safety Responsibilities

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- Organisation Chart for Health & Safety
- Directors
- Operations Director
- Managers and Supervisors
- Employees
- Health & Safety Officer
- Health & Safety Consultant
- Contractors and Self-Employed Persons

## Section B: Organisation Chart

### Group Managing Director

Overall responsibility for Health & Safety within the organisation.

### Directors

Responsible for H&S Policy & safe working within areas of control.

### Operations Director

Responsible for the implementation of H&S Policy & safe working within operational areas of control.

### Health & Safety Officer

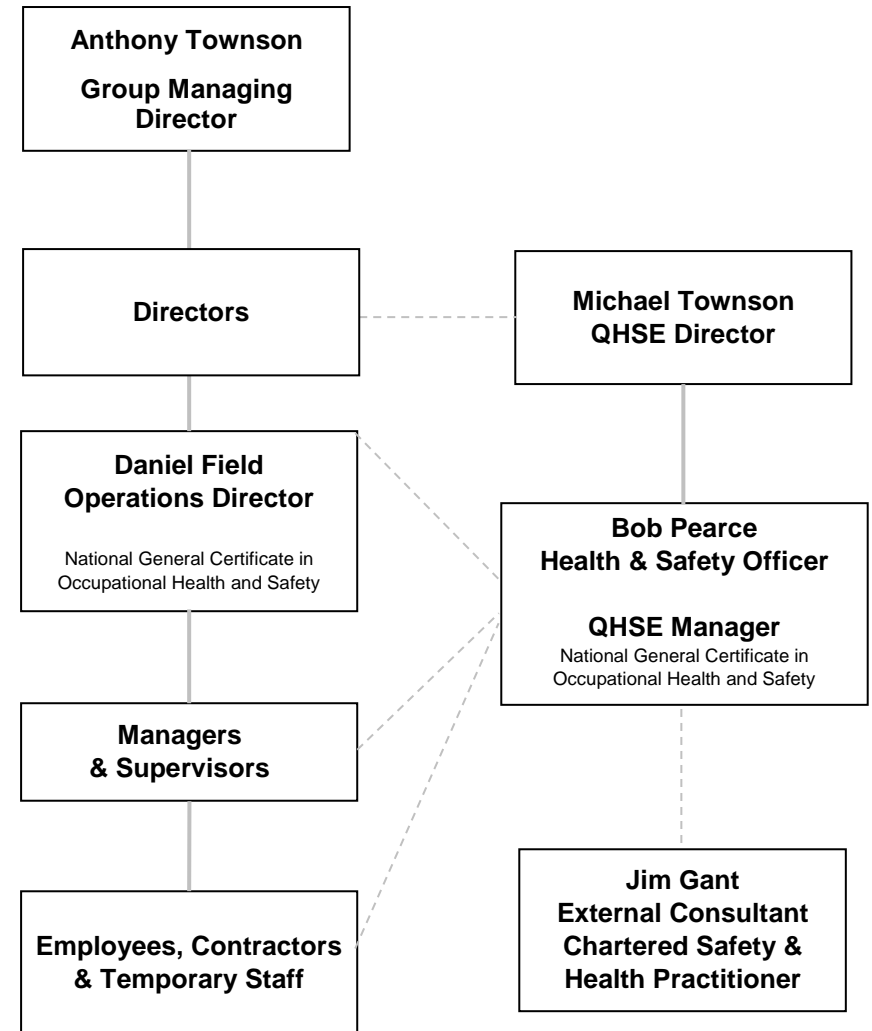
Responsible for administration, planning and advising on implementation of H&S Policy and Arrangements.

### Managers & Supervisors

Responsible for the implementation of H&S Policy & safe working in their role.

### Employees, Contractors & Temps.

Responsible for following safe practice & guidance and working safely.



## Section B: Responsibilities

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### Director Responsibilities

The Board of Directors is responsible for the implementation of health and safety and this policy. The day to day implementation of this function is delegated to the Managers of the relevant parts of the businesses.

- Authorise the Company's Health and Safety Policy, and understand their responsibilities as laid down in it.
- Endeavour to ensure this policy is carried out and implemented throughout the organisation.
- Set high personal standards on health and safety matters.
- Authorise adequate resources and systems to be in place to allow managers and supervisors within individual departments to implement this policy.
- Ensure they are kept up to date with relevant recommended Codes of Practice and safety guidance.
- Discuss health and safety matters at Company meetings.
- Reprimand at all levels any individual for failing to discharge their responsibilities satisfactorily, taking disciplinary action as considered appropriate.
- Comply with and follow any advice, guidance or instructions given by an Enforcing Officer of the Health and Safety Executive or local enforcement agency.
- Review the effectiveness of this policy and general health and safety arrangements on a regular basis.
- Ensure adequate procedures are in place to vet, identify and record the competence and suitability of any contractor or self-employed person working on behalf of Stewart Signs

## Section B: Responsibilities

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### Operations Director Responsibilities

- Read and understand the Company's Health and Safety Policy, and the responsibilities as laid down in it.
- Endeavour to ensure this policy is carried out and implemented throughout the operational areas of control.
- Set high personal standards on health and safety matters and implement the responsibilities below to all operational areas of control.
- Ensure managers and supervisors within individual operational departments implement this policy.
- Ensure that adequate resources are available to implement this health and safety policy.
- Keep up to date with relevant recommended Codes of Practice and safety guidance.
- Ensure that accidents, incidents and near misses are recorded in the Company accident / incident log and appropriate injuries, diseases and dangerous occurrences reported to the Health and Safety Executive.
- Ensure adequate procedures are in place to vet, identify and record the competence and suitability of any contractor or self-employed person working on behalf of Stewart Signs
- Ensure Contractors and self-employed persons are made aware of the standards expected with regard to health and safety matters.
- Provide Contractors with appropriate and relevant information regarding hazards associated with any work activity.
- Provide every employee with comprehensible and relevant information on any potential hazard, the results of any risk assessment, and associated control measures.
- Ensure Risk Assessments are carried out when required.
- Ensure all tools and equipment owned by the Company are used, operated, maintained, tested and inspected in accordance with the manufacturers' instructions.
- Provide appropriate safety equipment and clothing to employees and ensure it is worn.
- Consult and communicate with employees on matters of health and safety.
- Ensure staff receive adequate and appropriate safety training, in particular first day induction training.
- Discuss health and safety matters at Company meetings.
- Endeavour to determine the cause of any accident or dangerous occurrence and take appropriate remedial action.

## Section B: Responsibilities

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- Reprimand at all levels any individual for failing to discharge their responsibilities satisfactorily, taking disciplinary action as considered appropriate.
- Comply with and follow any advice, guidance or instructions given by an Enforcing Officer of the Health and Safety Executive or local enforcement agency.
- Monitor and review the effectiveness of this policy and general health and safety arrangements on a regular basis.



## Section B: Responsibilities

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### Manager and Supervisor Responsibilities

All managers and supervisors are responsible for the effective management of health and safety within their own areas of responsibility. In particular, this includes:

- Ensuring compliance of their legal duties and implementation of this policy within their area of control.
- Following and implementing the instructions as below, for employees.
- Following and implementing guidance in Stewart Signs Health & Safety Policy.
- Ensuring that safe systems of work are in place and implemented.
- Liaising with clients before work commences on any project.
- Participating in the risk assessment programme and undertaking risk assessments where required.
- Following and implementing guidance laid down in any risk assessments.
- Identifying training needs of persons under your control and ensuring they have had suitable training, information and instruction to undertake their role safely.
- Encouraging employees (and contractors) under your direction to follow safe practice in all activities.
- Consulting and communicating on health and safety and matters with employees and contractors.
- Stopping work activities where there is a significant risk to the Health Safety and Welfare of any persons.
- Monitoring and reviewing local health and safety arrangements on a regular basis
- Undertaking regular monitoring inspections of the workplace and equipment
- Ensuring all accidents are reported and recorded, assisting in investigations where necessary.
- Setting an example to employees and subcontractors in all matters of health and safety.
- Consulting with and informing the relevant Managers, Directors and Health and Safety Officer of any health and safety concerns.
- Informing senior managers of any health and safety concerns as soon as possible.
- Enforcing the wearing of PPE where required.

## Section B: Responsibilities

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### Employee Responsibilities

- Take reasonable care for your own health safety and welfare and other persons who may be affected by your acts or omissions at work.
- Take care of the health safety and welfare of yourself and others by adopting safe methods of working, using any equipment or protective clothing provided and follow the Safe Work Procedure at all times.
- Follow the instructions and guidance laid down in this Health and Safety Policy.
- Follow local safety rules and procedures commensurate with your role.
- Follow guidance and instructions relating to any training given.
- Familiarise yourself with fire, evacuation and emergency procedures. Be aware of alarm call points and fire escape routes in your area of work.
- Report all accidents, incidents, dangerous occurrences and near misses however small to your manager & site supervisor.
- Report any concerns or problems with respect to health safety and welfare to your manager / site supervisor.
- Report defects in any tools, equipment, plant or systems to your manager site supervisor.
- Comply with verbal or written instructions of a manager or site supervisor.
- Use only equipment you are competent / trained in the use of and have permission to do so.
- Maintain tools and equipment in a safe condition. Never use work equipment that is damaged, unsafe or out of date for testing / maintenance.
- Dress sensibly and safely for your particular working environment or occupation.
- Inform your manager of any medication you may be on which may affect you in any way.
- Not consume or be under the influence of alcohol whilst working for or representing Stewart Signs.
- Behave at all times in an orderly manner and not engage in horseplay or pranks.
- Not interfere with or damage plant and equipment.
- Co-operate with management/directors on matters relating to health and safety.
- Use safety equipment and personal protective equipment provided.
- Attend as requested any training course, briefing or meeting.
- Not invite unauthorised visitors onto company premises.

## Section B: Responsibilities

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### Health & Safety Officer (QSHE Manager) Responsibilities

The first point of contact for managers on day to day health and safety issues should be the Health and Safety Officer. His duties include: -

- Oversight of day to day health safety and welfare matters in accordance with the Health and Safety Policy.
- Advising Managers of new initiatives and their responsibilities under the Health and Safety Policy.
- Maintaining communications and updating advice with the Managing Director, QHSE Director and all other Managers on health and safety and welfare issues.
- Administering the accident investigation and accident procedure.
- Submitting reports as required by the RIDDOR Regulations.
- Liaising with the HSE, Local Authority, insurers and other external bodies.
- Sourcing health and safety training.
- Co-ordinating the Health and Safety inspection programme.
- Liaising with the Health and Safety Consultant when desired on all matters of health safety and welfare.
- Liaising with the Health and Safety Consultant when desired of any significant accident, injury or dangerous occurrence on or off site.
- Liaising with the Health and Safety Consultant when desired of any specific hazardous activity or event that is or may take place.
- Assist managers in identifying and sourcing health and safety training needs.
- Source additional specialist health and safety assistance when necessary.
- Identify the implications of changes in legislation and HSE guidance.

## Section B: Responsibilities

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### Health & Safety Consultant Responsibilities

Upon the request of the QSHE Manager (including when a second opinion is requested) the Consultant will be required to supply the following services: -

- Provision of professional advice and support to Stewart Signs.
- Advising Directors, Managers and employees on health safety and welfare issues.
- Provision of health and safety phone / e-mail help-line advice to Stewart Signs.
- Provision of advice regarding new / update of Regulations and guidance.
- Advise on statutory accident reporting to the HSE (RIDDOR).
- Liaison with enforcement agencies and support in discussions with the HSE / LA.
- Reviewing information from Stewart Signs regarding factors that may affect health safety and welfare.
- Assisting with completion of health and safety document applications.
- Visits to site for day to day operations and events.
- Update meetings with Directors and Health & Safety Officer.
- Attendance at other health and safety meetings.
- Reviewing and auditing the company's Health & Safety programme in conjunction with the Health and Safety Officer.
- Undertaking site inspections.
- Provision of specimen or dedicated health and safety documents.
- Undertaking risk assessments.
- Accident investigation and report.
- Training and information for staff.
- Liaising with clients and other bodies as requested by Stewart Signs.
- Other training / assistance / support.

## Section B: Responsibilities

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### Contractor and Self-employed Persons Responsibilities

- Comply with all relevant Health and Safety legislation.
- Comply with the Health, Safety and Welfare requirements of your contract.
- Have in place appropriate insurance and provide copies upon request.
- Work in a professional manner at all times giving due regard and respect to other persons and their associated activities.
- Observe and follow all site rules and procedures.
- Ensure persons under their control or employment act in a safe manner and follow the Safe Work Procedure at all times.
- Ensure they and their employees have received appropriate information, instruction and training to undertake work in a safe manner.
- Provide and wear suitable personal protective equipment, as necessary.
- Observe all statutory provisions concerning the use, handling, storage and disposal of flammable, corrosive, toxic, harmful, oxidising, explosive or other hazardous substances you may bring on site.
- Carry out risk assessments and implement suitable control measures where necessary.
- Have in place suitable safe systems of work and method statements where necessary.
- Report to the Site Supervisor/Foreman upon arrival on site.
- Report immediately any incident, accident, injury, near miss, dangerous occurrence or property damage to the site manager and Stewart Signs site supervisor.
- Provide their own first aid and welfare arrangements unless arrangements to share site/host facilities have been arranged.
- Not operate any item of plant, equipment or tools without adequate training, experience and permission.
- Maintain workplaces in a clean and tidy condition.
- Take precautions against the risk of fire when undertaking hot work.
- Understand that contravention or compromise of Company / site safety procedures will not be accepted and may lead to the exclusion from consideration for future works for Stewart Signs.
- Maintain continued professional development and keep up to date with current best practice within your profession.

## Health & Safety Policy: Section C

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<b>Section C:</b>	<b>Arrangements for Health &amp; Safety</b>	<b>Page No.</b>
1.	Accident/Incident Reporting, Recording and Investigation	15
2.	First Aid	16
3.	Fire Safety	17 & 18
4.	Risk Assessments	19
5.	Training and Information	20
6.	Work Safe Procedure	21
7.	Use of Equipment, Machinery and Tools	22
8.	Use of Electricity	23
9.	Personal Protective Equipment	24
10.	Working at Height	25 & 26
11.	Hazardous Substances	26 & 27
12.	Personal Hygiene and Sharps	27 & 28
13.	Asbestos	28 & 29
14.	Manual Handling	29
15.	Noise and Vibration	30
16.	Permit to Work	30 & 31
17.	Hot Work	31
18.	Gas (LPG & Natural)	32 & 33
19.	Lone Working	33
20.	Housekeeping	33 & 34
21.	Storage	34
22.	Display Screen Equipment	34
23.	Health & Safety Signage	35
24.	New and Expectant Mothers	35
25a.	Contractors Working on Stewart Signs Premises	36
25b.	Installation Contractors Working on or Off Site and on Third - Party Premises	36 & 37
26.	Purchasing Policy	37
27.	Smoking Policy	38
28.	Alcohol & Drugs Policy	38
29.	Visitors to Site	38
30.	Stress at Work	38
31.	Fatigue Management	39
32.	Monitoring and Review of Health & Safety	40
33.	Driving at Work	40
34.	Union/Staff Representation	40
35.	Welfare Facilities	41
36.	Artificial Optical Radiation & Electromagnetic Fields	42

## Section C: Arrangements for Health & Safety

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### 1. Accident/Incident Reporting, Recording & Investigation

**Stewart Signs** (where hereafter Stewart Signs is defined as the Directors and appointed Management) **will:**

- Maintain a local accident log at Head Office.
- Record all necessary details relating to an injury, incident or case of ill-health.
- Report any injury, disease, dangerous occurrence or over 7-day injury to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (This will be undertaken by the Health and Safety Officer).
- In the absence of the Health and Safety Officer a nominated manager will undertake this task.
- In the event of a significant accident, incident or dangerous occurrence, consider the use of the Health and Safety Consultant for further advice.
- Investigate accidents, incidents, near misses and dangerous occurrences.

This will be undertaken by the Manager of the department concerned in the first instance.

Subsequent investigation may be undertaken by the Health and Safety Officer.

#### **Managers shall:**

- Inform the Health and Safety Officer (or nominated deputy), immediately following any injury or dangerous occurrence once any immediate danger is contained.
- Ensure details of accidents are recorded in the local accident report book.  
(BI 510: Accident book, completed sheets held by the Health and Safety Officer)
- Complete an FRM-Job-020 Incident Report Form for all accidents and dangerous occurrences. The Health and Safety Officer will determine if any minor accidents require full investigation.

#### **Employees shall:**

- Report all accidents, incidents, near misses and dangerous occurrences to their manager.
- Assist Management with any accident/incident investigation.

## Section C: Arrangements for Health & Safety

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### 2. First Aid

#### **Stewart Signs will:**

- Provide appropriate first-aid equipment and facilities on and off site as necessary.
- Provide and maintain suitable training for first-aiders and appointed persons as required.
- Indicate locations of first-aid facilities and names of first-aiders.
- Maintain records of first aid treatment given.
- The Health and Safety Officer is responsible for the general management of the above.

#### **Managers shall:**

- Ensure appropriate first-aid facilities are in place for their areas of control and responsibility.
- Inform staff of arrangements for first-aid.
- Ensure portable first aid kits are carried in all vehicles used for company business.

#### **Employees shall:**

- Familiarise themselves with the first-aid arrangements on site.



## Section C: Arrangements for Health & Safety

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### 3. Fire Safety

- The Health and Safety Officer is responsible for overseeing and co-ordinating general fire arrangements within company premises.
- The Health and Safety Officer will arrange for fire risk assessments to be undertaken on a regular basis.
- A schedule of inspection, testing and maintenance (of fire detection systems, fire alarms, emergency lighting, and firefighting equipment) shall be implemented by the Health and Safety Officer and records of such kept in the Fire Log.
- Fire drills and evacuations will be carried out at least twice a year under the control of the Health and Safety Officer. Records of these exercises will be kept in the Fire Log.
- Managers and staff with control of specific areas should ensure safe practice within their areas of control, fire escape routes and doors are kept clear and unobstructed at all times and fire evacuation notices are posted in prominent positions.
- Fire Procedure posters will be prominently displayed in all work areas and where the public may see them. These procedures must be brought to the attention of all staff and contractors.

#### **GENERAL FIRE PRECAUTIONS**

##### **ON DISCOVERING A FIRE**

1. Verbally raise the alarm and immediately operate the nearest fire alarm
2. Leave the building without delay by the nearest fire exit. Do not stop to collect personal items.
3. Proceed to assembly point. Shut fire doors as you leave. Inform fire marshals or senior member of staff of the location and details of the fire.

##### **ON HEARING THE FIRE ALARM**

1. Follow any instructions given.
2. Leave the building by the nearest fire exit.
3. Proceed to assembly point. Shut fire doors as you leave.

##### **CONTRACTORS AND VISITORS**

Usher visitors out of the premises in a firm but reassuring manner to the assembly points where all persons should muster so that the Fire Marshals can take a roll call.

## Section C: Arrangements for Health & Safety

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### **POINTS TO REMEMBER**

1. Keep fire exits clear at ALL times. Keep fire doors shut when not in use.
2. Do not run or panic. Stay calm.
3. Do not stop and collect personal belongings. Do not re-enter the building unless advised to do so by a fire officer (if attending) or by a senior manager.
4. Do not re-set the fire alarm once it has been activated, this is to be done by the Fire Safety Officer only.

### **Fire Precautions**

- Know your fire instructions and location of alarm points and nearest exits.
- Only smoke in designated (external) smoking areas.
- Do not expose yourself or others to any undue risk.
- Only use an extinguisher if you have received appropriate training.
- Switch off power supplies when not in use.
- At no time leave combustibles, flammable liquids or aerosols near sources of heat.
- Do not obstruct fire exits, routes, call points or extinguishers.

## Section C: Arrangements for Health & Safety

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### 4. Risk Assessments

The Management of Health and Safety at Work Regulations 1999 require that risk assessments are carried out for all work activities to remove or reduce the risks to an acceptable level.

These will be supplemented by Safe Systems of Work where applicable.

Departmental Managers have the prime responsibility to undertake risk assessments however the Health and Safety Officer and if required the Health and Safety Consultant will give advice and assistance in appropriate cases.

#### **Managers Shall:**

- Undertake risk assessments (generic or specific) for all work activities or hazardous situations. This will include assessments for new and expectant mothers and employment of young person's / work experience.
- Undertake site specific / generic site risk assessments which shall be signed off by the Installations Operations Manager and/or Health and Safety Officer.
- Follow and implement guidance in any risk assessment within your area of control or responsibility.
- Ensure risk assessments are undertaken for young persons (under 18) / work placements.
- Record the significant findings of any assessment and inform employees of such.
- Review risk assessments on an annual basis, upon significant change of circumstances or when they are out of date.
- Inform contractors of the requirement to undertake risk assessments for work activities for hazards that present risk.
- The Installations Operations Manager and/or Health and Safety Officer will review all risk assessments and ensure they are stored within M- Files.

#### **Employees must:**

- Follow guidance laid down in any generic or specific risk assessment and safe system of work.

## Section C: Arrangements for Health & Safety

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### 5. Training and Information

- Provide suitable training to enable employees and managers to carry out their duties safely.
- Identify the training needs of employees. This will include the needs of temporary workers.
- Identify the specific needs of minority groups taking into account language barriers.
- Undertake all routine training such as induction, fire and emergency procedures and standard safe work practices.
- Provide specific information, instruction and training for young persons and those on work experience.
- Provide suitable and appropriate information and instruction to employees on the hazards and risks associated with any work. This will include toolbox talks on site.
- Maintain a record of training undertaken.
- Specialised training such as first aid, fire awareness etc. will be sourced and organised by the Health and Safety Officer.

#### **Employees must:**

- Follow information contained in any company policy, staff handbook or other guidance.
- Comply with training undertaken and any instruction given.

## Section C: Arrangements for Health & Safety

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### 6. Work Safe Procedure

It is a legal requirement under the Management of Health and Safety at Work Regulations 1999, that any person at work who is exposed to serious or imminent danger, to be informed of the nature of the hazard and the steps to be taken to protect them from the danger.

Such hazards are identified in the risk assessment process and control measures put in place to adequately control such risks.

However, should any staff member be exposed to such danger and where there is no guidance or instruction, they have the right to stop work immediately and proceed to a place of safety.

Such situations must in the first instance be reported immediately to the person in charge of the work area, followed by management.

Where there is a conflict of agreement to stop work the matter should be taken to the next level of management for a decision to be made.

This should then be followed up with a written report and an investigation carried out into the circumstances and measures taken to prevent recurrence.

Every staff member has the right to stop work immediately where there is serious or imminent danger without fear of reprisal or disciplinary action.

This includes a member of staff or a contractor asked to carry out a task for which they do not have:

- The right information/instruction/training
- The right equipment to do the job
- The correct PPE (Failure to attend workplace or site without issued or specified PPE may result in disciplinary action or purchase reject)

## Section C: Arrangements for Health & Safety

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### 7. Use of Equipment, Machinery and Tools

#### **Stewart Signs will:**

- Provide suitable and safe equipment appropriate to the task in hand to employees.
- Ensure plant and equipment, hired and bought, conforms to the appropriate European Standard and has a CE mark.
- Maintain an inventory of plant and equipment that is subject to a regular schedule of testing and inspection.
- Where appropriate hold specific information regarding the schedule of maintenance required for work equipment.
- Maintain, test and inspect all work equipment in accordance with the manufacturer's guidelines and specifications.
- Maintain records of servicing logs, repair and replacement details on all machinery and equipment.
- Follow and implement locally, manufacturers' guidance and instructions for use and maintenance.
- Take out of service immediately any dangerous or unsafe work equipment.
- Provide training and information to staff in the safe use of equipment.
- Include any lifting equipment and accessories within the above.

#### **Employees shall:**

- Only use equipment/plant/tools they are trained and competent in the use of. ALL such equipment must be in safe working order and in date for testing and maintenance.
- Not use site equipment/tools without permission or authorisation to do so.
- Check all equipment prior to use.
- Report all defects in tools or equipment to their Manager – Do not use it if unsafe.
- Ensure all guards and safety devices are in place and not overridden or bypassed whilst using equipment.
- Wear appropriate PPE at all times.
- Follow safe procedures when working with or testing systems involving fluids under pressure.

## Section C: Arrangements for Health & Safety

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### 8. Use of Electricity

#### **Stewart Signs will:**

- Maintain an inventory of all portable electrical equipment including extension leads. This will contain dates of testing.
- Carry out regular testing of all portable electrical equipment at appropriate intervals. (This will be facilitated by the Health & Safety Manager)
- Note; It is the responsibility of departmental managers to ensure equipment has been included for test.
- Maintain all portable electrical equipment in a safe manner in accordance with the manufacturer's instructions.
- Use low voltage equipment wherever practical. E.g. 110 volt or battery operated.
- Provide residual current devices (RCD's) for use on unprotected circuits.
- Require all electrical work undertaken complies with the standards laid down in the BS 7671:2018 Requirements for Electrical Installations, "Institute of Electrical Engineers Wiring Regulations 18th edition."

#### **Managers shall:**

- Follow and implement the points below within their areas of control and responsibility.

#### **Employees shall:**

- Not use equipment unless it has an in-date test sticker on it.
- Not operate electrical equipment unless qualified and competent to do so.
- Not work on live equipment.
- Know the electrical isolation point for equipment.
- Use residual current devices (RCD) where appropriate.
- Use low voltage portable tools where possible or battery operated. e.g. 110 volt or battery operated.
- Carefully visually examine and check equipment for damage before use.
- Report all defects in electrical equipment to their Manager – Do not use it if unsafe.

## Section C: Arrangements for Health & Safety

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### 9. Personal Protective Equipment (PPE)

PPE will be required in addition to Engineering control measures where it is the only reasonably practicable means of controlling exposure. Equipment may include head protection, hi-visibility garments, overalls, gloves, face masks, eye protection and hearing protection.

#### **Stewart Signs will:**

- Provide suitable PPE free of charge to all employees who need it.
- Monitor and enforce the wearing of PPE.
- Assess the risk to health and safety from any activity and ensure the PPE is suitable for the task.
- Instruct, train and pass information to employees on the use of PPE.
- Maintain PPE in accordance with the manufacturer's instructions.
- It is the responsibility of managers of sections to issue, inspect, replace and record the issue of PPE to employees in their section.

#### **Employees must:**

- Wear PPE provided when this is necessary.
- Take care and look after any PPE provided.
- Report any loss or damage of PPE to your manager.
- Follow safety sign guidance relating to PPE.

#### **Head protection**

Head protection must be worn if specified by site rules, risk or method statements.

The Personal Protective Equipment at Work Regulations 1992 make the wearing of head protection compulsory on construction sites.



## Section C: Arrangements for Health & Safety

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### 10. Working at Height

#### **Definition of working at height:**

All work at height where there is a risk of a fall liable to cause personal injury, even if it is at or below ground level.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

#### **Stewart Signs will:**

- Ensure suitable and sufficient risk assessments for all work at height.
- Plan activities to avoid or minimise working at height if possible.
- Use an existing safe place of work if available or create one using correctly assembled access equipment and trained competent persons.
- Provide, inspect and maintain work equipment to prevent falls.
- Have emergency plans in place for the safe egress from access equipment when working at height.
- Mitigate distance and consequences of a fall by implementing measures such as fall arrest systems prioritising collective over individual measures.
- Inform employees of the hazards associated with working at heights.
- Arrange special insurance for work above 10 metres.

#### **Employees shall:**

- Not carry out work at height unless they have been authorised and a risk assessment has been carried out.
- Follow guidance in any risk assessment or method statement undertaken.
- Not work at height if the task can be done at ground level.
- Not work at height or use any access equipment unless trained to do so.
- Not work at height if weather or environmental conditions make it unsafe to do so (such as high wind, ice, snow, wet slippery conditions, extreme heat or cold).
- Use only suitable and appropriate access equipment that is in date for testing.
- Consider the risks to yourself and other persons, including site personnel and members of the public before proceeding with the task. (The task should only be undertaken if the control measures in place reduce the risk to a safe and acceptable level).

## Section C: Arrangements for Health & Safety

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- Never walk on or next to roofs, skylights or fragile materials unless suitable crawling boards / walkways, barriers or suitable procedures are in force. Employees should obtain authorisation from the site foreman / managers prior to commencement of any work at height.
- Not use site scaffold or mobile towers unless given permission to do so and the scaffold/tower is in a safe condition.
- Be aware of overhead hazards such as electricity cables.
- Only erect a scaffold tower or work with powered access equipment if you are competent to do so and also have had specific accredited training. I.e. (PASMA / IPAF).
- Follow the manufacturer's instructions for use of access equipment at all times.
- Hoist/raise all materials in a safe manner.

### 11. Hazardous Substances

#### **Stewart Signs will:**

- Obtain in-date Manufacturers Safety Data Sheets from the manufacturer/supplier for all hazardous substances used.
- Carry out risk assessments for all hazardous substances used and hold suitable records.
- Substitute hazardous substances with less harmful alternatives if possible.
- Provide secure and appropriate storage facilities, especially for highly flammable liquids and toxic substances.
- Pass information on risk assessments to employees.
- Have emergency procedures in place for the spillage and leakage of harmful chemicals.
- Undertake health surveillance of workers where appropriate.
- Undertake monitoring of workplace atmosphere where appropriate.
- Ensure testing and maintenance of local exhaust ventilation systems in accordance with manufacturers' guidance and at least every 14 months.
- Seek further guidance and advice from the Organisations Environmental Consultant.

#### **Employees must:**

- Follow manufacturer's guidance, information on the data sheet, and any risk assessment / method statement information when using any hazardous substance. Information should be known on:

## Section C: Arrangements for Health & Safety

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- Safe use, storage, transportation and disposal.
  - Hazards presented, and safety precautions required.
  - PPE requirements.
  - Emergency procedures including first aid, firefighting and spillage.
- 
- Ensure good natural ventilation when working with hazardous substances or fume.
  - Wear appropriate PPE.
  - Dispose of hazardous substances in a safe manner and in accordance with Waste Disposal Regulations and site procedures.
  - Not eat, drink or smoke whilst using hazardous substances.
  - Always wash your hands after using hazardous substances.
  - Clear up spillages immediately, following correct procedures.
  - Only use hazardous substances as per manufacturer's instructions.
  - Not mix or use atomisers with hazardous chemicals.

### 12. Personal Hygiene and Sharps

#### Sharps

##### Stewart Signs will:

- Inform employees of the dangers presented by sharps (e.g. hepatitis, HIV, tetanus, lacerations etc) such as syringes, needles, nails in wood, glass and razor blades especially when working in locations where these may be present. Employees should be informed of safe working practices and the importance of following strict hygiene control.
- Keep sharps containers on company sites for the safe disposal of sharps.

##### Needle stick injury: Action to be taken

In the event of a sharps or needle-stick injury you should:

1. Encourage bleeding from the wound. Do not suck or rub the wound.
2. Wash area thoroughly with soap and water.
3. Cover with a waterproof dressing.
4. Notify your line manager promptly and record the incident.

## Section C: Arrangements for Health & Safety

---

5. Contact your local accident and emergency unit/hospital for further advice immediately.

### **Employees should:**

- Wear appropriate PPE.
- Wear disposable protective gloves whenever contact with bodily fluids or biological waste is required.
- Dispose of any sharps found in a safe manner in accordance with site rules. Ideally this should be into dedicated sharps disposal containers.
- Consider the advantages of Tetanus immunisation.
- Consider the use of barrier creams where appropriate.
- Remain aware to any signs, symptoms and changes to your body or skin. If you see your GP about any skin problem, remember to tell them about any substance you have used significantly or have been contaminated by.
- Wash hands thoroughly after working, especially when using hazardous substances or before eating, drinking or smoking.
- Cover cuts and abrasions with a breathable waterproof dressing to prevent contamination.

### **Zoonoses (disease spread by animals)**

Workers should be informed by Managers and Supervisors of the hazards associated with diseases spread by animals.

Examples include: Rats, (Weil's disease & leptospirosis), Bird droppings (psittacosis), Dog droppings (toxicari canis).

## 13. Asbestos

### **Stewart Signs will:**

- Obtain information relating to the type, condition and location of asbestos in the work area and record this information in the asbestos register for Stewart Signs tenanted premises.
- Inform employees of the risks associated with asbestos and precautions to be taken.
- seek competent advice so as to comply with the requirements of the Control of Asbestos Regulations 2012 if the circumstances arise where work with asbestos is required. (A specialist contractor licensed by the HSE may be required).
- Assess the risk to the health and safety of employees working with asbestos.

## Section C: Arrangements for Health & Safety

---

- Ensure asbestos waste (whether small or large amounts) is disposed of in accordance with the Hazardous Waste Regulations.
- Managers, supervisors and staff shall not undertake or allow any work by themselves or outside contractors to the fabric or systems of Stewart Signs premises without first consulting the asbestos register and consulting with the QHSE Director / Health & Safety Officer.
- Identify with the Client at the pre-contract stage, the locations and specific risks associated with asbestos with respect with work to be undertaken. This will include specific viewing of the asbestos register.

### **Employees must:**

- Not disturb, drill, work on, remove or dispose of any substance they consider may be, or know to be asbestos, or an asbestos containing material, discovered during work.
- Inform the Site Manager upon potential discovery of asbestos and get advice.

## 14. Manual Handling

### **Stewart Signs will:**

- Avoid manual handling activities where possible.
- Plan and assess the risk to employees from manual handling operations.
- Provide information and training on safe manual handling techniques for employees.

### **Employees must:**

- Avoid manual handling activities where possible. Use mechanical aids where practicable.
- Not manually handle any item until their manager has carried out and confirmed the appropriate training has been completed for the task so there is no risk that the employee is trying to handle anything outside their capabilities.
- Use mechanical aids if possible or use multiple persons where the task is outside their personal capabilities.
- Follow guidance and instructions contained in any generic/specific risk assessment or training.

## Section C: Arrangements for Health & Safety

---

### 15. Noise and Vibration

#### **Stewart Signs will:**

- Consider the noise levels present in any work and reduce to the lowest level reasonably practicable by means other than ear protection.
- Assess noise levels where appropriate and take appropriate control measures (consider noise levels approaching 80 dB (A). (The lower exposure action value)
- Consider the vibration levels present in any work and reduce to the lowest level reasonably practicable.
- Assess vibration levels where appropriate and take appropriate control measures.
- (Consider vibration levels approaching 2.5m/s<sup>2</sup> for hand arm vibration and 0.5 m/s<sup>2</sup> for whole body vibration).
- Inform employees of the hazards associated with noise and vibration, and the control measures in place and available.
- Provide suitable and appropriate PPE to employees.

#### **Employees shall:**

- Follow instructions (including safety signs) to wear PPE.
- Take care of and wear any hearing or vibration protection provided.
- Report any defects in protective equipment to your manager.
- Be prepared to wear PPE if sudden and unexpected significant noise/vibration is generated.
- Follow any instructions and training provided.

### 16. Permit to Work

#### **Stewart Signs will:**

- Identify and assess the risks arising from activities with the potential for significant risk and implement a permit to work system where necessary.
- Follow and implement any permit to work systems in place on Client sites.
- Take appropriate control measures (in consultation with site managers if applicable) to reduce and minimise any risk.

## Section C: Arrangements for Health & Safety

---

### Employees and contractors must not:

Undertake any work which may require a permit to work without the authorisation of Stewart Signs and discussions with and approval of the person in charge of the site. Such activities may include:

- Hot work including burning / grinding / welding.
- Work in confined spaces.
- Work on any railway rolling stock.
- Work adjacent to plant/equipment that may suddenly energise and cause harm or serious injury.
- Work in excavations.
- Work under or over overhead power lines.
- Lift shaft work.
- Work on live electrical circuits.

If a client does not operate or require a permit to work system employees/contractors must consult Stewart Signs management to seek further advice. These items are generally not insured.

Confined spaces may harbour harmful, toxic or explosive atmospheres or even a lack of oxygen.

These spaces include:

- Sewers, chambers, manholes and drains.
- Tanks, pits, silos and vessels.
- Closed or unventilated tunnels, boiler rooms, other rooms and cellars.
- Open excavations.

### 17. Hot Work

#### Definition of Hot Work:

Work with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, and blow lamps, grinding equipment, any other equipment producing flame, intense heat or sparks, working with bitumen boilers.

Hot air guns both 240 & 110 volt are not deemed to require hot permits to work when used for the application and removal of vehicle graphics by trained operatives in accordance with hot air gun risk assessment.

- All “Hot Work” on or off site must be risk assessed and signed off by either the Health and Safety Officer or QHSE Director.
- A permit to work must be issued and fully implemented prior to commencement of any hot work.

## Section C: Arrangements for Health & Safety

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### 18. Gas (Liquid Propane and Natural)

#### Stewart Signs will:

- Ensure all natural gas and installations (including heating and cooking appliances, pipe work and meters, comply with current gas safety legislation, e.g. The Gas Safety (Installation and Use) (Amendment) Regulations 2018
- Only allow Gas Safe registered installers to carry out work on gas installations.
- Use natural gas in a safe manner.
- **Not** use or store any LPG on company premises.
- **Not** use or store LPG on fitting sites unless a specific site RAMS has been completed and approved by the Health & Safety Officer.
- Ensure a strict maintenance schedule is in place for all gas appliances and records are maintained.
- Implement the following guidance.

#### Employees must:

- When using LPG employees should comply with the manufacturer's instructions for safe use, storage, transport and disposal.
- LPG bottles should be stored and used away from sources of heat and ignition in a well-ventilated position, preferably outdoors.
- LPG bottles should be stored securely in an upright position.
- In the event of a small leak not involving fire, stop the escape of gas immediately or if not possible and only if safe to do so remove bottle to a safe area, preferably outdoors, away from sources of ignition and on level ground and take further action as required.
- If a leak occurs indoors open all windows and doors to aid natural ventilation and tell people to leave the building. Do not switch on any lights or start electrical equipment.
- Inform the Site Manager / QHSE Director / Health and Safety Officer of any leak immediately.
- Be prepared to raise the alarm and call the emergency services if necessary.
- A naked flame should never be used to search for a leak.
- Check the condition of rubber hoses/pipes and connectors. Replace if necessary.



## Section C: Arrangements for Health & Safety

---

### Note

- a) LPG is heavier than air and may flow along the ground into drains or sink to the lowest level of the surrounding area and be ignited at a considerable distance from the source of leakage.
- b) At very high concentrations in air, LPG vapour is an anaesthetic and subsequently an asphyxiate by diluting or decreasing the available oxygen.

### 19. Lone Working

Lone workers are those who work by themselves without close or direct supervision

#### Stewart Signs will:

- Assess the risks to employees when engaged in lone working.
- Pass information to employees regarding the hazards of any lone working.
- Provide employees working alone with suitable communications.

#### Employees shall:

- Not work alone in a confined space or on live electrical supplies or equipment
- Inform a manager / supervisor (contact point), when starting lone working and again upon completion with the exception of people who work from home in low-risk, office-type work.
- Follow site procedures when working in a confined space.

### 20. Housekeeping

#### Stewart Signs will:

- Ensure all areas are maintained in a safe and tidy condition.

#### Employees must:

- Ensure that working sites are kept as tidy as practicable and that debris and waste is regularly and safely removed.

#### This includes:

- Keeping passageways and corridors clear.
- Keeping fire doors/escape routes clear.
- Using barriers where appropriate.

## Section C: Arrangements for Health & Safety

---

- Providing a final clean when the work has finished, leaving the area safe for further work/occupation.
- Ensure any tidy bin under the control of Stewart Signs is placed in a suitable and safe position. I.e.:
  - Not directly next to buildings or wooden structures.
  - Not blocking vehicle or pedestrian routes.
  - Away or safe from members of the public.
  - Not used for the disposal of flammable substances such as fuel or paints.
- Ensure any spillages are cleaned up immediately and disposed of in a safe manner.

### 21. Storage

#### **Stewart Signs will:**

- Provide suitable means for the safe storage of substances and equipment.

#### **Employees must:**

- Store materials and equipment in an orderly and safe manner.
- Store flammables, corrosives, gases and other hazardous materials in a safe manner.
- Store tools and equipment in vehicles in a safe manner ensuring they cannot move free.
- Obtain permission to store plant, tools/equipment or substances or materials on site.

### 22. Display Screen Equipment

#### **Stewart Signs will:**

- Assess the risk to health from display screen equipment workstations and reduce the risk identified to the lowest level reasonably practicable.
- Provide display screen equipment users with appropriate information and training on the risks.
- Ensure display screen equipment users are provided with eye and eyesight tests on request.
- 

#### **Employees must:**

- Use display screen equipment workstation in accordance with training and instructions given.
- Report any defects or health problems to your line manager.

## Section C: Arrangements for Health & Safety

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### 23. Health & Safety Signs

#### **Stewart Signs will:**

- Place at appropriate locations safety signs in accordance with the Health & Safety (Safety Signs & Signals) Regulations 1996.
- Ensure any vehicles carrying pressurised cylinders are marked accordingly.
- Display a copy of the Health and Safety Executive's Health and Safety at Work poster at the company premises.
- Encourage all staff to obey /follow health and safety signs and road traffic signs.

#### **Employees must:**

- Be aware of and observe all safety signs.
- Obey all speed limits, traffic systems and use only recognised access routes whether travelling by vehicle or by foot.

### 24. New and Expectant Mothers

#### **Stewart Signs will:**

- Assess the risks to the Health and Safety of new and expectant mothers.
- Managers should inform the Health and Safety Officer of any member of staff who informs them that they are pregnant.
- The Health and Safety Officer shall carry out a risk assessment with a view to identifying, removing or controlling the risks to expectant or new mothers.

#### **Employees must:**

- Inform their Line Manager if they are a new or expectant mother.

## Section C: Arrangements for Health & Safety

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### 25a. Contractors Working on Stewart Signs Premises

- The QHSE Manager is responsible for overseeing the general arrangements with respect to the employment, control and monitoring of contractors undertaking facilities maintenance or similar work on Stewart Signs Premises and will evaluate their health and safety competency.
- All Contractors must report to Reception on arrival at premises.
- Contractors will be provided with site rules and further information as appropriate. Contractors must sign to acknowledge that they will comply with this guidance by means of Permit to Work
- Contractors will be given basic induction to site arrangements and emergency procedures by the QHSE Manager or Department Manager
- An assessment must be undertaken (by QHSE and Departmental Managers in association with Contractors) before work commences, of the risks posed to staff and visitors while the contractors are working on site, e.g. noise, dust and hazardous substances. Measures will be put in place to control the risks while Contractors are working.
- All persons will be informed of the work taking place and will be given clear instructions as to rules to be followed whilst the Contractors are working.
- Once Contractors have completed the work the site will be checked by Manager or Supervisor to ensure it is safe.
- The QHSE Manager must take appropriate remedial action to ensure that Contractors not following safe practices or following the requirements of their contract are either required to do so or not allowed to work within / on behalf Stewart Signs.

### 25b. Installation Contractors Working on or Off Site and on Third- Party Premises

- The Installation Operations Manager is responsible for overseeing the general arrangements with respect to the employment and control of Installation Contractors undertaking work on or off site and on third-party premises. The directions in the “Installation Code of Practice” should be followed.
- Prior to using the services of Installation Contractors and self-employed persons unsupervised, the Installation Operations Manager is responsible for ensuring Installation Contractors (Individuals) are evaluated for health and safety competency and suitability.
- Only Installation Contractors who are deemed competent may be used by Stewart Signs unsupervised.
- All Installation Contractors must report to Local Site Manager or Stewart Signs Supervisor on arrival at site.
- When the site is Stewart Signs Premises then refer to 25a Working on Stewart Signs Premises.
- Installation Managers are responsible for raising Permits to Work for Installation Contractors working on Stewart Signs Premises.

## Section C: Arrangements for Health & Safety

---

- An assessment must be undertaken (by Site Supervisors in association with Contractors) before work commences, of the risks posed to all persons on site while the contractors are working on site, e.g. noise, dust and hazardous substances. Measures will be put in place to control the risks while contractors are working.
- All persons will be informed of the work taking place and will be given clear instructions as to rules to be followed whilst works are taking place.
- Contractors will be given basic induction to site arrangements and emergency procedures by the Local Site Manager or Stewart Signs Supervisor.
- Contractors will be provided with site rules and further information as appropriate. Contractors must sign to acknowledge that they will comply with this guidance by means of Site Briefing.
- The Installation Operations Manager will ensure Installation Contractors receive regular communications and updates in Company Policies and Procedures..
- The safety standards of Installation Contractors will be monitored on a regular basis by Stewart Signs Managers and Supervisors.
- Once Contractors have completed the work the site will be checked by Supervisor to ensure it is safe.
- The Installation Operations Manager must take appropriate remedial action to ensure that Installation Contractors not following safe practices or following the requirements of their contract are either required to do so or not allowed to work within / on behalf Stewart Signs.

### 26. Purchasing Policy

#### **Stewart Signs will:**

When purchasing goods, supplies, substances, equipment and machinery for use at work will give due consideration to:

- Purchasing equipment that complies with recognised British, European and other relevant standards. E.g. BS / BS EN standards / CE marked.
- Replacing hazardous substances with less harmful substitutes.
- The environmental impact of the use of particular equipment including the energy efficiency rating of equipment.

## Section C: Arrangements for Health & Safety

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### 27. Smoking at Work

- Please refer to the Company's Smoke Free Policy for specific details before Smoking or Vaping at any time.

### 28. Alcohol and Drugs Policy

Stewart Signs operate a policy that prohibits all persons on site to be under the influence of alcohol or drugs, whether prescribed, purchased at a chemist or classified illegal that may adversely affect a person's concentration, judgement or ability to work in a safe manner.

- Please refer to the Company's Alcohol and Drug Abuse Policy for specific details.

### 29. Visitors to Site

- It is the responsibility of all employees to ensure the safety and security of any visitor they invite into the workplace. The following will apply:
- Visitors should be asked to report to the reception upon first arrival where they will sign the visitors log and be issued with a visitor's identification badge.
- The visitor will be asked to remain in the reception area until collected by their host.
- All visitors must be inducted or accompanied throughout the duration of their visit and wear their identification badge so that it is visible.
- PPE must be provided and worn correctly when any visitor is escorted to any work sensitive area that would require the wearing of PPE due to any hazards identified related to visitors in risk assessments.
- Visitors should sign out from the visitor's log when they leave the site.

### 30. Stress at Work

- The management of Stewart Signs will adopt and implement proactive procedures to manage and reduce the effects of stress. This will include adopting the HSE's Management standards approach.
- The provision of support to Staff will be given high priority.
- Staff will be encouraged to report issues relating to stress.
- HR will monitor cases of work related stress and communicate their causes to the Health and Safety Officer.

The Health & Safety Officer and relevant external consultants will review trends and action as required.

### 31. Fatigue Management

**Fatigue can adversely affect employee commercial as well as safety performance and increase the likelihood of errors and accidents.**

#### **The Directors of Stewart Signs will ensure that:**

- Adequate breaks and rest periods are allowed.
- Employees are consulted and can report fatigue issues to management to enable adjustments and to make improvements.
- Safety critical work including but not limited to machine operation, night/shift working, driving is risk assessed for specific fatigue hazards.
- Incidents or accidents where fatigue may be responsible are thoroughly investigated.

#### **Managers shall plan and monitor employee working hours and tasks to ensure that:**

- Adequate breaks and rest periods are taken.
- Consideration is given to employee physical fitness and personal circumstances that may contribute to abnormal levels of fatigue.
- Consideration is given to levels of physical exertion, mental concentration and duration of tasks that may contribute to abnormal levels of fatigue.
- Control measures in risk assessments regarding specific fatigue hazards are enforced.

#### **Employees shall:**

- Report fatigue or potential fatigue issues to management to enable adjustments and to make improvements.
- Report any physical or personal issue that may contribute to abnormal levels of fatigue.
- Follow control measures in risk assessments regarding specific fatigue hazards.
- Ensure that they avoid activities outside work that may result in fatigue that affects the work during their planned shift pattern.

## Section C: Arrangements for Health & Safety

---

### 32. Monitoring and Review of Health & Safety

- Directors and Managers shall meet regularly to monitor the overall health and safety performance and consider agenda items passed from staff and managers. The Senior Management Team shall also discuss and review the findings of the regular workplace monitoring inspections.
- Managers and Site Supervisors shall carry out regular inspections of their work areas and pass findings to the Health & Safety Officer.
- Regular monitoring, review and update of procedures shall be undertaken by the Health & Safety Officer in the light of new/amended legislation, changes to best practice, new policy/directives, or following significant accident, incident or ill-health.
- Operational practice and procedures shall be constantly monitored by Managers.
- All accidents, incidents and near misses should be recorded. Significant incidents should be investigated by local managers in the first case.
- Accident/Incident report statistics should be analysed by the Health & Safety Officer and Operations Director . This may help identify any increase or trends in particular types of accident.
- An annual action plan will be developed to ensure continued improvement and address deficiencies in health and safety.
- This policy will be reviewed on an annual basis, following a change of circumstances or significant occurrence.

### 33. Driving at Work

- Please refer to the Company's Driver Vehicle Policy for specific details before driving any vehicle on Stewart Signs related company business.

### 34. Union / Staff Representation

- The Directors if required will fully co-operate with and provide facilities for Union Representatives in the course of their functions (as laid down by "The Safety Representatives and Safety Committees Regulations 1977")
- As there are no trades union safety representatives the Employer will consult with employees through non-union representatives where appropriate.
- All employees may speak to their line managers or the Health & Safety Officer on all matters regarding health and safety. This should be considered the first line of approach.
- If considered necessary employees may speak directly to the Production Director or Managing Director.



## Section C: Arrangements for Health & Safety

---

- The Health & Safety Officer, in the course of undertaking workplace inspections and tours will also consult with employees on relevant issues.

### 35. Welfare Facilities

#### **Stewart Signs will provide:**

- Adequate toilets and wash basins, with soap and hand drying facilities.
- Drinking water.
- A place to store clothing (and somewhere to change if special clothing is worn for work).
- Somewhere to rest and eat meals.
- Good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system.
- A reasonable working temperature.
- Lighting suitable for the work being carried out.
- Enough room space and suitable workstations and seating
- A clean workplace with appropriate waste containers

#### **Stewart Signs will:**

- Ensure that access to the above welfare facilities are made available to visitors and subcontractors coming onto its sites and that such facilities are requested for our operatives working on customer premises.

## Section C: Arrangements for Health & Safety

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### 36. Artificial Optical Radiation & Electromagnetic Fields

#### **Stewart Signs will:**

- Identify sources of artificial optical radiation that may be present in the workplace. (Sources may include, UV curing lamps, high pressure mercury floodlights, spot lamps, welding and plasma cutting equipment, lasers and sources of infra-red and ultra-violet radiation)
- Identify sources of, and levels of exposure to electromagnetic fields that may be present in the workplace (EMFs are static electric, static magnetic and time-varying electric, magnetic and electromagnetic (radio wave) fields with frequencies up to 300 GHz).
- Assess the risks to health and safety from the above sources of radiation and put in place appropriate control measures to eliminate or reduce the risk to a safe level.
- Follow HSE "Guide for Employers on the Control of Artificial Optical Radiation at Work Regulations (AOR) 2010
- Follow HSE "Guide to the Control of Electromagnetic Fields at Work Regulations 2016: HSG 281

#### **Employees shall:**

- Not remove any guarding/shielding on light sources such as UV curing units or point infrared thermometers at eyes.
- Inform the Health & Safety Officer of any active or passive implanted or body-worn medical devices they have if they may work in any areas of hazard as identified in risk assessments.