

# SBL Health & Safety Policy

Unclassified



## 1. Introduction & Scope

The objective of this document is to provide an overview of our current Health & Safety Procedures which are designed to prevent injury and ensure that all practices undertaken by or those working for SBL are safe and do not place employees or visitors in an unhealthy or unsafe situation. Full details can be found in our Policy Manual 02A000.

SBL regard the Health, Safety Welfare of their employees, and those who may be affected by their activities, of prime importance. We recognise and comply with our obligations under the Health & Safety at Work Act 1974, Health and Safety Information for Employees Regulations 1989 including all relevant regulations and approved codes of practice additional to the Act.

We consider that due to our very low level of accidents, accident reduction is not a key issue but accident prevention along with the prevention of ill health are our prime objectives. Our system incorporates suitable and sufficient risk assessments/work place inspections to identify any potential risk to the Health & Safety of our employees and visitors.

The SBL Management are committed to maintaining certification to OHSAS 18001 and it's other adopted standards ISO 9001, ISO 14001 and ISO 27001 for the whole of SBL's activities

## 2. Responsibilities

Our CEO, Mr D Hoban, is the Management Appointee responsible for all Health & Safety issues, ensuring that suitable / sufficient resources are available to continually improve the Health & Safety aspects of our management system and that regular reviews at Board and Management level are undertaken to ensure all employees are fully aware of and accept their responsibilities under Health & Safety Law and incidents are fully investigated.

The design phase of new or modified processes ensures that the potential for accidents and ill health are identified and either "designed out" or suitable controls "designed in" to reduce the possibility for accidents and health issues to a minimum.

On a day to day basis the C.E.O. has delegated responsibilities to the IMS Manager who provides monthly reports on the current status of the Health & Safety system to the CEO and The Board

## 3. Objectives

SBL's Health & Safety Objectives are:-

- To provide a Healthy and Safe working environment for all it's employees, visitors and on site contractors.
- To ensure all employees and visitors are made aware of risk management controls
- To ensure employees working "off site" work under the same Health & Safety conditions as if they were on site.

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- To ensure all directors, managers and employees understand and comply with their relevant Health and Safety responsibilities.
- To ensure all on site contractors work to all applicable Health & Safety legislation and can demonstrate competency in their duties.
- To ensure these objectives are replicated in all departments / individual employees objectives

## 4. Training

During initial Induction, on-going training and regular updates, our employees are made aware

- of this policy
- their responsibilities under Health & Safety Law and company regulations
- Risks associated with their individual duties and applicable controls
- Employees with specific Health & Safety duties, or those whose duties may involve risks are provided with additional and refresher training in the controls to mitigate those risks

which provides them with competency, knowledge and experience to successfully carry out their allocated duties.

## 5. Consultation

SBL have a Health & Safety Committee made up of volunteers from the workforce. This committee is chaired by the IMS Mgr (Competent Person) and in his absence the HR Mgr.

Any employee can bring to the attention of their line manager or any committee member any Health & Safety issue. All such issues are formally minuted, appropriate action taken and the originator notified of the outcome. A copy of all minutes being sent to the C.E.O.

Where considered necessary SBL would employ the services of outside agencies to advise on Health & Safety issues.

## 6. Discrimination

SBL does not discriminate against any person for any reason. Arrangements are made to ensure any employee who has a condition which may prevent them from carrying out their normal work activities can carry on with those activities or provide more suitable activities.

## 7. Accidents & Emergencies

Trained First Aiders are available during normal working hours at the SBL site.

Tested procedures ensure that correct action is taken in the event of an accident or emergency. These procedures ensure investigations are carried out after each incident the results of which are reported to the Board where applicable action to prevent re-occurrence is identified and implemented.

Fire alarms and fire fighting equipment are in place, tested and regularly maintained. Fire Extinguishers are only used by employees to make good their escape from the building.

## **8. Ill Health & Infection Controls**

SBL have the following in place to prevent the spread of infection:-

- Explanation of infection controls during induction and annual refresher
- Illnesses are reported to HR who monitor trends
- “Now wash your Hands” notices in all toilets”
- “Wash your Hands Before Preparing food” in all kitchens
- Daily removal of all waste food
- Weekly removal of any “out of date” food from all fridges
- Regular cleaning of desks and removal of rubbish
- Regular cleaning of all telephone handsets, pc mice and keyboards
- Regular audits to verify compliance

## **9. Smoking & Eye Sight Tests**

It is illegal to smoke in any enclosed space whether on SBL premises or elsewhere.

All employees are provided with free eyesight tests and where required, in order to carry out their duties, subsidised spectacles.

## **10. Lone & Off Site Working**

Under normal conditions SBL do not permit any employee to work alone. Procedures are in place which ensures the safety of the individual employees should Lone or Off Site working be authorised by assessing the hazards, identifying and implementing suitable controls including access to assistance if required.

## **11. Travel**

Travel plays an important part in our business. Before any journey is taken we ensure that it is necessary and use the most suitable method of transport which provides the maximum safety for our employees and lowest risk to their health. As with any “Off Site” worker this ensures Line Managers are aware of the journeys being made by their staff and have access to assistance if required.

## **12. Young Workers, Expectant & Nursing Mothers**

Procedures ensure suitable Risk Assessments and where applicable action taken which ensures Young Workers, Expectant and Nursing Mothers are not subject to work activities or conditions which could be harmful to them.

## **13. Manual Handling, COSHH & New Equipment**

SBL employ individuals who have been specially trained in Manual Handling and must be contacted on each occasion the movement of equipment and material is required.

Within our purchasing process and procedures ensure that risk assessments are carried out on any purchases of substances hazardous to health or equipment which may have a Health & Safety impact.

## **14. Visitors to SBL Site**

Employees arranging for someone to visit SBL premises must determine if their visitor has any needs which would not normally be required by a visitor and where such needs

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are identified they are made known to all interested parties. All visitors are required to report to Reception where they are logged in, made aware our H&S policy before being handed over to their host who is responsible for their conduct, health, safety and security during their visit.

Contractors and suppliers providing a service within SBL premises or for SBL are subject to our H&S policy and must provide us with all necessary safety information and co-operate with our health and safety requirements.

## **15. Stress, Mental, Physical Attack and Blackmail**

SBL offers a safe and secure environment for their employees and recognises that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stress.

Where an employee considers they are subject to mental, physical attack, any form of abuse or blackmail they must report it (in confidence) to the HR Co-ordinator who will provide assistance in resolving the particular problem. All instances of physical, mental attack, abuse or blackmail are totally unacceptable and will lead to disciplinary action.

## **16. Risk Assessments, Audit & Review**

Prior to the introduction of a new or modified process a Risk Assessment is carried out to ensure all potential Health & Safety risks have been considered and preventative action, to eliminate or reduce such risks to a manageable level, have been introduced.

Regular Risk Assessments, Work Place Inspections and Audits identify potential for accidents, ill health and compliance with the relevant regulations and adopted standards. As a result of regular reviews suitable corrective action is identified, agreed, implemented and monitored for effectiveness.

In the event of a health and Safety issue occurring it is reviewed to determine the cause and the applicable risk assessments reviewed for suitability which are revised if necessary.

## **17. Authorisation, Review & Availability**

This policy is approved by all of SBL directors and authorised for use by the CEO. As part of our continual improvement programme it is updated whenever changes in our policy occur, is formally reviewed by the undersigned at least once every 12 months to ensure it remains current and is freely available to employees, customers, suppliers and all other interested parties via our web site, Reception or by asking any of our employees.

Authorised for use by Dennis Hoban, Chief Executive Officer – 08/10/2012

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**18. Appendix 1 - Certificate of Acceptance of the SBL Health & Safety Policy**

This is to certify that I, ..... have read and understood the SBL Health & Safety Policy 22A000 - 2.10 - 10/11/2011 and further that I agree to comply in full with of the requirements, terms and conditions of this policy.

A failure to comply with the requirements of this policy can lead to internal disciplinary and possibly legal action(s).

*If I am not directly employed by SBL I understand that breach of the SBL policy may give rise to the termination of contract, sub contract or legal action.*

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Acceptance of SBL Health & Safety Policy 22A000 - 2.10 - 10/11/2011

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

Organisation \_\_\_\_\_

Date \_\_\_\_\_

On completion this page is forwarded to:-

For Employees      HR to retain in the employees personnel file

For Contractors      Purchasing for retention with their contract details