

HEALTH & SAFETY POLICY



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Last updated and reviewed January 2020

HEALTH & SAFETY POLICY INDEX

Policy Sections	Page
Statement of Intent	4
Organisation Structure	5
Director Responsibilities	6
Employers Responsibilities	9
Employees Responsibilities	10
Management of Health and Safety	11
Workplace Health, Safety and Welfare	12
Office Staff	13
Consultation with Employees	14
Disability	14
Accident Reporting	15
Emergency Procedures	18
Occupational Health	18
Health Surveillance	18
Health and Safety of Young Persons	19
Control of Substances Hazardous to Health (COSHH)	20
Health Hazards	21
Violence and Bullying	22
Protective Clothing and Equipment (PPE)	23
Manual Handling	24
Lifting	24
Hire of Equipment	25
Vibration	25
Noise	26
Fire Precautions and Prevention	27
Hazardous Chemicals	28
Company Offices	29
Good Order	30
Gas Safety	31
Authorised Access	32
Work Equipment	32
Lifting Operations	34



Ladders Steps and Staging's	35
Working at Height	37
Electricity at Work	38
Display Screen Equipment (DSE)	39
Waste Disposal	40
Health and Environmental Arrangements	40
Protection of the Public	41
First Aid	42
Training	42
Pregnant Women	43
Occupational Liability and Public Protection	44
Asbestos Awareness	45
Staff Acknowledgement Form	47



STATEMENT OF INTENT

Fire Protection Recycling Ltd (the 'Company') will comply with all, of its legal duties in pursuance of providing safe and healthy working conditions for all employees and will take all reasonably practicable steps to ensure that other contractors, occupiers of buildings, or the public are not affected by our work activities.

Our company will co-operate with all those with an interest in health and safety, other employers, employees, clients, designers, contractors and the enforcing authorities.

Fire Protection Recycling Ltd will provide enough, financial support for the full implementation of the policy and maintain a suitable working environment which is safe and without risk to health. Also, Fire Protection Recycling Ltd will ensure that all persons are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and training as may be necessary.

We will ensure that all employees are consulted on matters of health and safety and will encourage positive employee participation. All employees and contractors are expected to co-operate in carrying out this policy and must ensure that their own work, so far as reasonably practicable, is carried out without risk to themselves or others.

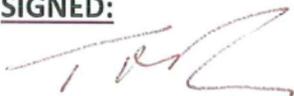
Whenever an employee or contractor notices a safety or health related problem that they are not able to remedy themselves, they must immediately report the matter to their line manager.

Fire Protection Recycling Ltd will appoint a competent staff, to undertake responsibilities for Health, Safety and Welfare on site sites we work on and at our own premise and to whom reference should be made in the event of difficulty arising in the implementation of this policy.

The Director of Fire Protection Recycling Ltd will monitor the implementation of this policy and when necessary will utilise the assistance of a specialist assistance where required.

The policy will be kept up to date and will be amended to suit any changes in the size and nature of company activities. In support of this intent the policy will be reviewed annually.

SIGNED:



MANAGING DIRECTOR

DATED: 01st January 2020



Appendix C
Revision 21 January 2020

ORGANISATION STRUCTURE

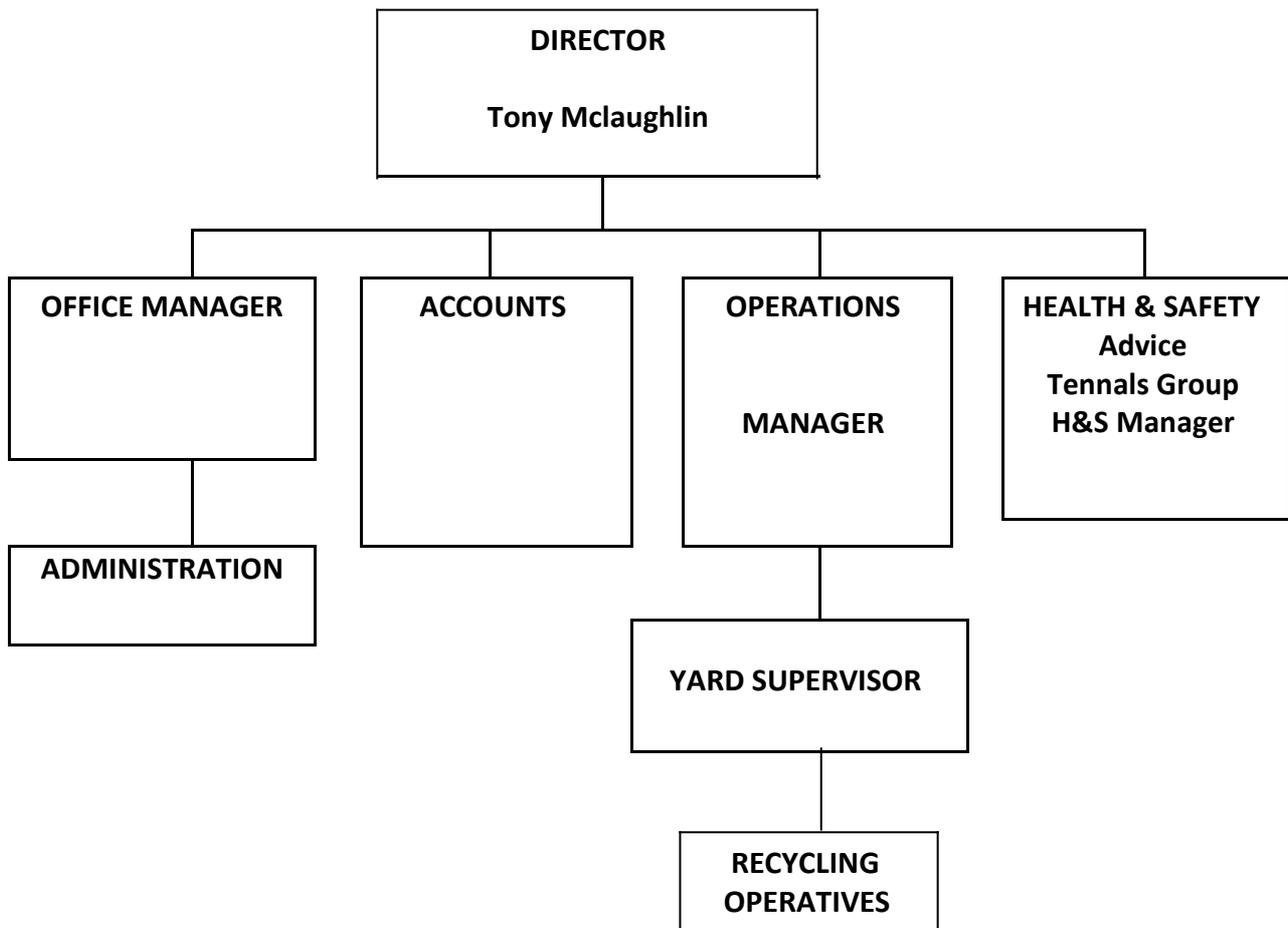
The effectiveness of our safety policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Director, but specific duties are delegated to others according to their experience and training.

Site management will ensure that all operatives, sub-contractors and visitors to the site adopt this Policy and undertake their works competently.

Each individual person has a duty of care to himself as well as to all those they come into, contact with during any part of the working day.

Below is a chart showing the company hierarchy is set out and their roles within the business.



DIRECTOR'S RESPONSIBILITIES

The Director accepts responsibility to initiate the company's policy for Health and Safety to prevent injury, ill health, damage and wastage. Importance must be shown in order to sustain the Health and Safety of its employees, clients and members of the public, accepting this as a managerial responsibility ranking through the business structure.

It is the duty of the management to provide and maintain safe and healthy working conditions, systems of work and equipment together with the provision of adequate information, instruction, training and supervision. It is equally the duty of every employee to exercise personal responsibility to do everything to prevent injury to themselves and others to ultimately achieve an accident-free workplace.

Ensure that safety directives (new legislation, etc.) are conveyed through all management levels down to site operatives. Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of Health and Safety to meet the requirements of the policy.

Provide approved protective equipment and clothing where appropriate, and to ensure that it's proper use is understood and can be used effectively. Set personal examples when visiting sites by wearing the appropriate protective clothing and equipment.

Ensure that any dangerous chemicals or substances are received, stored and/or used in accordance with the manufacturer's instruction, relevant data sheets and as directed in any risk assessment. Take all reasonable steps to inform employees about materials, equipment and processes used in their work that are, considered to be potentially hazardous to health and safety.

The management of Fire Protection Recycling Ltd see communication between employees at all levels as an essential part of effective health & safety management. Consultation will be facilitated by joint employee/management participation in the development of health and safety at work practices and procedures and to ensure active and effective participation by all employees.

Appropriate arrangements will be made with the representatives of recognised Trade Unions or representatives for Health and Safety as elected by the employees so as, to allow for appropriate safety representation.

Our policy is to be brought to the attention of all employees and show acknowledgement that they have read and understood the policy and be provided with an opportunity to assess its continued effectiveness.

To ensure that suitable advice from outside professional bodies is obtained where potential hazards exist or might arise requiring specialist's expertise. To ensure that this policy is reviewed on a regular basis or in the event of there being any major alteration to the working environment or character of the company.

The Director accepts that they have the final responsibility for anything affecting Health & Safety.



THE RESPECTIVE MANAGERS WILL:

Understand the Fire Protection Recycling Ltd Policy, administer its day-to-day practicalities and appreciate the responsibility allocated to each grade. Ensure that all works are planned in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made. Know the broad requirements of the main health and safety laws and construction regulations as well as respective relevant legislation.

Ensure that site managers carry out their work to the required standards as laid down in this company policy. Apply the same standards to any work personally undertaken. Reprimand, and take disciplinary action if necessary, towards any member of site supervisory staff and contractors for failing to discharge their safety responsibilities satisfactorily. Take appropriate action when notified of disregard on site or information provided by our safety advisor.

Allocate adequate resources to cover sound working methods and reasonable welfare facilities including: -

The most appropriate order and method of working.

The provision of adequate lighting and safe method of work.

- ◆ The allocation of responsibilities to each level of staff.
- ◆ The welfare facilities and basic Fire precautions required.
- ◆ Any specific, training or instruction required for personnel.
- ◆ Adequate and suitable protective clothing and equipment is made available.

Provide written instructions in situations not covered by this policy to establish working methods and sequences which outline potential hazards and indicate precautions to be adopted. This requires the preparation of written assessments as required under the regulations for C.O.S.H.H., fire prevention, vibration, noise, manual handling and the management of health and safety. Make them available to the site manager and accompanying staff and discuss them fully.

Ensure, so far as is reasonably practicable, that work, once started: -

- Is carried out as detailed in the written plans and assessments and that account is taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary.
- Is carried out in accordance with the appropriate statutory requirements.

Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all services in accordance with the service authority's recommendations.

Ensure that first aiders or appointed persons and adequate first-aid facilities, as required by *Health and Safety (First Aid) Regulations 1981 (as amended 2002)*, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries

Ensure that all electrical equipment is tested and tagged, by a competent electrician, at intervals laid down by company policy. No electrical equipment will be brought onto site, by anyone, including sub-contractors, without the appropriate proof of regular testing with a Portable Appliance Testing (PAT) certificate.



Ensure that adequate fire precautions are provided and that any flammable liquids or liquefied petroleum gases are stored and used safely. Liaise when necessary with the fire safety advisors on fire prevention.

IN THEIR ROLES AS SAFETY OFFICERS, THE DIRECTOR WILL:

Monitor the effectiveness of the company's health and safety policy against the safety performance of the company. Initiate any changes, developments and amendments to the policy as and when necessary.

Promote an interest and enthusiasm for health and safety matters throughout the company.

Ensure that the site managers and operatives are aware of their responsibilities and discharge them accordingly.

Ensure that all sub-contractors employed by us are to produce their own safety policies and agree to conform to our company's policy and codes of practice whilst on company sites. Any work that is sub-contracted to another company will then be responsible to ensure that they comply with the requirements set out by Fire Protection Recycling Ltd to their sub-contractors.

Seek advice from our internal health and safety advisor in areas where specialist knowledge is required, or when the level of competence required to plan, organise and control any work situation is not available from within the company.

Set a personal example when required by wearing the appropriate clothing.

Formulate and implement practical procedures to comply with the requirements of the safety statement for all company activity.

Obtain information regarding new safety legislation or changes in existing legislation. And determine the actions required by us in order, to meet the requirements of the legislation.

Assist site managers with implementation of safety legislation by:

- Obtaining copies of the legislation and any codes of practice for issue to site
- Arranging training for all levels of employees in accordance with this policy
- Obtain visual aids etc. to promote awareness of injury prevention and hazards to health
- Ensure that regular site surveys are carried out by to see that only safe and healthy methods of working are in operation and that all regulations are being observed.

And by keeping in contact with official and professional bodies e.g. HSE, Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents, British Safety Council, Institution of Occupational Safety and Health etc. as well as informing the HSE of all notifiable accidents in accordance with the *Reportable Injuries, Diseases and Dangerous Occurrences Regulations 1995*.



EMPLOYER'S RESPONSIBILITIES

Under the requirements of current *Health & Safety at Work Act 1974* legislation it is the duty of every employer to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that people in their employment, who may be affected by that undertaking, are not exposed to risks as to their health and safety.

Many accidents occur because people do not understand the hazards involved and the precautions that have, to be taken. It is therefore important that those areas are identifiable on local basis by our management and by those who have responsibility for personnel on behalf of our company when either on or off our premises.

Risk Assessment

The purpose of risk assessment is to identify the risks to health and safety to Fire Protection Recycling Ltd employees, as well as others affected by the company's activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable. In order to, comply with legislation set down in *The Health and Safety at Work etc Act 1974* and *The Management of Health and Safety at Work (Amendment) Regulations 2006*, our company does require that written risk assessments be compiled by the responsible personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities.

These assessments will be required to be held by Fire Protection Recycling Ltd where the risks are likely to be encountered and measures will be taken to ensure that the assessment findings and precautionary measures to be taken are communicated by documentation to persons at risk to which the assessment refers. All risk assessments compiled will be subject to being reviewed if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matter to which the assessment relates.

Safety Audits

Progressive improvement in health and safety can only be achieved through the constant development of policy, approaches to the implementation and techniques of risk control.

It is our policy that a systematic audit of all safety arrangements will be carried out on a regular basis and assisted and reviewed by our safety consultants. Regular inspections of work areas will be carried out at a frequency commensurate with the level of risk imposed by the activity within that area. Where appropriate the internal safety advisor will visit the workplace to carry out independent safety inspections and audits and relay their findings to our management team.

Records of safety inspections and audits will be kept in order that our management can monitor the safety performance and improve the overall safety culture within the workforce.



EMPLOYEE'S RESPONSIBILITIES

The attention of all employees is drawn to their responsibilities under the *Health & Safety at Work Act 1974* and any other legislation. This means that: -

It shall be the duty of every employee while at work to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his acts or omissions at work.

As regards to any duty or requirement imposed on his employer or any other person by or under of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded that a breach of safety procedures could possibly result in disciplinary action being taken by our management, and that provision is made in law for certain breaches to be actioned by the Health & Safety Executive.

In simple terms this means, employees shall:-

- Read and understand the Fire Protection Recycling Ltd health and safety policy and carry out work in accordance with its requirements.
- Use any plant, equipment or substance in accordance with any given training or instruction.
- Use the correct tools and equipment for the job.
- Keep tools in good condition.
- Wear safety footwear at, all times and use, where necessary all protective clothing and safety equipment provided, e.g. safety helmets, respirators, etc.
- Work in a safe manner at, all times. Do not take unnecessary risks that could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Report to their line manager any work situation that presents a serious or imminent danger. Inform their line manager of any shortcomings in the health and safety arrangements, even when no immediate danger exists, so that the Director can take remedial action if necessary.
- Warn other employees, particularly new employees/young people of any known hazards.
- Do not smoke inside company buildings and only in designated smoking areas.
- Do not use plant or equipment for work for which it was not intended, or if you are not trained or experienced to use it.
- Report to your supervisor any damage to plant or equipment.
- Do not play dangerous practical jokes or "horseplay" on site.
- Report to your supervisor any person seen abusing welfare facilities provided.
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working. Suggest or discuss safer methods of working.

MANAGEMENT OF HEALTH AND SAFETY

The management of health and safety is covered by *The Management of Health and Safety at Work (Amendment) Regulations 2006*. Further information is contained in the Approved Code of Practice L21.

Fire Protection Recycling Ltd will, in accordance with the above regulation, carry out the following activities to provide health and safety for their employees.

Assess the risks to the health and safety of each employee and of anyone else who may be affected the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented.

The principals of prevention, as required by the above regulation will be applied so far as is reasonably practicable.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls necessary to minimise the risks from the hazards identified.

The risk assessment will then be, recorded and copies made available at the workplace.

The site manager will bring to the attention of the workforce all the necessary precautions detailed in written risk assessment and will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment

Fire Protection Recycling Ltd will make, arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Competent people will be appointed, and where necessary, specialists consulted to ensure that all necessary steps are taken to comply with the duties under health and safety law.

Fire Protection Recycling Ltd will ensure the co-operation and co-ordination of contractors who share the same workplace and ensure that all operatives have adequate capabilities and training to carry out the tasks allotted to them whilst at work.

Temporary and young workers will be given specific health and safety information to meet their special requirements.

Specific care must be taken to incorporate the need for language diversity with the necessary language of employees taken into consideration when giving them information on health and safety measures.



WORKPLACE HEALTH, SAFETY AND WELFARE

The *Workplace (Health, Safety and Welfare) Regulations 1992* (as amended 2002) cover the standards of working environment, general safety, facilities for washing, eating and changing and good housekeeping. It is our policy, that we pay close attention to the provision of suitable and enough, facilities and measures to ensure compliance with the requirements on health, safety and welfare of its employees at work.

Where such duties extend to contracts to outside contractors, visitors or others attending Fire Protection Recycling Ltd premises, then these procedures will be implemented to ensure the health, safety and welfare whilst at work or on our premises. The company's risk assessment procedure will be used to identify risks to health and safety on our premises and client's sites.

All employees will be provided with suitable and enough, sanitary conveniences in all work places, ensure it is adequately ventilated, lit and kept clean and tidy. Also provide separate rooms containing conveniences for men and women, except where the convenience is a separate room that can be locked from the inside.

The respective managers, or person responsible for the offices, will ensure that the welfare and first aid requirements are provided. They will ensure that all the facilities and equipment are maintained to the required standards, through regular inspections. Our nominated internal safety advisor will provide advice on the standards required if requested.

Suitable washing facilities must be provided in all workplaces and:

- be, located in the immediate vicinity of sanitary conveniences
- be, located in the vicinity, of changing rooms
- include a supply of clean hot and cold water
- include antibacterial soap and paper towels
- be, in well ventilated and lit rooms
- be, separate accommodation for men and women (except where prescribed)
- provide an adequate supply of wholesome drinking water, including drinking vessels.

Suitable, enough and secure accommodation must be provided for the storage of personal clothing and special clothing worn at work but not taken home.

Fire Protection Recycling Ltd will provide working conditions in accordance with the regulations, in particular:

Temperature

All, offices will be maintained at a minimum temperature of 16 C. Workshops will be maintained at a minimum temperature of 13 C. The temperature work places should, be reasonable always.



Ventilation

All, workplaces will be effectively and suitably ventilated with enough fresh air or purified air if natural ventilation is not available.

Lighting

Suitable and enough lighting will be provided and where possible this will be natural light. In situations where the failure of artificial lighting creates a danger, suitable and enough emergency lighting will be provided.

Working space.

Enough space will be provided in each workplace considering furniture, fittings, equipment and machinery. Suitable workstations will be provided for each employee according to the nature of the work involved. Floors and traffic routes will always be kept free of obstructions and tripping hazards.

When storing boxes or files consideration will be given to the manual handling problems that may be created, where possible heavy or bulky materials will not be stored at a high level.

Welfare facilities will be provided at all permanent locations or arrangements made for members of staff and contractors to use on site facilities. Arrangements will be made where necessary for the provision of temporary offices, or huts to be erected by agreement on sites having the suitable fire precautions, electrical installations, washing and toilet facilities available, all fitted by a competent person.

OFFICE STAFF

Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your Supervisor.

Find out from their supervisor the position of the First Aid box and who is responsible for it. Ensure that you know the procedure in the event of a fire. Report any accident or damage - however minor to your supervisor. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction and tripping hazards.

Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up; do not improvise or climb.



CONSULTATION WITH EMPLOYEES

The Health and Safety (Consultation with Employees) Regulation 1996 and *The Information and Consultation of Employees (Amendment) Regulations 2006* apply to all employers and employees who are not represented by an appointed Trade Union Safety Representative under the *Safety Representatives and Safety Committees Regulations 1977*. The aim being to ensure that they are consulted by their Employers on matters relating to their health and safety at work.

Fire Protection Recycling Ltd has an open-door policy and will consult with employees either directly or via representatives nominated by our employees.

The consultation with employees will cover the following issues as a minimum:

- Introduced measures that may affect employee's health & safety Arrangements for nominating safety representatives
- Health & safety information required under this and other regulations, planning and organisation of health & safety training
- The health & safety consequences of introduced technology in the workplace

DISABILITY

Fire Protection Recycling Ltd does not discriminate in the employment of disabled persons or treat disabled persons less favourably in accordance to the *Disability Discrimination Act 2005*. We will continually comply with the requirements of current regulations, where it owns, manages or operates in any premises under its control, where people work or to which members of the public may visit, in respect of accommodating the special needs of disabled persons.

Fire Protection Recycling Ltd acknowledges that it has a duty to make reasonable adjustments for disabled persons to the workplace and the equipment they may require, and in respect of their welfare, e.g. special toilets, and for their access and egress, so that disabled persons are not placed at a disadvantage.

Special arrangements will be made for assistance to be available for any disabled worker in the event of a need of immediate escape or evacuation from the premises in an emergency or fire.

The regulation applies to all employees and makes it unlawful to discriminate against such disabled people in terms of recruitment, promotion, training, working conditions or dismissal. Employers must consider their responsibilities under both this legislation and any health and safety law in order to avoid unfair treatment and in order to eliminate or reduce the risks to disabled people and others.

ACCIDENT REPORTING

Under the Social Security Regulations 1979, it is a legal requirement for an accident book to be kept by an employer and for anyone injured in work to inform the employer and record information on the accident, including a statement on how the accident happened. It is also a requirement that an employer investigates how the accident happened and where possible, to establish the cause.

FPR endeavours not only to investigate accidents, but also near misses that that may lead to accidents in the future. This would be on our own premises or working with our clients should they require us to assist them.

Accident – *An event that results in injury or ill health, including sickness, absences.*

Incident – *events that have the potential to cause injury or ill health and may cause damage to property, personal effects, work in progress*

It is important that we maintain a good level of accident/incident and near miss recording and investigation within our company. There are many benefits for recording and investigating accidents and incidents. These will include:

- Check performance
- Identify underlying deficiencies in management systems and procedures.
- Learn from any mistakes that have led to the accident/near miss.
- Reinforce health and safety messages
- Identify trends and prioritise prevention
- Help meet legal requirements for reporting certain incidents.
- The prevention of similar events occurring again.
- The prevention of business losses due to disruption.
- The improving management skills to improve health and safety performance through-out the organisation.

It is vital that it is understood that “investigation” is not intended to be a mechanism for proportioning blame, but a tool that can be used to gain information to improve the health and safety within the company.

Investigation of incidents and accidents is based on the logic that:

- All incidents have causes; therefore, if you can eliminate the cause you can eliminate future accidents.
- The direct and in direct cause of an incident can be discovered through investigation.
- Corrective action indicated by the causation can be taken to eliminate future accidents.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 - (RIDDOR)

RIDDOR 1995 has been effective since 1 April 1996; the Regulations were updated as of 2012 and require the reporting of work-related accidents, diseases and dangerous occurrences.

Although not exhaustive the following incidents are reportable: -

- Death or major injury
- Over-seven-day injury (**Changed from Over Three-Day Injury Pre 2012**)
- Certain Diseases
- Certain Dangerous Occurrences
- Certain Gas Incidents

Death or Major Injury

If there is an accident connected with work and:

- Your employee, or a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital;
- You must notify the enforcing authority without delay (e.g. telephone); and
- Within ten days you must follow this up with a completed accident report form (F2508).

Reportable major injuries are:

- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than twenty-four hours.
- Any other injury; leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than twenty-four hours;
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over-seven-day injury

From 6 April 2012, the over-three-day reporting requirement for people injured at work will change to over- seven- days. If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must send a completed accident report from (F2508) to the enforcing authority within fifteen days.

An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non-work days).

When calculating 'more than seven consecutive days' the day of the accident should not be counted, only the period after it. Any days the injured person would not normally have been expected to work, such as weekends, rest days or holidays, must be included.

Some situations will include days when the injured person would not normally have been expected to work. Determining whether they would have been unable to do their normal range of duties for 'more than seven consecutive days' may therefore involve a degree of judgement. It may be necessary to ask the injured person if they would have been able to carry out all their duties if they had been at work.

Reports must be made of an over-seven-day injury within 15 days of the accident. However, where the incapacitation does not immediately follow the day of the accident, e.g. because the condition does not become apparent until sometime after the accident, the report should be made as soon as the injury or condition has incapacitated the worker for more than seven consecutive days.

Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease, then you must send a completed disease report from (F2508A) to the enforcing authority.

Reportable diseases include:

- Certain poisonings;
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
- Other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.



These records will be kept by the managing director who is responsible for ensuring that all details are entered and that records are kept on file. The Director and safety consultants will investigate all reportable accidents and keep a copy of the investigation report, along with any photographs, statements or other relevant material for use by our Insurers or legal advisers.

EMERGENCY PROCEDURES

In order to ensure the safety of employees, and any other person, it is our policy that documented procedures are put into place regarding situations presenting serious and imminent danger.

Enough competent persons within the workplace will be nominated to implement those procedures that relate to the evacuation of any part of the workplace. The appointed persons selected to be responsible for administering first aid and notifying the ambulance service if needed.

Suitable training and practise will be undertaken to ensure that emergency plans are fully understood, and efforts made to carry out these plans efficiently.

OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE

Where employees of the Fire Protection Recycling Ltd may use or encounter any substance (e.g. lead, asbestos or COSHH substances), in concentrations or circumstances, which would warrant an occupational health programme or health surveillance to be carried out on any of its employees, then such course of action will be taken.

If, during our business, a need for health surveillance is identified as a result of our assessment procedures and/or available information about any of the sites where our employees would work, then such health surveillance and monitoring would be initiated by the management of our company.

Assessment procedures are reviewed on a regular basis to consider new technology, new information about products used by us and their effects on health and legislative requirements.

HEALTH AND SAFETY OF YOUNG PERSONS AT WORK

The major part of safety management is regulated by *The Management of Health and Safety at Work (Amendment) Regulations 2006*. If young persons (those under 18) or children (those under minimum school leaving age) are to work on site (as employees, trainees or on work experience), reference should be made to the requirements of *The Children (Protection at Work) Regulations 1998*

These regulations require that employers must protect young persons from any risks at work and must undertake risk assessments under the regulations, which specifically address:

- The inexperience & Immaturity.
- Lack of awareness of existing risks of young persons in relation to the mental, physical and psychological demands of the task.
- Employers may not employ young person's where the work:
 - Is beyond their physical or psychological capacity.
 - Involves exposure to toxic or carcinogenic substances, or substances, which cause heritable genetic damage, harm to unborn children, or cause any other chronic health effect.
 - Involves harmful exposure to radiation.
 - Involves a risk of accidents which young persons may not reasonably recognise due to their insufficient attention to safety or lack of experience or training.
 - Involves a risk to health from extreme temperatures (hot or cold), noise and vibration.

Relevant safety information is to be given to such employees and to the parents/guardians of children.

The regulations **do not** apply to:

- Occasional or short-term work in: a family undertaking where the work is not considered harmful, damaging or dangerous to young persons.
- Domestic service within a private household.

NB: Regulations such as *The Provision and Use of Work Equipment Regulations 1998 (as amended 2002)* and *The Lifting Equipment and Lifting Operations Regulations 1998 (as amended 2002)* have removed age limits for operations such as slinging, using abrasive wheels power presses and woodworking machinery. The risk assessment process above will now be required to assess whether the implementation of in house or site rules are appropriate for operations or processes.

Other requirements related to young persons are contained in the *Working Time Regulations 1998* and *The Children (Protection at Work) Regulations 1998* and *The National Minimum Wage (Increase in Development Rate for Young Workers) Regulations 2000* that regulate the hours of work of those under minimum compulsory school leaving age.

Fire Protection Recycling Ltd will, in accordance with the above regulations, carry out the following activities to provide health and safety for their employees:

Assess the risks to the health and safety of each young person and of anyone else who may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded, and copies made available at the workplace.

The site manager will bring to the attention of the workforce all the necessary precautions detailed in the written risk assessment and monitor the operations to ensure that each operative is acting in accordance with the outlined details.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by *The Control of Substances Hazardous to Health (Amendment) Regulations 2004*, *The Controls on Dangerous Substances and Preparations (Amendment) (No. 2) Regulations 2007* and *Chemicals (Hazard Information and Packaging for Supply) Regulations 2002*.

General guidelines to be applied are covered in HSE Guidance Notes of which there are a great variety published. Other information is contained in Information Sheets (HSE) and downloadable booklets and information packs from www.hse.org.uk.

Fire Protection Recycling Ltd will provide written assessments for all those products which have been assessed as hazardous to health. Where necessary we will request specialists to assist them in making the necessary assessments.

Before work starts, the site manager will ensure that workplace exposure limits are known and kept within whilst any special protective clothing/equipment required is available for use on site. He/she



will ensure that, before operatives are set to work, they will be instructed in the safe use of any product they are using in accordance with the written assessment. He/she will consider the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances, and complying with *The Control of Substances Hazardous to Health (Amendment) Regulations 2004*, requires us to take the following steps to comply with the regulations: -

Decide on the method of solving the problem. Implement the chosen method of solving the problem.

Identify the problem.

Assess it, measure it, get some idea of the scale.

Decide on the method of solving the problem.

Implement the chosen method of solving the problem.

Check that the method is being implemented properly and monitor the outcome.

Staff will be made aware of the hazards of any materials they will be asked to use; hazard data sheets will be obtained for each product and control methods will be devised.

Fire Protection Recycling Ltd will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

Fire Protection Recycling Ltd will review the situation at regular intervals to ensure that the control systems are working and that they remain adequate.

HEALTH HAZARDS

Several regulations impose requirements for the safe handling and use of substances that are known to be a risk to health, these include:

The Control of Asbestos Regulations, 2006.

The Control of Lead at Work Regulations 2002.

The Construction (Design & Management) Regulations 2015.

The Personal Protective Equipment at Work Regulations 1992 (as amended 2002).

The Control of Substances Hazardous to Health (Amendment) Regulations 2004.

The Work Place (Health Safety & Welfare) Regulations 1992 (as amended 2002).

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002).

Guidelines to be applied are also covered in HSE Guidance Notes and Approved Codes of practice.

The site manager will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

All necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

Site managers must ensure that all operatives engaged in any process involving the use of handling of hazardous substance, will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

Site managers will ensure that protective clothing and equipment will be issued to operatives or adequate hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substance.

All measures necessary to protect workers and the general public from such substances or procedures will be provided and maintained. Any necessary air sampling, medical examinations, testing etc., will be carried out by approved people or organisations, as required, and records will be kept on site during the operations.

Hazardous substances can enter the body in the following ways:

- Absorption – through the skin, cuts, abrasive injuries etc.
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion – swallowing, (smoking or eating prior to washing increases the risk)

VIOLENCE / BULLYING AT WORK

Violence at work is not only physical violence as employees may face verbal and mental abuse, discrimination, harassment, bullying and ostracism.

It is our policy that we will not tolerate such behaviour in the work place and any employee found to be responsible for such action will be disciplined.

There is clearly some debate about what constitutes workplace bullying. The following are all descriptions of workplace bullying that can occur in an unsettled workplace:

Bullying	Mistreatment
Mobbing	Incivility
Harassment	Aggression
Employee abuse	Hostile behaviours
Emotional abuse	Adverse behaviours

Fire Protection Recycling Ltd does will evaluate the risk of violence, both verbal and physical and put any required control measures into place, these may include if required:

- Training workers in how to handle stressful and potentially violent situations;
- An active method of communication, with employees reporting to their supervisor on a regular basis, with the use of mobile phones where necessary;
- A personal panic alarm system;
- Employees working in pairs if the risk of violence is high.

PROTECTIVE CLOTHING AND EQUIPMENT

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

The Personal Protective Equipment at Work (PPE) Regulations 1992 (as amended 2002).

Control of Lead at Work Regulations 2002 - Provision of Protective Overalls, Respirators, Breathing Apparatus etc.

The Control of Noise at Work Regulations 2005 (as amended 2009)

The Confined Spaces Regulations 1997 - Provision of Protection and Rescue Equipment.

Other regulations may also apply and are referred to in other sections of this policy. All safety equipment purchased for use on our respective sites will be in accordance with the appropriate British Standard.

All work will be planned to take the above standards into account.

The site manager will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue as required and that, when issued to employees, a record is kept.

The site manager will ensure that before Sub-contractor's employees are set to work, they have been provided with any necessary protective clothing.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory or company policy requirements and instructed not to continue working until protective clothing, or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable and enough for the specific process for which it is provided. All supervisory and management staff will set a good example by wearing safety equipment when required such as protective footwear, etc. and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work, with steel toe safety boots mandatory for use warehouse and shop floor levels.

All persons issued with protective clothing, or equipment, must immediately report to the Supervisor any loss or defect in the equipment.



Fire Protection Recycling Ltd also recognises that they are legally required to provide training to their employees in the proper fitting and use of PPE and the provision for the PPE it provides to its employees when it is not in use. Also, the PPE must be stored in a provided container to ensure that it is kept and maintained to a good working order.

MANUAL HANDLING AND LIFTING

The following Regulations apply to the manual handling or lifting of materials:

- *The Manual Handling Operations Regulations 1992 (amended in 2002).*
- *The Lifting Operations and Lifting Equipment Regulations 1998 (as amended 2002).*

The current regulations require the following steps:

Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck.

Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed.

Good assessment will not only show whether there is a problem but will also help identify where the problem lies.

The Director will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required. The site manager must ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

The site manager will ensure that all persons on site wear safety footwear and will caution any sub-contractor's employee wearing unsuitable footwear.

No one, particularly a young person or pregnant lady, will be required to lift, without assistance, a load which is likely to cause injury.

The main injuries associated with manual handling and lifting are:

Back strain, slipped disc.

Bruised or broken toes or feet.

Hernias.

Various sprains, strains, etc.

Lacerations, crushing of hands or fingers.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build, medical history etc. Where loads must be manually handled, the need to ensure that accesses are safe and free of tripping hazards is especially important.

Where possible heavy loads will be split into smaller carrying units. If the handling of heavy items cannot be avoided, then use of a mechanical aid should always be the priority, in order to reduce the risk of injury to the lowest level possible.

HIRE OF EQUIPMENT

Where equipment is hired there is still a duty under the safety regulations to ensure that:

- the equipment hired is suitable for the task and conditions that it is to perform;
- it has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form;
- it is supplied with all the relevant information, (maintenance schedule, etc. and operating instructions);
- any necessary instruction and training are given to employees.

VIBRATION

This represents a high risk, and employees must not be exposed to this level of vibration. Transitional periods are in place for Exposure Limit Values, however Fire Protection Recycling Ltd will seek to protect its employees by reducing their exposure wherever possible.

Regular exposure to hand-arm vibration can cause a range of conditions known as Hand Arm Vibration Syndrome (HAVS) which includes vibration white finger and carpal tunnel syndrome. Similarly, whole-body vibration can cause back pain or make this worse.

All work will be planned to take employees standards of safety into account:

Where possible the use of vibrating hand tools will be avoided.

The Director must ensure that information on the vibration level of any plant or equipment which it intends to hire or purchase, is obtained and considered before hiring or purchasing takes place and low vibration tools will be specified where use is unavoidable

Instruction and training will be provided to site managers, foremen and operatives on the potential sources of hand-arm vibration, the risks from using vibrating tools, how to recognise the symptoms of hand-arm vibration, factors which may increase the risk (e.g. high levels of vibration, daily length/regularity of exposure) and the control measures required to minimise the risks.

NOISE AT WORK

Work where noise is considered, action must be taken in line with *The Control of Noise at Work Regulations 2005, (as amended 2009)* and the *Health and Safety at Work etc Act 1974*. Guidance is provided in *HSE Guidance Note INDG362 - Guidance on the Noise at Work*.

Our Director must ensure that information on the noise level of any plant or equipment that it intends to hire, or purchase is obtained and considered before hiring or purchasing takes place. They will ensure that any employee or sub-contractor required to use or work with or near such plant is made aware of the noise level being produced. The site manager will ensure that any static plant to be installed on site is planned to be in a position which takes account of the effects of noise on the workers and the public.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the site manager will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified and provided for use by personnel and hearing protection zones clearly identified by signage.

Where the noise level is less than 80 dB(A) no further action will be required. Where it exceeds this level but is less than 85 dB(A) then all persons affected will be advised of the result, informed about hearing loss and advised to wear hearing protection. This will be supplied and maintained by the Company. Where the level exceeds 85 dB(A) then Fire Protection Recycling Ltd will act to reduce the noise level where ever possible as is reasonably practicable and identified areas will be marked as Ear Protection Zones in accordance with BS 5378 and the wearing of Hearing protection will be mandatory.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The site manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reduction methods are used and maintained good order and at any defects are reported to the sub-contractor or hire company, immediately.

The site manager will ensure that supplies of ear defenders or other hearing protection, is made available for any operations, where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at, all times when an operative is exposed to noise.

If necessary competent specialists will:

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery.

- Regularly monitor noise levels / frequencies.

FIRE PRECAUTIONS AND PREVENTION

Fire precautions will be provided and maintained in accordance with the *Regulatory Reform (Fire Safety) Order, 2005*, the *Fire Safety (Employees' Capabilities) (England) Regulations 2010* and any recommendations made by a Fire Officer, Fire Brigade representative or a Fire Risk Assessment carried out by our competent person.

In accordance with relevant legislation Fire Protection Recycling Ltd does recognise the need for effective and suitable fire prevention measures to combat risks to the health and safety of our employees and others affected by our activities. To this end we are committed to the effective ongoing evaluation of our premises and other workplaces where our employees may be required to work, to determine fire risks and control measures required to eliminate or reduce the risk of fire to a low a level as possible.

Any risk assessment will also consider any special fire hazards in specific areas of the workplace and comply with any instructions set out by the local fire service. Our company is committed to the provision of adequate and suitable fire fighting equipment, training in the use of such equipment to identified members of staff, and any such measures as required by the stipulations contained in any Fire Certificates that have been issued in respect of the premises.

Fire Protection Recycling Ltd will ensure that employees are aware of their duties in the event of a fire or alarm activation in company premises. All employees have a duty to report immediately any fire, smoke or potential fire hazard to the fire service (999).

Employees must be aware that fire doors are designed to slow the spread of fire and smoke and where they are found to be jammed, pegged or tied open by an employee they will be returned to a closed position. Also, where fire exits that are found to be locked, secured by chains or blocked, they will be cleared, or the matter reported immediately.

Any "Hot Work" will be the subject of a permit to work to ensure that adequate fire protection of the appropriate fire extinguishers for the risk is available. Also, all flammable materials and rubbish are removed from the work area. A system of inspection at two 30 minutes intervals to ensure that there is no smouldering or fire.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. Smoking on duty is not permitted and any employee found smoking would be disciplined.



HAZARDOUS CHEMICALS

Works where the use of hazardous chemicals including highly flammable liquids, explosive atmospheres and such are defined in *The Control of Substances Hazardous to Health (Amendment) Regulations 2004*, *The Controls on Dangerous Substances and Preparations (Amendment) Regulations 2007*, *The Control of Explosives Regulations 1991 (as amended 2009)* and *The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002* and must be stored and used in accordance with these regulations. There are also *The Manufacture and Storage of Explosives and the Health and Safety (Enforcing Authority) (Amendment and Supplementary Provisions) Regulations 2007* to be aware of when dealing with explosive chemicals.

Guidance documents and Codes of Practice give advice on the requirements necessary to comply with the regulations and will be complied with on project sites. These include:

HSG 51 - The Storage of flammable liquids in Containers (1998).

HSG103 – Safe handling of combustible dusts (2003)

HSG131 - Energetic and spontaneously combustible substances

All work will be planned to take the above standards into account.

The respective managers will ensure that suitable storage facilities are provided for dangerous chemicals, in accordance with the above standards, and will arrange for adequate storage of petroleum or petroleum mixtures, where applicable. They will ensure that suitable storage facilities are provided for hazardous substances and liquids which are not defined as Highly Flammable, but which could be a fire hazard and will arrange for any necessary fire fighting equipment or materials to be available before work starts.

The site manager will ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids are kept in storage facilities until required for use. They must also ensure that fire resistant, absorbent material is available to soak up any spillages and that the material is immediately safely disposed of after use. Any fire fighting equipment, storage facilities, signs, notices, containers etc., must also be checked at weekly intervals and that any action is taken to rectify and that defects are noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing highly flammable liquids.



COMPANY OFFICES

All offices and office facilities will be provided and maintained in accordance with the *Workplace (Health Safety & Welfare) Regulations 1992 (as amended 2002)*.

Fire precautions shall be provided and maintained in accordance with the requirements of *The Regulatory Reform (Fire Safety) Order, 2005*, and any recommendations made by a Fire Officer, Fire Brigade representative or a Fire Risk Assessment carried out by a competent person.

The respective manager (or alternatively a nominated person) will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment.

Fire drills will be organised at 6 monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by manufacturer and recorded in the fire log.

Staff must be aware of how best to use the equipment in line with *Fire Safety (Employees' Capabilities) (England) Regulations 2010*.

All fire alarms will be checked monthly and test recorded, and all fire exits will be checked at the start of each day by the nominated person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturers' recommendations and correctly PAT tested. All staff required to use office machinery will be given training and instruction in its use.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits, etc. will be kept clear of materials and well lit.

Proper facilities will be provided for office staff who are required to reach items from high shelving.

Efforts will be made to reduce the paper wastage kept in the office areas to a minimum, especially shredded paper which is a highly flammable source and an easily combustible material in a fire.



GOOD ORDER

Several regulations deal with the need for work places and accesses to be standards kept clear of debris and other materials, some examples are:

The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended 2002). The Dangerous Substances and Explosive Atmospheres Regulations, 2002. Construction (Design & Management) Regulations 2015.

Electricity at Work Regulations 1989 and Electricity (Miscellaneous Provisions) Act 2003. The Controls on Dangerous Substances and Preparations (Amendment) Regulations 2007.

The Health and Safety at Work etc., Act 1974 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees, so far as is reasonably practicable (*Section 2*). Employers have a duty to ensure that their work does not affect others, so far as is reasonably practicable (*Section 3*), and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe, so far as is reasonably practicable, for persons who are not their employees, but are required to use the premises (*Section 4*).

In addition to the statutory requirements, some of which are outlined above, a tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on sites.

The Director will ensure that, before the site commences, access and emergency routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and sub-contractors are made aware of the requirements about storage, clearing up, tidiness etc.

The site manager will ensure that all sub-contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract, and that they will be monitored to ensure this is done. Every operative has a duty to ensure that his workspace and that of those around him is kept in a clean and tidy state.

Operatives, sub-contractor's operatives and occasional visitors to site will be disciplined by the site manager in the event of them causing harm to the welfare of those around them. In this regard, operatives will be encouraged to show respect to their work colleagues.

Storage stacking will be stacked adequately with storage kept secure and not allowed to overhang. Emphasis is to be placed on instructions to all employees and sub-contractors on the safe disposal of food and combustible materials delivered to site.



GAS SAFETY

Our policy is that all gas installations fitted in any company premises, must comply with current *The Gas Safety (Installation and Use) Regulations 1998*. Only a confirmed Gas Safe registered engineer must conduct any work carried out.

The hazards associated with gas systems are that liquefied petroleum gas (LPG) is a colourless liquid, which readily evaporate into a gas. It has no smell, although it will normally have an odour added to help detect leaks. When mixed with air, the gas can burn or explode when it meets a source of ignition. It is heavier than air, so tends to sink towards the ground collecting in drain networks, gullies, cellars or confined excavations.

LPG is supplied in strong pressurised cylinders to keep it liquefied with the valve at the top being the most vulnerable place in the event of impact damage or a fire. Leaks can occur from the valves and pipe connections, most likely as a gas. The liquid LPG can cause cold burns to the skin if there is accidental contact made.

The precautions to take for a fixed cylinder installation to be safely connected to an appliance will be to ensure that the installer decides on a suitable location and have all the necessary safety devices to protect the hoses, pipe-work and appliance attached to them. Also ensuring that the cylinders are kept secured in position, are not tampered with and having regular checks and repairs made by the LPG supplier or another reputable company.

If the equipment is leased check for documentation of adequate maintenance and make sure that staff are trained and competent to use the equipment safely. Read and follow the operating instructions and emergency actions to take ensuring all operators know them and follow them carefully.

No smoking signs should accompany all gas related equipment with vigilance shown by all staff members.

For cylinders not kept in a fixed position they should be positioned in a safe, well-ventilated place, preferably in the open air and away from occupied buildings, boundaries and sources of ignition and of heat. Ideally chains should be used to secure the cylinders properly against a firm structure and are kept upright.



UNAUTHORISED ACCESS

The Health & Safety Executive has issued Guidance Notes *HSG151 - 'Protecting the Public, your next move'* relating to protecting the public from activity on sites.

Active projects and facilities can endanger the Health and Safety of person's not undertaking work on the project in many ways, i.e. if they walk on the site they could be subjected to:

Falling materials and equipment

Vehicle movement

Tripping or falling

Dust and Noise

HSE investigations also showed that people were most at risk from the following activities:

Falling through openings such as manholes, stairwells or into excavations, pits and so on.

Riding on mobile plant (e.g. forklift trucks) which runs out of control or being hit by mobile plant while playing near it.

Climbing onto stacks of material which then collapse.

Climbing onto and then falling from shelving units or other elevated areas

To minimise the risks to non-employees the most effective way is to restrict access to the site so that only authorised persons may enter.

For visitors to the site, such as delivery drivers and prospective purchasers' specific arrangements must be made, and they should have these precautions drawn to their attention.

Access openings should be gated and kept locked when the site is unoccupied. A watch on the gates should be kept when they are open. The fencing should be properly maintained, and materials should not be placed or stacked near the fence in a way which provides easily climbed access over the fence. Suitable warning notices should be fixed to the fencing.

WORK EQUIPMENT

The following regulation specifically covers the use of work equipment, *The Provision and Use of Work Equipment Regulations (PUWER) 1998 (as amended 2002)*.

It is our policy that all work equipment used in the course of our activities, whether provided by us or on lease/loan from another company, or belonging to individuals (own equipment is not allowed unless it has been inspected to ensure compliance with regulations) should be safe for use, suitable for the environment and task for which it is to be used. It should be properly maintained in accordance with the manufactures/supplier's instructions and at the required intervals.

Work equipment means any machinery, appliance, apparatus or tool assembly of components.



These regulations cover the use of all kinds of work equipment from a hand tool, typewriter, scaffold or mobile plant. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The specific requirements of this legislation cover the following:

The guarding of dangerous parts of machinery.

Protection against specific hazards, e.g. a falling scaffold board, disintegration of an abrasive wheel in use, ejected articles or a tool catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.

These requirements will also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings. To identify the specific risks involved with the equipment a competent person will assess the machinery and review on a regular basis to identify improvements or changes to the work process.

All personnel who use work equipment, and those who supervise them, will have available to them adequate health and safety information and, where appropriate written instruction in the safe use of that equipment. They will receive adequate training for the purpose of health and safety, including the training in methods, which may be adopted when using the work equipment, any risk that may be generated by that use and the precautions to be taken.

Where there is a specific risk associated with the use, repair, modification, and maintenance or servicing of any equipment, only those personnel specially trained and authorised will be permitted to carry out such operations.

Work equipment which is in any way dangerous, will be fitted with the appropriate guarding or other safety devices required to reduce that danger to its lowest practicable level, and to the standards of the *Provision and Use of Work Equipment Regulations, 1998, (PUWER)* and *BS5304 "Safeguarding of Machinery"* and only those employees specifically trained and authorised will be permitted to use that equipment. All equipment must be fully protected and where guards must be removed for any reason, the equipment must be subject to a "Lock Off" safe system of work as set down in the permit to work. All guards must be replaced safely as soon as possible after the completion of any work. Details of such examination should be properly recorded, and the record being made available for inspection.

Fire Protection Recycling Ltd will make sure that equipment is suitable for the use that will be made of it and will consider the working conditions and hazards in the workplace when selecting the equipment. Also providing adequate information, instruction and training.

We will also ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is inspected and maintained in efficient working order.



LIFTING OPERATIONS

All lifting operations will be planned and carried out in accordance with: *The Lifting Operations and Lifting Equipment Regulations 1998 (as amended 2002)*.

These Regulations require lifting equipment to be tested, inspected and thoroughly examined:

In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months;

In the case of other lifting equipment, at least every 12 months; or

In either case, in accordance with an examination scheme; and

Each time that exceptional circumstances which are liable jeopardise the safety of the lifting equipment have occurred; and

If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations.

These regulations also require that equipment for lifting persons:

Is such as to prevent a person using it being crushed trapped or sunk or falling from the carrier

Has suitable devices to prevent a carrier falling (if this cannot be provided for reasons inherent in the site and height differences then the carrier must have an enhanced safety coefficient suspension rope or chain which is to be inspected by a competent person every working day

Is such that any person trapped in a carrier is not exposed to any danger and can be freed
Mobile Work Equipment is also covered by the requirements of the *Provision and Use of Work Equipment Regulations 1998 (as amended 2002)* - please refer to work equipment

All work involving lifting operations will be planned to take the above planning standards into account.

Our respective managers will ensure that lifting operations are planned, considering the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, etc. Suppliers will be asked to provide information on weights, lifting points, safe slinging procedures, etc. of materials or articles supplied.

Service and maintenance of all lifting appliances must be planned before taken into use on site. The Site Manager will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc. are available on site. Any other equipment will not be used to carry out lifting operations.

Only authorised operatives will be permitted to operate lifting appliances or give signals. The authorised persons must be over the age of 18 and be competent to carry out the duties. Where



there is any doubt of the competency of the authorised operatives, the controlling manager must be informed immediately.

Where adverse weather conditions could affect the safety of lifting operations, the site manager will stop operations until conditions improve. They will ensure that all lifting appliances are inspected weekly and a record of the inspection made in the site register.

The main hazards associated with lifting operations are:

- Overloading of lifting appliance.
- Incorrect positioning of lifting appliance.
- Insecure attachment of load.
- Improper methods of use of equipment.
- Failure of equipment due to lack of maintenance.
- Incorrect signals.

LADDERS, STEPS AND STAGINGS

All ladders, steps if required must be provided and used in accordance with *the Work at Height Regulations 2005*.

All work will be planned to take the above standards into account.

The contracts manager will specify the correct access equipment for the type of work and duration.

Ladders:

Our respective manager will arrange for the required number and type of ladders to be provided, considering the above standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and enough materials made available. Training will be provided to site managers and operatives and will include the hazards and precautions relating to ladders and their use.

Ladders must be checked by a competent before use, to ensure that there are no defects, and will be checked at least weekly while in use on site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The site manager will ensure that proper storage is provided for ladders, under cover where possible, and with ladder properly supported throughout its length.

The site manager will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down etc.).



- Using ladder with defect.
- Unsuitable base to ladder.
- Insufficient handhold at top of ladder, or at stepping off position
- Using ladder near overhead electrical cables, crane contacts etc
- Ladder at unsuitable angle, swaying, springing etc. (recommend angle 1 in 4)
- Insufficient overlap of extension ladders.
- Undertaking two handed work operations.

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access is prevented.

As a guide the type of work and the duration will have to be considered with guidelines advising that use of a ladder and stepladder:

- in one position for a maximum of 30 minutes

- for 'light work' – they are not suitable for strenuous or heavy work. If a task involves a worker carrying more than 10 kg up the ladder or steps it will need to be justified by a detailed manual handling assessment

- where a handhold is available on the ladder or stepladder

- where the worker can maintain three points of contact (hands and feet) at the working position. On a Ladder where one cannot maintain a handhold, other than for a brief period, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practical a risk assessment will have to be justify whether it is safe or not.

Step-ladders and lightweight stagings:

The respective manager will ensure that the required numbers and types of equipment will be provided, considering the work to be carried out and the above standards. Training provided to Site Managers and operatives will include the hazards and precautions relating to this equipment and its use.

All equipment will be checked by the manager before use, to ensure that there are no defects and will be checked, at least weekly, while on site. Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

The manager will check that the equipment is being used correctly and not being used where a safer method should be provided.

The main hazards associated with stepladders, trestles and stagings are:

- Unsuitable base, e.g. unlevelled, packing pieces, loose material etc.
- Unsafe use of equipment Overloading
- Use of equipment where safer method should be provided
- Using defective equipment

WORKING AT A HEIGHT

The *Working at Height Regulations 2005*, apply to situations where there is a risk of a fall liable to cause personal injury and places a duty on employers, the self-employed, and any person that controls the work of others (for example facilities managers or building owners who may contract others to work at height).

Duty holders must ensure:

- all work at height is properly planned and organised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled equipment for work at height is properly inspected and maintained

Fire Protection Recycling Ltd must ensure that any operatives manage and select the correct equipment for working at height. Precautions must be made to avoid working at height where possible and use work equipment or other measures to prevent falls where employees cannot avoid working at height. Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The regulations include requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (nets, airbags etc), personal fall protection (work restraints, fall arrest and rope access) and ladders.

In identifying the measures required by this regulation, every employer shall take account of risk assessments. Every employer shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise. Also, where work is carried out at height, suitable and enough measures should be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause injury.

ELECTRICITY AT WORK

In addition to the general duty of care every employer has to employees and members of the public outlined in *sections 2 and 3 of the Health and Safety at Work etc. Act 1974* there are specific responsibilities for electrical safety set out in the *Electricity at Work Regulations 1989 and Electricity (Miscellaneous Provisions) Act 2003*.

Further information is available from HSE Guidance notes

HSG107 – Maintaining portable and transportable electrical equipment

HSG47 – Avoiding danger from underground

HSG85 – Electricity at work

All work will be planned to take the above standards into account

All electrical work will be planned and carried out by qualified electricians.

The respective managers will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

When cutting-off, shutting down or decommissioning an electrical supply the appropriate permit to work or certificate will be obtained.

The supervision of all electrical work will be strictly carried out by the specialist contractor only. This contractor will always keep the Site Manager informed about the work and how it is progressing. The Site Manager will supervise all other operatives because of the advice given to him by the specialist contractor. No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

Where possible all electrical supplies to tools and equipment used on site will be taken from a 110V (CTE) source. Where 240V supplies are used there will be an R.C.D. circuit breaker fitted at the source of power.

Should an operative encounter mains electricity cables during the process of work he will notify the site manager immediately who will seek the advice of a qualified electrician.



DISPLAY SCREEN EQUIPMENT

The following regulations apply to the provision and use of Display Screen Equipment (DSE):

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Misc. Amendment) Regulations 2002.

L26 – Work with Display Screen Equipment IND36 – Working with visual display units (VDU's)

All display screens workstations that are staffed by employees using DSE screens as part of their usual work will be assessed to ensure meet the requirements set out in the current legislation.

The provision of good ergonomic and environmental conditions must be considered in the planning of the workstation for DSE's.

Posture and good practise:

Since each user is an individual size and shape the user must participate in the organisation of their workstation:

To find the best working position sit in your chair, then sit rigidly upright and relax a little, then adjust your chair to support your back.

Use a foot rest if that helps.

Adjust the height of your chair so that your fingers are resting comfortably on the keyboard and the elbow is at an angle of 90 degrees.

It is often more comfortable to have 100mm of work surface in front of the keyboard to rest the hands on.

Place the screen carefully to reduce glare and that the top row of characters on the screen are level with or just below your eye level.

Use a copyholder when appropriate to allow you to look from the copy to the screen without excessive head or neck movement and the need for eyes to constantly change focus.

Risks to the users of DSE screens will be reduced to the lowest extent reasonably practicable. They will be allowed periodic breaks in their work. They will be provided with eyesight tests on request and basic corrective eyesight equipment if so directed.

There is good evidence that work with DSE does not cause any permanent damage to eyes or eye sight, although complaints of temporary discomfort, eye strain and headaches are common. As with any work that is visually demanding, users with existing uncorrected vision defects are more likely to suffer fatigue and stress in DSE work. The eye tests and corrective appliances provided under reg. 5 are intended to be a means of alleviating such problems.



WASTE DISPOSAL

It is the policy of our company that where waste is generated during the course of work activities then waste shall be disposed of in a controlled, safe and proper manner as set out in the our Environmental Policy and in accordance with current legislation including the *Transport of Dangerous Goods (Safety Advisers) Regulations, 1999* and the *Hazardous Waste (England and Wales) (Amendment) Regulations 2009*.

Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

As part of our consideration for the environment we attempt to recycle waste electrical units where possible and require operatives to appropriately identify and dispose of recyclable equipment to designated sites under WEEE.

HEALTH & ENVIRONMENTAL ARRANGEMENTS

Fire Protection Recycling Ltd recognises and accepts its responsibilities for environmental control in its work activities in accordance with the following legislation:

- *Health and Safety at Work, etc Act, 1974.*
- *The Management of Health and Safety at Work (Amendment) Regulations 2006*
- *The Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003. Control of Substances Hazardous to Health (Amended) Regulations, 2004.*
- *The Hazardous Waste (England and Wales) (Amendment) Regulations 2009.*

It is our duty to be aware of the potential impact that site activities have on the environment and ensure that care is taken to avoid environmental damage.

All work sites and their surroundings are environmentally sensitive, care should be taken to avoid damage, disturbance and pollution to both the natural / local community by activities not going beyond the site boundary. Respect must be shown to the environment both on and off the site.

All waste must be minimised where ever possible and then disposed of correctly by placing in plastic bags, if household waste, or by using suitably marked containers. Toxic or polluted materials must be kept apart from normal waste. Any recyclable material should be retained separately. No combustible materials will be disposed of by incineration on any site.

Only licensed tips will be used for the disposal of waste. Hazardous waste will only be taken to tips licensed to receive waste of the type concerned. All restrictions should be observed in respect of the vehicles removing the hazardous waste.



PROTECTION OF THE GENERAL PUBLIC

The following regulations contain requirements to be complied with for protecting the safety of the general public:

The Health and Safety at Work, etc Act, 1974.

The Management of Health and Safety at Work (Amendment) Regulations 2006
The Health and Safety (Consultation with Employees) Regs, 1996.

Health and Safety (Misc. Amendment) Regulations 2002.

The protection of the public is to be an important function as the protection of any other person involved in the execution of the Company's activities. The possibility of injury or ill health occurring to a member of the public because of the Company's activities matters of health and safety in the workplace.

It is our policy that all personnel will be regularly informed in good time regarding the introduction of any substantial measures which can affect health and safety at the workplace including:

The appointing or nominating of persons to co-ordinate emergency procedures and health and safety assistance.

Planning and organising of required health and safety training for employees and health and safety information.

Any health and safety information Weis required to provide to our employees by or under any relevant statutory provisions.

The health and safety consequences for company employees of the introduction (including the planning thereof) of new technologies into the workplace.

As required by law the consultation required with our employees will be with our staff directly or if elected to the position by our employees, a representative of the employee's safety. Where a representative of employee's safety has been elected then management will inform employees of the names of the representative(s) and the group of employees represented by the representative(s).



FIRST AID

The term "First Aid" refers to where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequence of injury and illness until such help is obtained, and treatment for minor injuries which otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

It is the policy of Fire Protection Recycling Ltd in accordance with *The Health and Safety (First Aid) Regulations 1981 (as amended 2002)*, to provide equipment and facilities that are adequate and appropriate for rendering First Aid to employees. Additionally, an enough trained and suitable persons will be appointed to render First Aid to employees, considering the specific risks that an employee may encounter in the course of his daily tasks on our premises and on contracted sites. The risk assessment process will be used to determine specific risks as necessary.

Our employees who may be feeling unwell, possibly because of the nature of their work, should consult their supervisor who will arrange a medical examination if necessary and where required by legislation (e.g. exposure to hazardous dust or to noise).

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, facilities and personnel. The location of the First Aid boxes/equipment and the names of the First Aiders will be indicated by signage. Wherever reasonably practicable (Control of

Substances Hazardous to Health (Amended) 2004 (COSHH)) data sheets and assessments will be available for use by First Aiders.

Employees are instructed to record all accidents, including injuries requiring First Aid only, in the accident book provided for this purpose. First Aiders/Appointed Persons are made responsible for the safekeeping and maintenance of First Aid boxes/equipment and their contents and to report deficiencies to company management for action.

TRAINING

In order that employees can work safely and efficiently it is important that each person receives training, both in general health and safety and appropriate to the job they are required to do.

Whilst before employment Fire Protection Recycling Ltd requires appropriate qualifications, it is not accepted that training will cease for that employee. It is the policy of our company that all

employees from director to general workforce level, continue training during their employment by various methods from attending courses arranged at our premises, residential courses, and with “tool box talks”.

All employees will receive appropriate induction training, which will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of the Fire Protection Recycling Ltd safety policy.

An awareness of safety issues at all levels is an important feature in the promotion of this safety policy. Accordingly, in all forms of training, the safety requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task.

All training will be mandatory, and records kept of courses, qualifications and the expiry dates of any time-limited qualification, with efforts made to renew any qualifications needed within an adequate time period.

PREGNANT WOMEN

The policy of Fire Protection Recycling Ltd is that a competent person will carry out specific risk assessments where women of child bearing age and/or expectant mothers are employed in tasks that may put them or their foetus at risk in accordance with the *Health and Safety at Work, etc Act, 1974, Management of Health and Safety at Work Regulations, 1999* and the *Workplace (Health, Safety & Welfare) Regulations, 1992*.

When a member of staff or medical practitioner has confirmed to an employee is pregnant, then they must inform us in writing immediately.

The additional risks to be assessed are from physical agents such as vibration, manual handling, ionising and non-ionising radiation, temperature extremes, pressure changes, fatigue, poor posture, and long periods of driving. Biological dangers such as bacterial and micro-organisms, chemical exposure to such substances as lead, mercury and other specially labelled chemicals.

Where a woman has recently given birth or is still breast-feeding, a further risk assessment will be conducted. Wherever possible we will employ the female in a position that is compatible with her condition.

OCCUPIERS LIABILITY & PUBLIC PROTECTION

The policy of Fire Protection Recycling Ltd is to uphold a duty of care for those who occupy (through ownership or lease) our property and for people who visit or trespass.

We will deal with the liability that may arise from accidents caused by the defective or dangerous condition of the premises.

In English law, occupiers' liability towards visitors is regulated in the Occupiers' Liability Act 1957. In addition, occupiers' liability to trespassers is provided under the Occupiers' Liability Act 1984. Although the law largely codified the earlier common law, the difference between a "visitor" and a "trespasser", and the definition of an "occupier" continue to rely on cases for their meaning.

We aim to ensure that all persons entering our premise are fully catered for and their safety considered, and our duty of care is shown to be paramount.

As an occupier we will only owe trespassers a duty to care for their safety:

- in respect of risks of which the occupier knows or has reasonable grounds to believe that they exist;
- if he knows or has reasonable grounds to believe that the [trespasser] is in the vicinity of the risks;
- if the risk is one against which he can be expected to offer some protection in the circumstances.

Whether the risk is one against which they may be expected to us aim to offer some protection dependant on the various relevant factors, which include:

The nature of the premises and how dangerous it is;

The nature of the danger (hidden or obvious and the degree of danger); The extent of the risk (is there a high or low risk of injury?);

The gravity of possible injury; The age of the trespasser;

The nature and character of entry (e.g. burglar, child trespasser or adult inadvertently trespassing);

The foreseeability of the trespasser (i.e. the more likely people are to trespass, the more precautions must be taken).



ASBESTOS AWARENESS

Breathing in asbestos fibres can lead to asbestos related diseases that kill more people than any other single work-related cause. The more asbestos fibres you breathe in, the greater the risk to your health, not today but it could surface in 15 to 60 years. There is no cure for asbestos-related diseases.

Asbestos insulation was commonly used as a spray coating on steel work, concrete walls and ceilings for fire protection and insulation. Also, as insulation lagging in buildings and factories, on pipe work, and for boilers and ducts and as asbestos insulation boards in wall partitions, fire doors and ceiling tiles. Some was used with cement products in the manufacture of sheeting for walls and roofs, as tiles, cold water tanks, gutters, pipes and in decorative plaster finishes.

Carrying out any type of repair, maintenance or refurbishment in buildings more than about 15 years old could expose your asbestos dust. If you smoke the risk of lung cancer is even greater.

Fire Protection Recycling Ltd will always try to establish if asbestos material is known to have been identified before work is commenced on any of its contracts. For works on other clients sites an Asbestos Survey will be requested where appropriate and any relevant information given to the Project Manager and plans managed effectively to minimise the disturbance of the materials. All employees and sub contractors will be notified should asbestos be suspected in a building or any work area.

WHAT SHOULD YOU DO!

If you uncover any hidden material or dust which you suspect to contain asbestos **STOP WORK IMMEDIATELY AND GET COMPETENT ADVICE.**

If it has not been checked for asbestos and those in charge of the job decide not to have it tested, assume it contains asbestos.

Always be careful when working with old insulation boards, ceiling tiles, cement sheeting or other material that may contain asbestos.

Always aim to prevent or reduce dust by:

1. Keeping asbestos materials (including waste) damp while you work on them
2. Do not use power tools on asbestos materials, use hand tools instead
3. Uses the personal protective equipment given to you including a suitable mask but only if you have received the appropriate training.
4. Never take off your respiratory protective equipment in a contaminated area, not even for a minute.
5. Make sure the respiratory protective equipment fits you properly. If you have a beard, a



visible growth of stubble or if you wear glasses the equipment may not fit properly and will not give proper protection.

6. Never misuse the respiratory equipment. If you do not think it is working correctly inform the Site Manager or your supervisor.
7. Do not let waste build up or vehicles drive over it.
8. Do not sweep up suspect waste use a Type "H" vacuum cleaner which has a high efficiency filter. Place any suspect material in a heavy-duty bag sealed and the in a second bag, clearly labelling the contents.
9. Wash your hands and face before eating, drinking or smoking and at the end of the working day.
10. Do not take home for washing any used non-disposable overalls or clothing you have worn that may have become contaminated.

**ALWAYS REMEMBER
ASBESTOS DUST KILLS!**



