



Scientific Laboratory Supplies Limited

Health and Safety Policy

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Health and Safety Policy Statement

Scientific Laboratory Supplies attach the greatest importance to the health, safety and welfare of all its employees and other persons, including the general public who may be affected by the organisations activities. Scientific Laboratory Supplies recognise that the implementation and management of this policy is the responsibility of the Board of Directors.

Scientific Laboratory Supplies shall provide and maintain measures which will ensure so far as is reasonably practicable that every employee has a place of work which is both safe and without risk to health. Equally, it is the duty of all employees to cooperate with management in regard to Health, Safety and welfare matters. Scientific Laboratory Supplies expect each employee to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions, by exercising the highest standards of personal responsibility at all times.

The management of Scientific Laboratory Supplies believes that, given such care and cooperation by employees, it is possible for it to conduct its operations in such a way that injury to employees, other persons affected by the organisations working activities and loss or damage to property can be reduced to a minimum.

To ensure that this statement is adhered to, Scientific Laboratory Supplies shall:

- Provide and maintain safe working conditions
- Identify, evaluate and minimise the risks associated with its operations
- Ensure that employees are supervised and instructed in safe working practices
- Plan and manage activities to ensure hazards are assessed and risks eliminated in so far as is reasonably practicable by appropriate protection and prevention measures.
- Provide adequate first aid facilities
- Ensure that all legal requirements are satisfied
- Make available to employees and others with a legitimate interest, information relating to health and safety.

The Board of Directors are responsible for implementing this policy and communicating it to all employees of Scientific Laboratory Supplies. The policy will be reviewed annually, taking into consideration new or amended legislation and changes to the organisations health and safety infrastructure.

Approved by:

Date:

Objective

The continuous improvement of the organisations health and safety performance is of great importance to Scientific Laboratory Supplies (SLS); therefore a large emphasis is based upon ensuring safe practices within the workplace. The health and welfare of its employees, contractors and any person affected by its activities is of paramount importance to SLS in the way it conducts its business.

SLS recognise the promotion of health, safety and wellbeing as a mutual objective for the organisation and its employees.

SLS shall take practicable steps to prevent health hazards and personal injury by protecting its employees and other persons from hazards at work, in so far as they come into contact with the organisation and its activities.

In ensuring that due care and attention is paid to the health and safety of: employees, sub contractors, persons visiting company premises, customers and the general public, SLS shall implement and maintained the specific objectives outlined as follows:

- Provide and maintain safe working conditions
- To identify, evaluate and minimise the risks associated with its operations
- Ensure that employees are supervised and instructed in safe working practices
- To plan and manage activities to ensure hazards are assessed and risks eliminated in so far as is reasonably practicable by appropriate protection and prevention measures.
- Provide adequate first aid facilities
- Ensure that all legal requirements are satisfied
- To make available to employees and others with a legitimate interest, information relating to health and safety.
- To review at least annually the application of the health and safety policy and, if appropriate, to implement remedial action.

Duties of employees

Whilst the implementation of this policy is the responsibility of the Board of Directors, the full cooperation of all employees is essential to its success. It is the duty of employees to act responsibly and to do everything possible to prevent injury to themselves, colleagues, visitors and the general public, as stated in Section 7 of the Health and Safety at Work Act 1974. In particular, employees have a duty to:

- Work safely and responsibly
- Report incidents and circumstances that could create unsafe or unhealthy conditions
- Observe the organisations requirements on health and safety
- Comply with statutory obligations

Public Accountability

SLS recognises it has a responsibility to the general public to ensure that a duty of care in terms of health and safety should be maintained at all times. SLS shall ensure, so far as is reasonably practicable, that persons not in employment with SLS shall not be adversely affected by the activities conducted within the organisation.

Management Procedures

The following procedures have been implemented to safeguard employees, sub contractors, persons visiting company premises, customers and the general public. The following documentation is available to all employees of SLS and others with a legitimate interest. The management procedures include but are not limited to:

- Risk Assessments
- Method Statements and Safe Systems of Work
- Injuries, Occupational Diseases & Dangerous Occurrences
- Fire Safety
- Emergency Preparedness and Response
- Competency and Training

Risk Assessments

To ensure that all persons affected by the business activity of SLS are continually safeguarded it is important to eradicate hazards before they arise. Risk assessments are completed with the aim of highlighting potential hazards and taking action to ensure that these hazards are removed. A competent person shall complete the risk assessment to ensure that these hazards are identified and dealt with accordingly.

All employees of SLS have a responsibility to highlight potential hazards to a member of senior management or preferably the Health and Safety Manager, if required a risk assessment will then be completed to determine the severity of the hazard.

Related Documentation

Operating Procedure HSOP1.1 'Risk Assessments'

Method Statements and Safe Systems of Work

To ensure that all hazards are identified, a systematic examination of a task shall be completed. SLS produce a safe work method known as a 'Method Statement'. These Method Statements are used as training guidelines for employees to ensure that they are completing their duties within a safe approach. Working activities that are covered by Method Statements and Safe Systems of Work include, but are not limited to: Working at heights; Driving at work; Lifting operations and Lifting equipment; Lone workers; New and expectant mothers; Working in the office environment; Personal protective equipment; and Hazardous substances.

Related Documentation

Operating Procedure HSOP1.2 'Safe Systems of Work and Method Statements'

Reporting of Injuries, Occupational Diseases & Dangerous Occurrences

SLS have a duty to report work related deaths, major injuries, injuries that result in 3 days off work, work related diseases, and near miss accidents. In the case of an Injury, disease or dangerous occurrence SLS shall contact the Health and Safety Executive (HSE) to report such incidents; this is a legal requirement as specified in the UK legislation 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995'. SLS shall report an incident within the timeframe specified by the HSE using the F2508 form. Employees shall inform their line manager or preferably the Health and Safety Manager if they have been involved in an incident so that appropriate actions can be taken.

Related Documentation

Operating Procedure HSOP1.3 'Reporting Injuries, Occupational Diseases and Dangerous Occurrences'

Fire Safety

SLS have a duty to carry out a Fire Safety risk assessment and implement and maintain a fire management plan. SLS have a legal requirement to ensure the safety of all persons using their premises and the immediate vicinity; this is stated within the 'Regulatory Reform (Fire Safety) Order 2005'. To ensure the safety of all persons the risk of fire must be assessed and planned for, a part of this planning involves the testing of fire fighting equipment, alarms and

evacuation procedures. To ensure that the fire safety requirements are adhered to SLS shall: conduct a fire safety evacuation drill ever 6 months and appoint competent persons to perform fire safety duties.

Related Documentation

Operating Procedure HSOP1.4 ‘Fire Safety Management’

Competency and Training

The concept of competence is inherent in health and safety legislation so it is therefore imperative that the employees of SLS show competency within their own duties to ensure the safety of others. Training shall be provided to ensure competency at all levels within the organisation and shall be appropriate to the employee’s routine. The level of competency required will also depend upon the employee’s role within the Health and Safety infrastructure, within the organisation.

The Health and Safety Manager shall be competent and possess a minimum health and safety qualification of a NEBOSH general certificate to ensure that adequate direction and knowledge can be provided to SLS. The Health and Safety Manager must make provision for employee involvement in safety management.

Related Documentation

Operating Procedure HSOP1.5 ‘Competency and Training’

Legal Requirements

Legal Requirements applicable to SLS activities, services and products, are identified and routinely monitored by the Systems, Quality and Compliance Department. Applicable legal requirements are documented in the ‘Legal Register’. Bi-annual audits are conducted in conformity with the legal requirements.

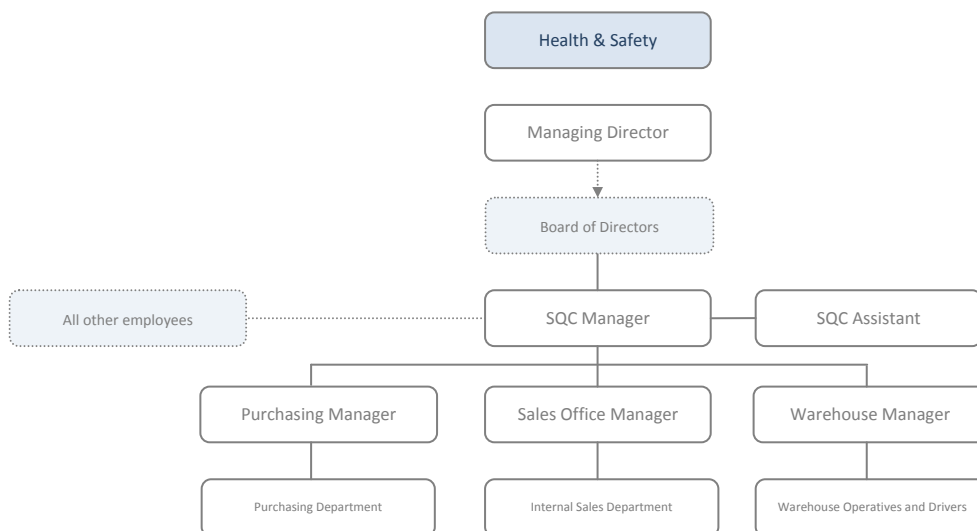
The Systems, Quality and Compliance Department employs a variety of techniques and information sources to regularly monitor, identify and evaluate applicable Health and Safety legislation. The information sources include but are not limited to: regulatory agencies, membership services, libraries, internet and information services.

A complete list of applicable Health and Safety legislation, known as the ‘Legal Register’, is available to all employees and others with a legitimate interest.

Roles and Responsibilities

Figure 1.1 depicts the general operational and administrative structure for the SLS employees with a role within the Health and Safety framework. Below is a description of the health and safety responsibilities for SLS employees.

Figure 1.1 Health and Safety Organisation Structure



Managing Director

The Managing Director has a duty of care to ensure the safety of all employees and other persons who may be affected by the organisations activities; to achieve this, the Managing Director shall make adequate resources available to ensure a safe working environment.

The Managing Director is responsible for implementing this policy and ensuring that it is communicated to all employees of SLS and others with a legitimate interest.

Board of Directors

The Board of Directors have a responsibility to ensure that sufficient resources are allocated to the day-to-day management of health and safety duties. Working closely with the Health and Safety Manager, the Operations Director shall have an understanding of health and safety legislation.

The Operations Director has a leading role in ensuring safe working practices for all business activity and is ultimately responsible for the wellbeing of SLS employees.

Health and Safety Manager

The Health and Safety Manager is responsible for ensuring that this policy and all supporting documentation are communicated and understood by the employees of SLS. The Health and Safety Manager shall have an in-depth understanding of all applicable health and safety legislation, ensuring that the Board of Directors are made aware of any significant changes to the legal register that may have an impact on the organisation and its employees.

The Health and Safety Manager is responsible for overseeing the day-to-day management of health and safety duties.

The Health and Safety Manager shall work closely with other department managers to ensure that they understand their duties within the organisations health and safety structure.

Sales Office Manager

The Sales Office Manager is responsible for ensuring the safety of all employees who work within the internal sales departments. The Sales Office Manager shall also be responsible for the upkeep of the sales office area. The Sales Office Manager shall also ensure that there is an employee trained to administer first aid.

For the purpose of health and safety duties, the Sales Office Manager shall report to the Health and Safety Manager.

Purchasing Manager

The Purchasing Manager is responsible for ensuring the safety of all employees who work within the Purchasing department. The Purchasing Manager shall also be responsible for the upkeep of the purchasing office area.

For the purpose of health and safety duties, the Purchasing Manager shall report to the Health and Safety Manager.

Warehouse and Transport Manager

The Warehouse and Transport Manager is responsible for ensuring the safety of all employees who work within the Warehouse and Transport department. The Warehouse and Transport Manager shall also be responsible for the upkeep of the Warehouse and the company's fleet of delivery vehicles.

The Warehouse and Transport Manager is responsible for ensuring:

- Forklift truck drivers are competent;
- Emergency escape routes are clear at all times;
- The company's fleet of delivery vehicles receive a service and MOT if/when required;
- Employees driving company vehicles are licensed and competent;
- Personal protective equipment is worn by all warehouse operatives and company delivery vehicle drivers; and
- Lifting aids and other equipment used in the warehouse are in a good state of repair

For the purpose of health and safety duties, the Warehouse and Transport Manager shall report to the Health and Safety Manager.

Forklift Truck Operators – shall ensure that due care and attention is taken at all times whilst operating a forklift truck to ensure the safety of themselves and others. Operators should not operate the vehicle if they or a competent other

deems the vehicle to be unsafe. Maintenance shall be conducted on the forklift daily to ensure the vehicle remains in a good state of repair. Only operators deemed as competent by the Health and Safety Manager shall operate a forklift truck. Road safety legislation shall apply to forklift truck drivers in relation to 'driving under the influence'.

SLS Vehicle drivers – shall ensure that due care and attention is taken at all times whilst driving a company vehicle or driving whilst in working hours. Vehicle drivers are responsible for the upkeep of their vehicle and must report any repairs, faults, incidents or accidents involving them and/or their vehicle to the Warehouse and Transport Manager. Vehicle drivers must hold a valid driver's license and be legally permitted to driver within the UK.

Site Cleaning – shall be completed by the appointed Cleaner. The appointed Cleaner shall ensure that due care and attention is taken at all times to ensure the safety of themselves and others. The Cleaner shall complete their duties in accordance with the schedule agreed with the Health and Safety Manager, this shall ensure that specific duties are completed at specified times throughout the day.