

PALMER TIMBER LTD

HEALTH & SAFETY POLICY

Health & Safety at Work Act (1974)

DATE: OCTOBER 2021

VERSION: 3.0

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SECTION A

General Statement of Health and Safety Policy

The Managing Director, Board of Directors & the Management Team of Palmer Timber Ltd are committed to the principles contained in the Health and Safety at Work Act 1974.

We recognise the company's responsibilities, so far as is reasonably practicable, for ensuring the health, safety and welfare of employees whilst at work. This duty of care also extends towards other persons who may be directly affected by our undertakings.

It is the company's policy to do all that is reasonable and necessary to prevent personal injury, ill health, damage to property or equipment and to protect all relevant persons from foreseeable hazards within the workplace.

The specific objectives of the company are:

- To safeguard employees and ensure safe work methods are adopted and a safe working environment is maintained in order to reduce foreseeable injuries, accidents and damage to property or work equipment.
- To maintain an up to date knowledge of relevant legislation, codes of practice and technical developments in connection with the company's operations.
- To ensure that all employees know and understand their responsibilities to themselves and to others in respect of health and safety matters.
- To identify and implement reasonable measures in order to safeguard employees from potential hazards respective to their place of work.
- To maintain adequate provisions for fire safety and to ensure suitable procedures are in place for evacuation in the event of an emergency.
- To undertake inspections within the workplace in order to ensure that safety systems and procedures are being followed.
- To provide induction training, instruction & information for new employees; to identify the safety training needs for all employees and to deliver specific training requirements to meet their needs.
- To provide appropriate first aid provision in order to safeguard the health and welfare of employees or other persons under our charge.
- To undertake Risk Assessment upon all activities; to implement suitable control measures relating to the significant hazards identified and to inform employees of these arrangements.

To enable Palmer Timber Ltd to fulfil its duties and responsibilities as an employer, all employees have a duty to exercise personal responsibility and to do everything within their power in the course of their employment to prevent injury or ill health to themselves or others.

Palmer Timber Ltd will review this policy on a regular basis and amend the contents to reflect major changes to the nature of the business or to take into account any significant changes to legislative or regulatory requirements.

Signed:



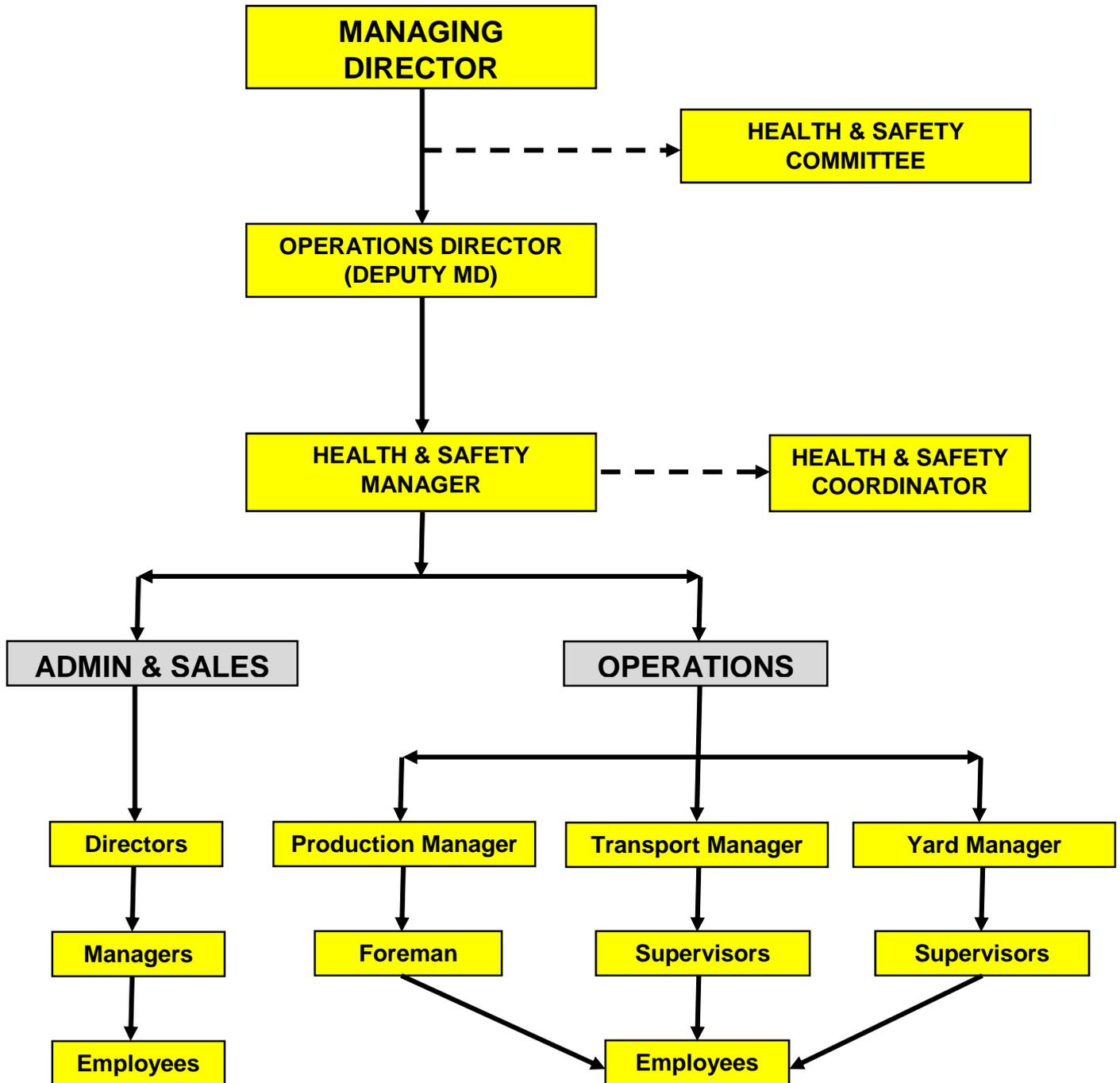
Richard Palmer - Managing Director

Date: October 2021

SECTION B

Organisational Structure for the Management of Health and Safety

1. General Responsibility Structure Chart



See the detailed company structure document posted on company notice boards.

This will be reviewed and up-dated as required.

2. Individual Responsibilities

2.1 Managing Director

The Managing Director has overall responsibility for Health and Safety within Palmer Timber Ltd.

General responsibilities will include:

- Overseeing the overall application of the Health and Safety Policy.
- Ensuring the general effectiveness of the company Health and Safety management systems. He will ensure that the Operations Director and the management team monitor, review and up-date systems in place as required, and also ensure that they introduce new systems where necessary.
- Communicate with the Operations Director and the management team to ensure that any appropriate Health and Safety matters are sufficiently considered and reviewed.
- To make due consideration of recommendations made by the Operations Director and the management team, and where practical provide adequate funds and facilities to meet the aims and requirements of the Health and Safety Policy.
- Ensuring that the Operations Director and the management team take appropriate disciplinary action towards those employees who are persistently in breach of the company's Health and Safety policies and procedures.
- To set a personal example at all times, and where necessary, take a direct interest in supporting all employees to carry out the aims and requirements of the Health and Safety policy.

2.2 Operations Director

The Operations Director has day-to-day responsibility for the management team.

General responsibilities will include:

- Overseeing the general day-to-day implementation of the Health and Safety Policy aims and requirements with the assistance of the management team.
- Ensuring the general effectiveness of the company Health and Safety management systems. He will ensure that the management team monitor, review and up-date systems in place, and also ensure that they introduce new systems where the need has been identified.
- Communicate with the management team to ensure that any appropriate Health and Safety matters are considered, and relay any relevant information back to the Managing Director.
- Ensuring that systems and resources are in place in order for members of the management team fulfil their general responsibilities relating to the aims and requirements of the Health and Safety Policy.
- Ensuring that the management team takes appropriate disciplinary action towards those employees who are persistently in breach of the company's Health and Safety policies and procedures.
- To set a personal example at all times, and where necessary, take a direct interest in supporting all employees to carry out the aims and requirements of the Health and Safety policy.

2.3 Group Health and Safety Manager

Contact details are displayed on the statutory law posters displayed on site notice-boards.

General responsibilities will include:

- Advising the Managing Director and the Operations Director on necessary matters and issues relating to Health, Safety and Welfare within the workplace.
- Liaise with and bring to the attention of the management team, any necessary matters concerning Health, Safety and Welfare of employees under their charge.
- Undertake appropriate Health, Safety and Welfare inspections and report back the findings.
- Assist in identifying any specific training requirements of employees across the site and will directly co-ordinate specialist training requirements e.g. First Aid, Fire Safety, MHE operation etc.
- Deliver in-house training & instruction in accordance with site operational requirements.
- Follow-up the initial accident and incident investigations made by on-site personnel and co-ordinate any appropriate actions including producing internal reports, making recommendations on preventative actions and ensuring any necessary RIDDOR reporting requirements are carried out.
- Manage the company accident register and keep information up to date from any accident record sheets submitted to the company.
- Carry out operational risk assessments upon the activities undertaken on site and introduce appropriate safe systems of work where the need has been identified.
- Carry out specialist risk assessments e.g. COSHH; Manual Handling; Fire Prevention etc.
- Chair the Health and Safety Committee, arrange periodic meetings and produce meeting minutes based upon the discussions held.
- Advise the management team in establishing appropriate methods of communicating Health and Safety matters to all employees and any other persons under their charge.
- Co-ordinate site inductions for new employees starting with the company.
- As a nominated person, they will have a good understanding of the Health & Safety at Work Act 1974 and of all other relevant legislation.
- Encourage all employees to identify and report any hazards or areas of risk that may require attention.
- To set a personal example at all times, and where necessary, take a direct interest in supporting all employees to carry out the aims and requirements of the Health and Safety policy.

2.4 The Management Team (Department Managers and Supervisors)

The Management Team has day-to-day responsibility for Health, Safety and Welfare during the running of their particular departments on site.

General responsibilities will include:

- Overseeing the general day-to-day implementation of the Health and Safety Policy aims and requirements with the assistance of all employees and other authorised personnel on site.
- Monitoring the general effectiveness of the company Health and Safety management systems.
- Communicate with the Operations Director and/or the Group Health and Safety Manager, any significant matters relating to the Health, Safety and Welfare of any persons under their charge.
- Undertake appropriate disciplinary action towards those employees who are persistently in breach of the company's Health and Safety policies and procedures.
- To set a personal example at all times, and where necessary, take a direct interest in supporting all employees to carry out the aims and requirements of the Health and Safety policy.

2.5 Employees

Palmer Timber Ltd requires all employees to act in a responsible manner whilst in the course of their employment with the company. Each employee has a responsibility to comply with the aims and requirements of the company Health and Safety Policy, and as a condition of employment must:

- Take individual responsibility in order to take reasonable care of their own safety and that of other persons who may be affected by their acts or omissions whilst undertaking tasks and activities at work.
- To co-operate with management in carrying out their duties and to work safely by following written or verbal instructions.
- To follow all appropriate systems of work, safety rules and practices relating to their work activities.
- To use any safety devices and/or safety equipment which is made available for use.
- To wear or to use the protective clothing and/or safety equipment provided.
- To report any accidents, incidents, dangerous occurrences, hazards, and unsafe acts to their immediate Manager or Supervisor at the earliest practical opportunity.
- To assist in the investigation of accidents or incidents that they have been involved in or have witnessed, with the objective of establishing causes and preventing them from occurring again.
- To operate only tools, machines, plant or equipment in which they have received the appropriate training, instruction and authorisation to do so.
- Co-operate at all times with responsible persons in all matters relating to Health, Safety & Welfare.
- Take all necessary and reasonable steps to enable the aims and requirements of company Health and Safety Policy to be effectively implemented at all times.

Disciplinary action will be taken against any employee who continuously fails to adhere to the aims and requirements laid out by the company's Health and Safety management systems.

SECTION C

General Arrangements for Health and Safety

1. Information, Instruction and Training

All employees will receive information, instruction and/or training to ensure that they can work safely and have the appropriate skills in order to carry out the job which they have been employed to do. This will include general induction training and information at the commencement of their employment.

Employees will be required to sign documentation to acknowledge that they have received the relevant information, instructions and/or training. These records will be kept either in the company training registers, Health and Safety files or in the employee's personal file.

Palmer Timber Ltd recognises that additional, specific or refresher training, instruction and information may be required on a periodic basis. This may include:

- The operation and use of plant, machines, vehicles and equipment.
- The undertaking of Manual Handling tasks.
- The use, handling and storage of chemicals.
- The undertaking of First Aider and Fire Marshal duties.

2. Communication and Consultation (Internal and external)

2.1 Internal

Palmer Timber Ltd will communicate with employees as necessary on Health and Safety issues by:

- One-to-one meetings.
- Group meetings, Tool-box Talks or Safety Awareness Presentations.
- Issue of relevant Health & Safety documents e.g. Risk Assessments, SSoW etc.
- Issue of specific Health and Safety memos, notices or bulletins.
- Displaying relevant information upon company notice-boards.

All employees receive a copy of the company Health and Safety Policy document and any subsequent amendments. Employees are required to sign documentation to confirm that they have read and understood the policy and the duties it places upon them. The signed documentation is held on employee personnel files.

2.2 External

HSE contact details can be found on the statutory law posters displayed upon site notice-boards.

The company will use external Health and Safety consultant support where it is deemed applicable on specific projects where the appropriate skills and/or resources are not readily available.

3. General Site Arrangements and Provisions

3.1 Site and Premises

Palmer Timber Ltd is committed to providing a workplace and a working environment that is safe.

The company will ensure that wherever reasonably practicable, arrangements are maintained for the safe and adequate provision of heating, ventilation, cleanliness and lighting around the site.

3.1.1 Housekeeping

- All employees & other persons are expected to work in a tidy and orderly manner.
- All employees & other persons must keep all working areas clear of obstructions & debris.
- All gangways, aisles, fire exits & walkways should remain unobstructed & clear of debris at all times.
- All employees should familiarise themselves with the general housekeeping requirements for tasks and activities which they undertake.
- Housekeeping standards will be monitored by managers and Supervisors on an on-going basis.

3.1.2 Safe Access and Egress

- Safe access and egress is provided onto and around the main working areas on site. All employees and visiting persons are expected to use these pedestrian routes to safely move around site.
- The various types of routes provided include marked walkways, marked crossing points, access steps, gangways, doorways and corridors. These will be kept clear of obstruction at all times.

3.1.3 Safe Storage and Stacking of Materials

- The company will attempt to make the best use of storage space available around site in accordance with current operational requirements.
- Wherever practical, the company will utilise the cantilever racking systems available to store materials at height.
- Materials will be stacked at height in designated storage areas. All free-stacking at height of material packs will be secured by appropriate banding and supported by suitable bearers, skids or pallets.
- All free-stacking at height of material packs will be governed by the pack height to width ratio rules which will be determined by the specific location and ground conditions.
- Material packs stacked at height adjacent to pedestrian and vehicle routes will be stepped and faced in order to reduce the risk of material packs falling.

3.1.4 Welfare Provisions

- The company will provide suitable toilet and washing facilities and requests that employees ensure that they maintain these facilities in a suitably hygienic condition.
- The company will provide a designated Restroom area for employees to take rest-breaks. This will have adequate seating arrangements & tables for employees to take their breaks.
- All employees and persons using Restroom facilities will be expected to keep them clean & tidy.
- Self-catering facilities e.g. kettles, microwaves, refrigerators, toasters etc. will be provided within the restroom area for the use of employees.

3.1.5 Safety Signage & Notices

- The company will display safety signage to warn of hazards, confirm mandatory operational requirements and to enforce prohibited actions. All employees and other persons who are on site are expected to follow the instruction and information displayed upon this signage.

The four primary categories of signage are as follows:

- **PROHIBITION** (White lettering on a Red Background)
- **WARNING** (Black lettering on a Yellow Background)
- **MANDATORY** (White lettering on a Blue Background)
- **SAFE CONDITION** (White lettering on a Green Background)

3.1.6 Waste

- General non-hazardous waste should be disposed of into the appropriate collection skip or container as soon as it is practical and should not be allowed to build up in working areas and cause a hazard.
- There is the provision of specific waste collection skips or containers on site e.g. for wood or metal, and the appropriate skip or container should be used to dispose of these types of waste materials.
- All employees should be aware of any general recycling requirements and procedures on site.
- When moving and handling heavy amounts of waste, MHE or pallet trucks should be used.
- Suitable arrangements will be made for the disposal of hazardous waste generated as a by-product of operational working activities. This will be arranged in accordance with statutory requirements. Guidance can be obtained from material safety data sheets or by consulting local waste contractors.

3.1.7 Vehicle Movements

- Vehicle movement routes will be clearly marked and appropriate signage displayed around the site. Pedestrian crossing points will be clearly marked and signed where they are provided around the site. (Please refer to the large site plan signage displayed on the left-hand side of the site entrance)

3.2 Fire Safety Provisions, Prevention and Precautions

- The company will promote and take all necessary measures to prevent the outbreak of fire, and to ensure the safety of employees and other persons affected should a fire occur.
- The company has arranged for the completion of fire risk assessments and has established suitable arrangements to detect and warn persons of the outbreak of a fire.
- Signs and notices are displayed throughout the site indicating the fire escape routes (Green signs). Also copies of the site fire instructions, including evacuation procedures, are displayed at fire exits, upon designated company notice-boards, in site offices and at any other appropriate areas.
- Fire instructions and evacuation procedures are covered in the induction training and instruction, all employees should remain familiar with these requirements, especially if they are working in different areas on site, away from where they are normally based.
- Fire drills will be undertaken at regular intervals and all employees, contractors and visitors must cooperate fully in any fire drills or other site emergency evacuations.
- Managers and Supervisors will ensure that arrangements are in place for all designated fire escape routes are checked at regular intervals, and where required, any obstacles will be immediately removed and any similar hazards will be dealt with.
- The Operations Director will ensure that arrangements are in place for the automated fire alarm system to be inspected and serviced by a competent person, every six months.
- The Group Health and Safety Manager will ensure that arrangements are in place for the fire extinguishers on site to have an annual service undertaken by a competent person.
- Appropriate records will be kept to log all work undertaken relating to fire safety provisions.

Smoking or vaping is not permitted within any internal or enclosed areas on site, other than in the designated external smoking shelters AND only at the recognised times during a shift or working day.

3.3 First Aid Provisions / Accident, Incident & Near-Miss Reporting

- The company will provide sufficient numbers of competent first-aid personnel to deal with injuries and illness arising at work. Arrangements will be made for these first aiders to receive periodic refresher training and annual up-date training, in order for their key response skills to be maintained.
- A first aider register will be kept up-dated by the Group Health and Safety Manager.
- First aid supplies and provisions will be kept in designated areas around the site. These supplies will be checked on a regular basis and replenished as required. N.B. Some first aid items have expiry dates marked on them and other items are sterile and must be disposed of once used or opened.
- Employees should note that first aiders are not permitted to hand out any form of medicine or drugs; e.g. providing tablets for a headache or an upset stomach.
- The Group Health and Safety Manager will undertake a first aid needs risk assessment to ensure that appropriate first aid personnel and provisions are available on site to cover operational requirements.
- Any persons suffering an injury or occurrence of ill health in the workplace should report this immediately to their Supervisor or Manager. First aid treatment will be arranged where required.
- Where a first aider is approached directly by an injured or ill person, the first aider will inform the appropriate Supervisor or Manager of the circumstances at the earliest practical opportunity after administering first aid treatment or giving first aid advice.
- Where necessary the company will arrange for the injured or ill person to receive additional treatment at hospital or a medical centre or will advise that the person makes an appointment with his/her GP in circumstances where they are unable to continue working.
- An accident reporting book will be available and the location will be communicated to all persons on site. Managers or Supervisors are responsible for making suitable arrangements for any completed accident record sheets to be sent to the Group Health and Safety Manager
- Managers or Supervisors must keep the Operations Director and the Group Health and Safety Manager informed of any entries into the accident reporting book. They are also required to keep them up-dated following circumstances where a person requires hospital treatment or has to leave work as a result of their injury or illness.
- All employees and other appropriate persons are expected to co-operate fully in any accident or incident investigations which they were directly involved in or witnessed to.
- The Group Health and Safety Manager will advise on any further requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- The Group Health and Safety Manager will produce accident or incident investigation reports based on the information submitted to him and by using any other information ascertained in the course of further investigations into the general circumstances and causation of the accident or incident.
- All employees are encouraged to report any Health and Safety issues to the management team using the appropriate form which can communicate situations relating to incidents, near-miss events or general observation on general hazards. These forms are available around the site.

3.4 Personal Protective Equipment (PPE) and Clothing

- The company will seek, so far as is reasonably practicable; to ensure the adequate control of risks by means other than through the provision of PPE and clothing. However the nature of the operations undertaken means that the use of such protection is required in a variety of circumstances.
- Employees are provided free of charge with PPE and clothing on a personal issue basis.
- Employees are instructed in the correct usage, storage and where necessary any maintenance requirements for the PPE they are issued with.
- Employees are required to sign that they have received their allocated PPE or clothing and have received instruction and training in correct usage.
- Employees are reminded that failure to use correctly the PPE or clothing with which they have been provided will result in disciplinary action being taken.
- It should be noted that all persons entering the operational 'red zones' around site must wear appropriate safety footwear and hi-vis clothing. Also the mill areas are hearing protection zones.
- There is various PPE signage displayed around the site to indicate areas where the wearing of appropriate PPE is mandatory.

3.5 Contactors

- The company requires the prospective service providers to furnish adequate and appropriate information to indicate their competence to perform the work safely and without risks to health. This will normally be in the form of risk assessments & methods statements (RAMS) which are submitted for review prior to any works being undertaken on site. Other supporting documentation and certification may be required to confirm competence for the plant, machinery and equipment required for use in the execution of the contract.
- Contractors and sub-contractors working on their behalf are expected to arrive at site with the personal protective equipment and clothing necessary to protect themselves both from risks arising out of their own activities and from other operational activities on site.
- Contractors must report to the yard office or the main office reception and must be met by a designated employee of the company prior to starting the required works. This nominated person is responsible for ensuring that the contractors are provided with the information and instruction necessary to protect them from the risks arising out of our operational activities. This will involve a pre-work briefing and/or induction & the issuing of the company rules for contractors.
- It should be noted that some contractors may be required to obtain permits for specific types of work that is required and identified in their risk assessments and method statements (See section 3.8)

3.6 Visitors

- All visitors are required to report to the main office reception or to the yard office upon arrival to site.
- Visitor parking bays are provided and indicated by appropriate signage.
- All visitors are required to sign-in upon arrival and will be met by a designated employee who will then accompany the visitor(s) whilst on site.
- This designated employee will then be responsible to ensure that the visitor(s) are aware and follow the required safety protocol whilst on site. This will include the correct use of PPE, responding correctly to signage and to the arrangements established for first aid and fire evacuation.

3.7 Members of the Public

- The company makes every effort to prevent members of the public unnecessarily entering unauthorised areas of our premises with signage & notices. Where a member of the public is found in an unauthorised area on site, they must be challenged at the earliest opportunity & given appropriate instructions for their own safety. This is important as members of the public will not be fully aware of the risks to themselves and others created by the operations undertaken on site.

3.8 Safe Systems of Work and Safe Working Procedures

- All employees will be issued with appropriate safe systems of work and safe working procedures relating to the jobs and tasks that they regularly undertake. The issue of this information will be recorded and details kept on employee's personnel files.
- Employees are reminded that failure to follow appropriate safe systems of work and safe working procedures will be viewed as serious offence that could result in disciplinary action.
- In some circumstances, activities with a foreseeable high risk will need to be carried out. Designated employees who are authorised to undertake these activities will be given specialist training and instruction to ensure competence. In some cases specialist external service providers may undertake this type of work (See contractors; Section 3.5)

There are some types of work which require the issue of permits that need to be completed before and after the work activities have been completed. Examples of work that require permits or additional information are:

- Hot Work (i.e. welding, burning, cutting, grinding etc.)
- Entry and working in confined spaces.
- Working at height (e.g. Use of access ladders, Use of access platforms, Operation of MEWPS etc.)

4. Risk Assessments

- The completion of risk assessments is a statutory requirement. The Group Health and Safety Manager will undertake the operational risk assessments on the main tasks and activities undertaken on site. This process will also involve the Operations Director and the Health and Safety Coordinator.

The company has a statutory duty to complete suitable and sufficient risk assessments by:

- Recording any significant findings observed;
- Involving employees in the process of risk assessment process, so far as is reasonably practicable;
- Informing employees of the risks identified and the precautions which they should take to ensure that the risks remain adequately controlled;
- Assessing for any additional risks, which may arise in relation to young persons, disabled persons, expectant mothers, or any persons carrying out tasks in a lone working situation;
- Confirming that the risks are adequately controlled and/or to identify and implement additional control improvements with the appropriate priority;
- Review the assessments periodically and whenever there is reason to do so, e.g. the use of new or relocated equipment, the introduction of a new method of working, the employment of any person who could be at particular risk etc.

Records of the completed risk assessments will be made available to the management team on the company 'v-drive' and on the electronic maintenance recording systems.

The Group Health and Safety Manager will advise and assist in the completion of any specialist risk assessments. Additional external resources will be utilised where any specialist requirements should arise.

5. Monitoring, Audit and Review of Safety Performance

- Employees are reminded that they have a duty to report immediately to their Manager or Supervisor, any defect or safety concern of which they become aware.
- The company will review its safety performance periodically and draw upon all available information to establish plans for ongoing legislative compliance and improved Health and Safety risk control.
- The Health and Safety Committee will review any available accident or incident statistics on a regular basis to highlight trends or patterns.
- The company will arrange for periodic Health and Safety inspections to be undertaken around the site, involving different members of the management team.

SECTION D

Hazard Arrangements

1. Plant, Machinery and Other Work Equipment

Palmer Timber Ltd operations require the correct use, setting, inspection, testing and/or maintenance of a wide variety of plant, machinery and other work equipment.

All employees will receive information, instruction, training and/or supervision, as necessary, to enable them to demonstrate competency in the correct use of plant, machinery and other work equipment.

Employees will be required to inspect and/or test machinery or work equipment prior to or during use i.e. to ensure the correct operation of guards and safety devices.

Many machines and other items of work equipment present risk of injury as a result of contact with sources of power such as electricity, compressed air and stored energy e.g. gas cylinders of compressed gases.

We are committed to ensure that such equipment remains in safe condition through programs of inspection, testing and/or regular preventative maintenance.

Employees are required to follow the prescribed safe working procedures and safe systems of work.

The company will take disciplinary action against employees who are found not to do so.

The management team and employees should refer to the relevant risk assessment where appropriate.

2. Mechanical Handling Equipment (MHE)

Only trained and certificated operators will be authorised to operate forklift trucks.

The Group Health and Safety Manager will keep an up-dated register of operator training and instruction.

All operators will be authorised in writing by the company.

Disciplinary action will be taken against forklift operators proven to be operating MHE under the influence of alcohol or drugs and/or operating this equipment in an unsafe or dangerous manner.

Operators are responsible to undertake recorded pre-use checks upon the MHE that they are operating.

The Operations Director is responsible to ensure that a programme of regular preventative and reactive maintenance is followed for all the MHE in operation on site. He will also ensure that arrangements are in place for the statutory LOLER thorough examinations are undertaken by a competent person and that appropriate records are kept relating to these inspections.

3. Hazardous Substances and COSHH

- Hazardous substances and chemicals which are used, stored, handled and transported on site are subject to assessment under the Control of Substances Hazardous to Health Regulations (COSHH)
- A COSHH file will be maintained containing Material Safety Data Sheets (MSDS) for any substance or chemical that is used, stored or handled on site.
- Access to the MSDS will be provided to company first aiders in order to allow appropriate access to suppliers recommended first aid treatment guidance, following specific contact or exposures.
- Employees will be provided with the necessary information, instruction and training to protect them from the risks associated with the hazardous substances and chemicals in use. In particular employees will be expected to follow safe working procedures and safe systems of work including the correct use of any personal protective equipment and clothing.
- The management team and employees should refer to the relevant COSHH assessment where appropriate.

4. Noise and Vibration

- Where noise assessments confirm that noise exposure levels require the wearing of Hearing Protection, the company will control these areas by recognising them as “Hearing Protection Zones”.
- Signs and notices will be displayed to warn employees and other persons that they are entering or are within a Hearing Protection Zone.
- All employees will be made aware of the risks of excessive noise exposure and the requirements to wear suitable hearing protection whilst working in “Hearing protection Zones”
- Hearing Protection is available to all persons working in “Hearing Protection Zones” and must be worn correctly in accordance with the relevant instructions. Failure to do so will result in disciplinary action.
- Employees are required to report to their Manager or Supervisor if they are suffering from headaches or any other similar symptoms, which they may be attributable to working within noisy environments.
- All employees who regularly work in designated “Hearing Protection Zones” will be subject to regular audiometry tests as part of the company hearing conservation procedures.
- The company will assess the risks relating to vibration on regular tasks undertaken around the site and will introduce appropriate procedures to manage the potential risk of excessive exposure.
- The company will take into account the potential hand-arm vibration exposure risks (HAV's) relating to the use of machinery and work equipment, together with potential whole-body vibration exposure risks (WBV's) relating to the operation of plant, machinery and equipment.

5. Manual Handling

- Manual Handling operations regularly undertaken by employees are subject to assessment under the Manual Handling Operations Regulations.
- Employees who are required to carry out Manual Handling and lifting operations as a regular part of their job will be given basic training, information & instruction on the correct lifting and handling techniques.
- Any employee suffering from an acute muscular skeletal disorder or similar long term ill health condition, whether due to work or any other cause, which is likely to be aggravated by Manual Handling or lifting activities, must report this condition immediately to their Manager or Supervisor.
- Employees are expected to follow the Manual Handling techniques given in their training & instruction. Any failure to do so will result in disciplinary action.
- Employees are also required to make the correct use of any mechanical aids provided to assist them with handling or lifting tasks and activities at work.

6. Use of Display Screen Equipment (DSE)

- The company will take all reasonable steps to reduce the risks to employees who regularly work with Display Screen Equipment as part of their job.
- The use of Display Screen Equipment by employees is subject to risk assessment under the Display Screen Equipment Regulations.
- The company is committed to reducing risks through the implementation of suitable control measures including the provision an appropriate working environment at workstations where Display Screen Equipment are used and the provision of appropriate instruction and training to employees.
- Employees who use Display Screen Equipment will be required to complete a self-assessment form upon their workstation. This will help the company identify any potential areas of concern before a suitable DSE risk assessment is undertaken upon the workstation & on the individual using it.
- Eye tests are available to all users of Display Screen Equipment. The company will provide suitable DSE spectacles to any employee who is identified by such an eye test to require them, solely in respect of their use of Display Screen Equipment for work. The company will refer to the DSE activity checklist to determine if an employee is classed as an ‘operator’ or a ‘user’ relating to DSE activities.
- Employees are required to report if they are suffering aches, pains, headaches or any other symptoms to their Manager or Supervisor, which may be attributable to their use of DSE at work.
- The company will also consider the DSE risks involved with homeworking and will introduce practical control measures for any significant hazards identified.

7. Electrical Hazards

- The company will ensure that the installation and maintenance of electrical systems is only carried out by qualified and competent persons.
- The Operations Director will ensure that fixed electrical installations are subject to periodic testing and inspection, and that appropriate records are kept relating to this work.
- Portable appliance testing (PAT) will be undertaken on all electrical equipment in use on site that has a plug. This testing and inspection will normally be on an annual basis but may differ according to the type, use and location of the electrical equipment.
- All portable electrical equipment will have a testing sticker displaying appropriate details and a register will kept of the electrical equipment that has been tested.
- Employees are reminded that any electrical equipment which is to be used at work may only be done so with the prior agreement of their Manager who will ensure suitability of equipment and intended use.

8. Working at Height

- Employees are reminded that the free-climbing of stacks, loads, racking and other structures is strictly prohibited under any circumstances.
- All tasks that require working at height need to be planned and the risks assessed to ensure the most appropriate access equipment is used for the job in hand.
- Only authorised and competent persons are permitted to use access equipment for working at height.
- All portable ladders kept on site will be stored in a secure designated location on site and access for use by authorised persons controlled by the management team.
- Employees who have authorisation and are permitted to use the available access equipment will be given appropriate training, instruction and information on the correct and safe use.
- Appropriate PPE such as harnesses will be required to be worn to reduce the risk of a fall where this is stated within the relevant working procedures or the prescribed safe system of work.

9. Driving at Work

See the company driver's handbook document.

This is issued to all persons who have reason to drive on company business.

Palmer
Timber Ltd