



**viewtec**  
S I G N S

**VIEWTEC SIGNS LTD**

**POLICY ON**

**HEALTH & SAFETY AT WORK**

**VIEWTEC SIGNS LIMITED**  
**POLICY ON HEALTH & SAFETY AT WORK**

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**VIEWTEC SIGNS LIMITED**  
**HEALTH & SAFETY POLICY STATEMENT**

Viewtec Signs Limited accepts its responsibilities under the Health & Safety at Work Act 1974 to ensure, so far as is reasonably practical the health, safety and welfare at work of its employees.

Our statement of general policy is:

- To provide adequate control of the health & safety risks arising from our work activities.
- To consult with our employees on matters affecting their health & safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- to ensure all employees are competent to do their tasks and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.
- To comply with “The Construction (Design & Management) Regulations 2015.

The effectiveness of this policy will be reviewed annually and action taken as necessary.



**Mr S.Christian**  
**Managing Director**  
**Viewtec Signs Ltd**

**Date: 09.02.17**

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**MANAGEMENT ORGANISATION FOR HEALTH & SAFETY**

- Managing Director
  
- Health & Safety Manager
  
- Departmental Managers
  
- Employees
  
- Visitor(s) and Contractor(s)

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**RESPONSIBILITIES**

Overall and final responsibility for Health & Safety is that of:

Mr. S. Christian (Managing Director).

Day-to-day responsibility for ensuring the policy is put into practice is delegated to:

Miss B. Lambley (Health & Safety Manager).

To ensure Health & Safety standards are maintained, the people listed below have responsibility in the following areas:

- Mr S. Christian (Managing Director) has overall responsibility for applying the Health & Safety at work Act 1974, within the factory and offices.
- Miss B. Lambley (Health & Safety Manager) is responsible for applying the Health & Safety at work Act 1974, within the production area and offices and in conjunction with the Managing Director.
- Mr S. Christian (Managing Director) is responsible for applying the Health & Safety at work Act 1974, within the Sales department and in conjunction with the Health & Safety Manager.
- Mr B.Lasikiewicz (Production Manager) is responsible for applying the Health & Safety at Work Act 1974, within the Production area and in conjunction with the Health & Safety Manager.

**EMPLOYEE RESPONSIBILITIES**

All employees **MUST**:

- Take reasonable care of your own Health, Safety and Welfare and of anyone who may be Affected by your acts or omissions.
- Co-operate with your employer and others to enable legal obligations to be met.
- Not interfere with anything provided to safeguard their health and safety.
- Report all health and safety concerns to an appropriate person as detailed above.

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**EMPLOYEE RESPONSIBILITIES CONT'D**

Employees must **NOT**:

- Enter the premises under the influence of alcohol or drugs or become so whilst on site.
- Deface or destroy company property.
- fight or perform disorderly conduct
- Smoke inside the factory building.

**A high standard of personnel safety conduct is expected from every employee.**

**CONTRACTOR(S) RESPONSIBILITIES**

Contractors will be expected to comply with the companies Health & Safety Policy as it affects their work and may be called upon to produce their own up-to-date company policy. Any injury sustained or damage caused by the contractor's employee must be reported immediately.

A contractor will be informed of any potential hazard and will be expected to take immediate action to address it.

Contractors will be expected to provide the name of the person who they have appointed as their representative. A detailed method statement will be required from contractors when performing high risk activities i.e.: high voltage work, working at height etc. A "Permit to Work" will be issued by the Health & Safety Manager when appropriate.

**VISITOR RESPONSIBILITIES**

The relevant employee/s is responsible for escorting visitor's whilst on the company premises. It is the duty of employees to guarantee the safety of visitors whilst on site and to provide them with Personnel Protective Equipment according to the area they may be visiting.

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**HEALTH & SAFETY RISKS FROM OUR WORK ACTIVITIES**

- Risk assessments will be undertaken by Miss B. Lambley (Health & Safety Manager).
- The findings of risk assessments will be reported to Mr S .Christian (Managing Director).
- Actions required to remove/control risks will be approved by S. Christian.
- B. Lambley will be responsible for ensuring the action required is implemented.
- B. Lambley will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

**CONSULTATION WITH EMPLOYEES**

Consultation with employees is provided by Miss B. Lambley and/or Mr S. Christian.

**SAFE PLANT & EQUIPMENT**

- Mr S. Christian will be responsible for identifying all plant/equipment needing maintenance.
- Miss B. Lambley will be responsible for ensuring effective maintenance procedures are drawn up.
- S. Christian is responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to S. Christian, B.Lambley and/or departmental managers.
- S. Christian will ensure that new plant/equipment conforms to Health & Safety standards prior to being purchased.
- In the event of actual or anticipated danger to persons, the machinery must be **STOPPED** immediately and the appropriate Manager informed of any unsafe condition.

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**SAFE HANDLING AND USE OF SUBSTANCES**

Responsibility for identifying substances that require COSHH assessments and for undertaking the assessments is delegated to Miss B. Lambley (Health & Safety Manager).

B.Lambley will be responsible for ensuring that all actions identified in the assessments are implemented and that all relevant personnel are informed about the COSHH assessment.

Responsibility for ensuring that all substances can be used safely prior to purchase is delegated to S. Christian (Managing Director).

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

**INFORMATION, INSTRUCTION AND SUPERVISION**

The “Health & Safety Law” poster is displayed on the ground floor office area. Further Health & Safety advice is available from B.Lambley.

Supervision of young workers/trainees will be arranged, undertaken and monitored by S.Christian and/or B.lasikiewicz (Production Manager).

**COMPETANCY FOR TASKS AND TRAINING**

- Induction training for all new starts will be delegated to Miss B. Lambley (Health & Safety Manager).
- Job specific training will be identified, arranged and monitored by S.Christian and B.Lambley.
- Training records are retained by B. Lambley.



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**COMPETANCY FOR TASKS AND TRAINING CONT'D**

Machinery requiring specific job training is as follows:

- Use of Durma Guillotine
- Use of Pacer Router
- Use of Artwork software
- Use of Graphics cutter/plotter
- Use of manual and electric laminators
- Use of rotary saws
- Use of riveting machines
- Use of notching machines
- Use of Fork lift truck

A review of skills and competence levels for all employees is carried out at six monthly intervals as part of the companies "Management Review" process.

**ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH**

The first aid boxes are kept within the Production office and Sales office.

The appointed persons for first aid are:

- S. Christian (Production office).
- G. Wilson (Sales office).

All accidents and cases of work related ill-health are to be recorded in the accident book, which is retained at the Sales office- first aid post.

B. Lambley is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

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**MONITORING**

To check our working conditions and ensure compliance to our safe working practices, we will:

- Perform health & safety audits and assessments.
- Investigate all incidents/accidents recorded in the accident book including any “near misses”.
- Ensure health surveillance is available for persons performing specialist jobs.
- Ensure all health & safety training is monitored and updated as required and that all records of such activities are retained.

Miss B. Lambley is responsible for:

- Investigating accidents and work related causes of sickness absences.
- Acting on investigation findings to prevent re-occurrence.

**EMERGENCY PROCEDURES, FIRE AND EVACUATION**

Miss B. Lambley is responsible for ensuring a “Fire Risk Assessment” is undertaken and implemented.

Mr S. Christian is responsible for ensuring that any remedial work actions resulting from the “Fire Risk Assessment” are addressed and has overall and final responsibility for fire safety.

Mr S. Christian (Managing Director) and Miss B. Lambley (Health & Safety Manager) are responsible for Fire Marshall Duties.

Miss B. Lambley (Health & Safety Manager) has day-to-day responsibility for ensuring the safety of employees and other relevant persons by managing;

- Fire safety policies and procedures.
- Fire risk assessments.
- Fire drills and regular checks
- Means of escape/stairways/fire doors
- Fire alarms and emergency lighting
- Maintenance of fire equipment

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**CONSTRUCTION DESIGN AND MANAGEMENT**

Installation work will be subcontracted to specialist external providers. The criteria for their selection will be evaluated by:

- Review of company documentation, experience and knowledge.
- Review of competence and training records, including the use of plant, equipment or tools.
- Ensuring appropriate insurances are in place.

A risk assessment and method statement will be issued to the subcontractor (which will be specific to each job), prior to the commencement of work.

Records of all documents will be retained and maintained by the Sales team.

External provider's performance is continually monitored as part of the Management Review process.