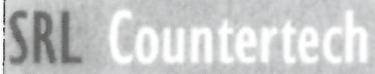


**PRODUCTION MANAGER –** [REDACTED]

- 1 To organize the workshops so that work is carried out to the appropriate standard with minimum risk to persons, equipment and materials.
- 2 To know and have observed the requirements of applicable Regulations and all other relevant legislation and approved Codes of Practice. In particular all registers, records and reports must be in order and to see that persons appointed to operate plant and machinery have had sufficient training to operate them safely.
- 3 Responsible for fire arrangements, including checking and maintenance of fire extinguishers also to ensure that staff are aware of the procedure in the event of a fire, exit and assembly points.
4. To know and maintain the Company's COSHH policy and procedures.
- 5 To give all Operatives and Sub Contractors precise working instructions of their responsibilities for correct working methods in particular to ensure that they do not allow unnecessary risks to be taken.
- 6 To arrange delivery and stocking of materials, to position plant effectively, to ensure that the electricity supply is installed and maintained without danger.
7. Plan and maintain tidy work areas.
- 8 Implement arrangements with sub-contractors and other contractors on site to review any confusion about areas of responsibility.
- 9 To check that all machinery and plant, including power and hand tools, are maintained in good condition.
10. To make sure that protective clothing is available where appropriate and that it is used.
11. To ensure that the arrangements for first aid required by current legislation are available and that their location is known to employees. To ensure that proper care is taken of casualties and to know where to obtain medical help and ambulance service in the event of serious injury.
- 12 The Foreman must notify the Company Office and the Director of all accidents as they occur and he must ensure that the details of all accidents are entered in the Accident Book. Accident investigation to be carried out to identify true causes and trends monitored.
- 13 Accompany the Safety Consultant and H.S.E. Inspectors on site visits if required and act on their recommendations.
- 14 The Production Manager will see that all defects as noted by the Director are rectified immediately.
15. Co-operate with the Director and act on his recommendations.
16. Provide and record Tool Box talks at monthly intervals



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17. Attend monthly safety committee meetings
18. Set a personal example.

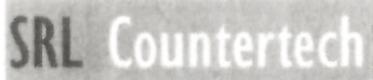
SHOP FOREMAN – [REDACTED]

- 1 To co-operate with the Production Manager and act on his recommendations organizing the workshops so that work is carried out to the appropriate standard with minimum risk to persons, equipment and materials.
- 2 Plan and maintain tidy work areas.
- 3 Check all machinery and plant, including power and hand tools, are maintained in good condition.
- 4 Use correct tools and equipment for the job, use safety equipment provided and protective clothing supplied, for example mandatory use of gloves suitable for task, safety boots, eye protection, ear muffs etc.
- 5 Monitoring of workshop employees to ensure correct wearing and use of PPE. Reporting any non-compliance to Production Manager.
- 6 Keep tools in good condition.
- 7 Report to the Production Manager defects in plant and equipment.
- 8 Report all accidents whether persons are injured or not. Assist in undertaking accident investigation with Production Manager to identify true cause.
- 9 Assist in undertaking machinery risk assessments with input from Safety 2000.
- 10 Suggest ways of eliminating hazards.
- 11 Attend Monthly Safety Committee Meetings
- 12 Set a personal example.
- 13 To ensure that the arrangements for first aid required by current legislation are available and that their location is known to employees. To ensure that proper care is taken of casualties and to know where to obtain medical help and ambulance service in the event of serious injury.
- 14 The Foreman must notify the Company Office and the Director of all accidents as they occur and he must ensure that the details of all accidents are entered in the Accident Book. Accident investigation to be carried out to identify true causes and trends monitored.

## SKILLED OPERATIVES' DUTIES

- 1 Use correct tools and equipment for the job, use safety equipment and protective clothing supplied, for example mandatory use of gloves suitable for task, safety boots, eye protection, ear muffs etc.
- 2 Keep tools in good condition.
- 3 Report to the Foreman defects in plant and equipment.
- 4 Report all accidents to the Foreman whether persons are injured or not.
- 5 Develop a personal concern for safety - for themselves and for others, in particular monitoring that correct PPE is being worn .
- 6 Avoid improvising which entails unnecessary risks.
- 7 Suggest ways of eliminating hazards.
- 8 All operatives are to understand and abide by the following:  

Those under 18 years of age are prevented from operating any saw, machines with circular blades, planer, which is mechanically powered or spindle moulder unless they have completed or are undergoing an approved course on training..
- 9 Vehicles and Machines:
  - a) Only properly trained persons are authorized to drive vehicles/machines.
  - b) No passengers are to travel propelled vehicles not designed for the carrying of passengers. This also applies to hoists, except passenger hoists.
  - c) Drivers of all vehicles and mechanical plant must immediately report defects such as faulty brakes, clutches, steering etc. to the Foreman.
  - d) All guards must be maintained in position at all times whilst the machines are in operation.
  - e) Vehicles and machines must not be left running whilst unattended and if unattended must be left secured in a safe position.
- 10 It is condition of employment that employees acknowledge the existence of the Health and Safety Policy.



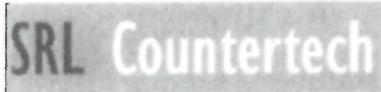
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**NOTE:**

Employees are reminded that they have a legal duty under Section 7 of the Health and Safety at Work Etc. Act 1974 to take reasonable care for their own safety and the safety of any other who may be affected by their acts or omissions and also to co operate with the company in its arrangements to perform or comply with statutory safety obligations which include adherence to the Company Safety Policy.



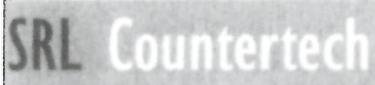
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#### **SUB-CONTRACTORS' DUTIES**

- 1 All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
- 2 All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- 3 Assessment of risk associated with any substance, process or work activity on site, which will be hazardous to health and safety, must be provided to our Director before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
- 4 All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our Director before work commences.
- 5 All power tools and electrical equipment must be regularly inspected before being brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- 6 Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
- 7 Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.
- 8 This Company has appointed a Safety Consultant to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the Foreman with the name of the person they have appointed as Safety Consultant.
- 9 Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this Company's facilities.
- 10 Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc., cleared as work proceeds.

- 11 All operatives, self-employed, sub-contractors, visitors etc., on the Company's sites will wear safety helmets at all times.
- 12 A detailed Risk Assessment/Method Statement will be required from sub-contractors carrying out high-risk activities e.g. asbestos removal, demolition, entry into confined spaces etc. The document must be agreed with our Director before work begins and copies made available on site so that compliance with the agreed method of work can be maintained.
- 15 Sub-contractors operating any item of plant must be in possession of a valid certificate of competence.



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**SAFETY CONSULTANT - SAFETY 2000 Ltd**

- 1 Advise management on the preparation, communication and review of a Company Safety Policy for Health, Safety and Welfare including the organization and arrangements for carrying out the Policy.
- 2 Give advice to management as requested on:
  - a) Legal requirements affecting health, safety and welfare:
  - b) Prevention of injury and damage.
  - c) Provision, selection and use of protective clothing and equipment.
  - d) New working methods, equipment or materials that could reduce risks.
  - e) Proposed changes in legislation.
  - f) Potential hazards on new sites before work starts, health and safety factors affecting the selection of plant and equipment, contractors and so on, where requested.
  - g) Specialist services required in relation to substances hazardous to health, noise, asbestos removal etc., where requested.
- 3 Carry out regular inspections of sites and workplaces to determine whether work is being carried out in accordance with Company Policy, Procedures and the relevant statutory provisions. Provide an inspection report to site supervision and send a copy of the report to the Director nominated in the Company responsible for safety for action as required.
- 4 Assist management in notifying the Health and Safety Executive of dangerous occurrences, major injury accidents etc., in accordance with Company Policy.
- 5 Assist management in any liaisons necessary with the Health and Safety Executive.
- 6 Carry out investigations of serious accidents in accordance with Company Policy and prepare and provide reports.
- 7 Check that necessary first aid equipment is on sites or at workplaces.
- 8 Check that necessary statutory literature for use of display is on sites or at workplaces.
- 9 Provide advice on training requirements and arrange training courses when requested.
- 10 Endeavour to establish at all levels within the Company an understanding that compliance with the Regulations and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.



# SHEFFIELD REFRIGERATION LTD

## SITE INDUCTION CHECKLIST - HEALTH, SAFETY AND HYGIENE FOR EMPLOYEES, SUB-CONTRACTOR'S EMPLOYEES AND SELF EMPLOYED

Name of Inductee ..... Occupation.....

Name of Employer ..... Telephone.....

Employer Address.....

..... Post Code.....

I have you seen your Company's or Employer's Safety Policy and Safety Plan for this Contract and your specific tasks (if no, see Site Supervisor before you start work).

YES

NO

I confirm that I understand my personal responsibilities for Health, Safety and Hygiene.

I understand that I may be subject to discipline by the Principle Contractor or my own employer, or both, and that I could face prosecution by the H.S.E.

I also understand that I may be removed from site if I do not follow Safety and Health Policy Rules.

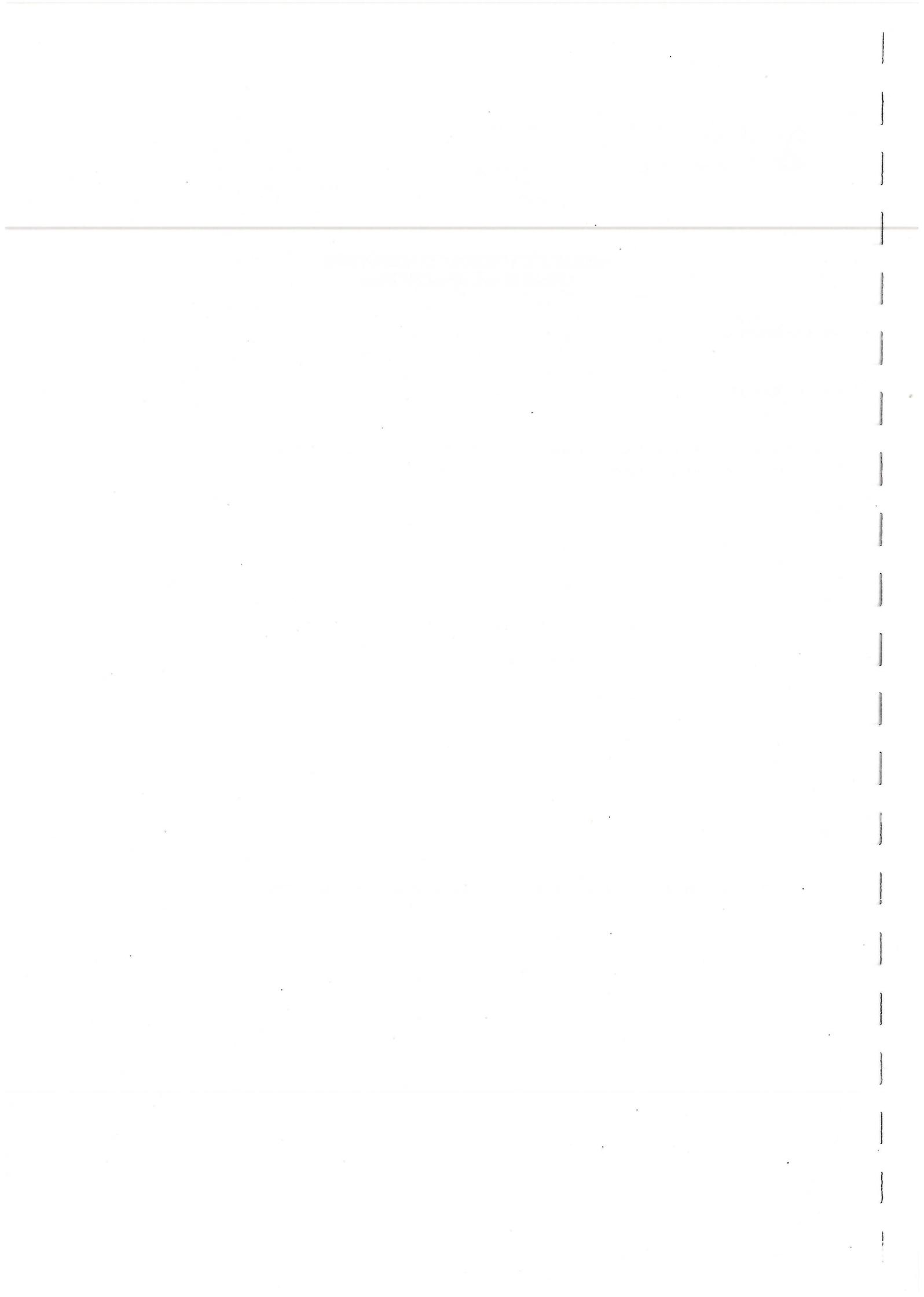
SIGNED INDUCTEE.....SIGNED INDUCTOR.....

DATE.....

### SITE RULES

(Please tick when topics have been discussed).

1. Site attendance procedure (e.g. daily signing in, or showing security card).
2. First Aid and accident/ill health reporting. ( Current Medication/Condition )
3. Emergency procedures and fire precautions.
4. Welfare arrangements.
5. Wearing of site specific personal protective equipment.
6. COSHH. Explain hazards of materials.
7. Manual handling - the risks involved.
8. The need for site tidiness.
9. Site specific access equipment safely.
10. Correct use of power tools.
11. The dangers of electrical power supplies.
12. Any site specific hazardous areas/no go areas.
13. Site policy on alcohol and drug abuse.
14. Who to report health and safety problems to.
15. Vehicles movements, parking etc. (if appropriate).
16. Respect for Client personnel and the public
17. Ensure security – prevent unauthorised entry to site
18. Prohibition of mobile phones, smoking, radios etc





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**CODE OF PRACTICE AND SITE REGULATIONS**  
**SUB-CONTRACTORS CERTIFICATE**

Site Regulations for: .....

.....

.....

Contract Number: .....

I, being the Sub-Contractor named above, have received a copy of the Code of Practice and Site Regulations and agree to the Contents.

I also understand to:

- 1 Provide proposals for minimising risks.
- 2 Contribute to the development of the Safety Plan.
- 3 Co-operate and manage Health and Safety as required.
- 4 Provide any necessary training instruction and information.
- 5 Provide information for the Health and Safety File.

Name (Block Capitals) .....

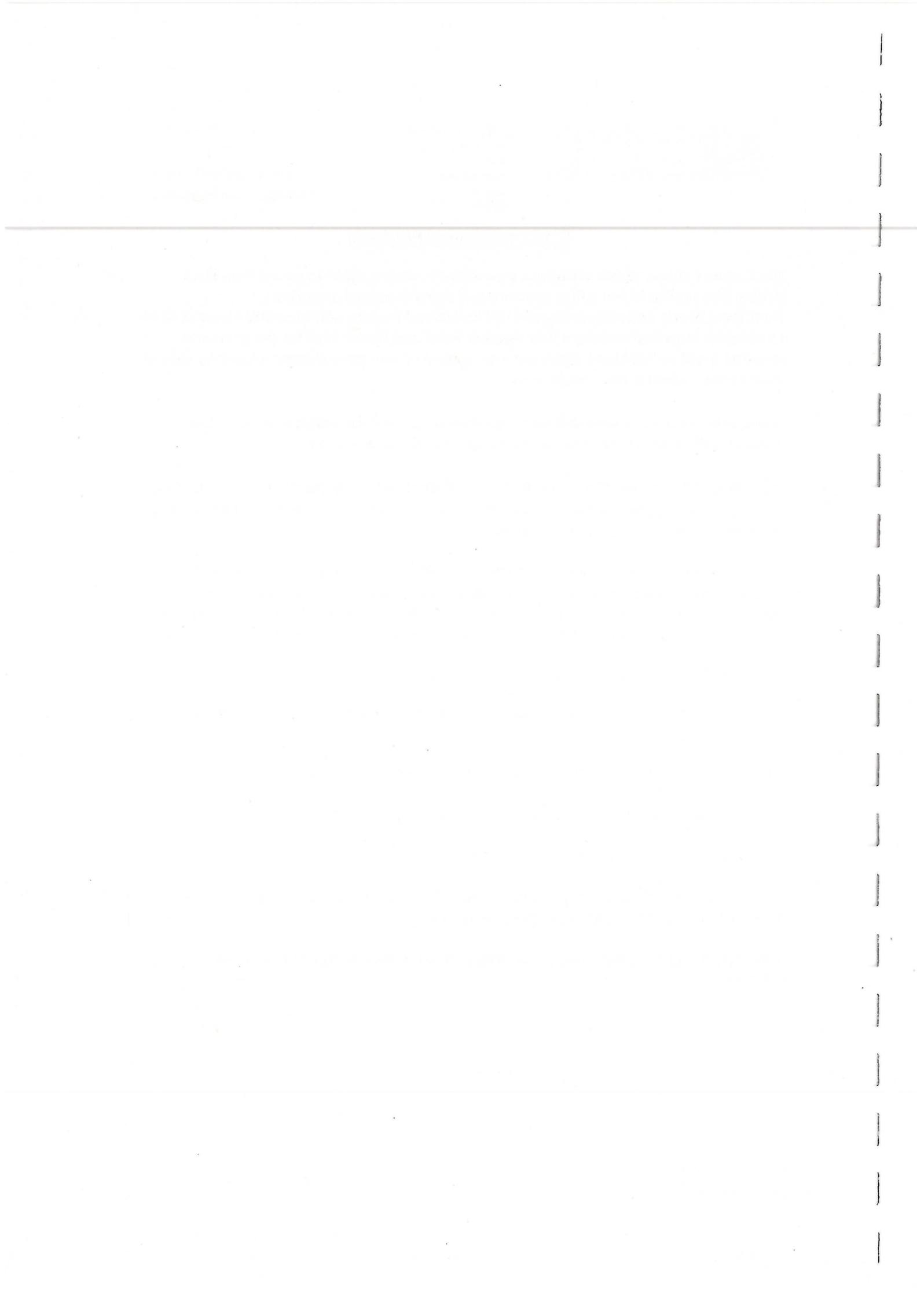
Position Held .....

Signature ..... Date .....

**A COPY OF THIS DOCUMENT WILL BE RETAINED AS PART OF THE HEALTH AND SAFETY FILE.**



### 3) TRANSPORTATION OF PRODUCTS





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## Transportation of Products

The factory finished toilets will have a layer of heavy-duty bubble wrap and then black stretch film applied to the entire structure as a primary surface protection. Then foam corner and edge protectors will be secured in place before another layer of black stretch film is applied creating a fully weather proof and secure shell for the structures. Weather proof self-adhesive labels are then applied on 4no central vertical faces for ease of identification when in the storage area.

Lifting eyes are used to raise and lower the units on and off the delivery vehicle whilst ensuring sufficient spacing to prevent damage in transit and storage.

The toilets will rely upon the heavy-duty sub surface structural bottom frame assembly to sit on the ground and the transport vehicle. Pallets are not necessary as they will be prohibitive when manoeuvring using a ground based lifter.

Prior to delivery to site a fully qualified Appointed Person will carry out a full site survey including using cone penetrometers to assess ground bearing pressures of the intended delivery and storage area. This will determine if the lift is considered basic, intermediate and a then a lift plan and associated RAMS will be created to suit for submission and approval.

All delivery personnel hold PTS, CPCS and ALLMI certificates

Fully tested HIAB lorry crane and trailer (to carry a telehandler) with annual inspection certificates

Full complement of tested lifting straps and chains with 6 monthly inspection certificates

Sheets and securing straps will be used in securing the units during transit.

All HIAB lorry cranes fitted with remote control facility

If delivering to the Dagenham site then a telehandler is to be used to lift the units from the delivery vehicle and position within the storage area.

A HIAB lift off is not possible due to the bridge infrastructure being of a prohibitive height overhead.

