



# Company Policy Health & Safety

## Personnel Responsible for Health and Safety

The person having overall responsibility for health and safety will be the Managing Director (or, in his absence, the Quality Director) who will oversee all policies and risk assessments and provide adequate resources to allow implementation.

### **Managers and Supervisors**

All persons with managerial or supervisory responsibility for staff or certain areas must adequately supervise work to ensure that safe systems of work are followed

### **All Staff**

The attention of all employees is drawn to the safety rules and procedures. Disciplinary action will be taken against any employee who violates these rules and procedures.

Staff must ensure that they:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- Co-operate with the Company on matters of health and safety;
- Do not interfere, misuse or obstruct anything provided in the interests of health and safety;
- Report to management anything that they consider a serious and immediate danger to health and safety and any shortcomings in the Company's safety arrangements.

## Consultation and Communication

Absolute Calibration see communication between personnel at all levels as an essential part of effective health and safety management.

If any member of staff wishes to address any safety issue then they should do so using the 'Blue Book', located in the main calibration laboratory. These issues will be discussed at regular production meetings. For any immediate dangers to health and safety, staff should notify their manager, supervisor or Director at once.

The Health and Safety Policy will be issued to each employee. Any health and safety issues or notices will be communicated to employees orally, via notice on the staff notice board or memorandum.

Also refer to other Company policies and risk assessments.



# Company Policy Health & Safety

## **Hazards**

Due to the nature of the business, various hazards may be encountered during the working day. These are identified where ever possible either visually or audibly. All personnel whether employees or visitors are required to observe the safety rules for that area.

## **Risk Assessments**

Risk Assessments shall be carried out for all areas and activities within the Company. All risks and their controls will be made aware to staff. Risk assessments will be regularly reviewed and employees are requested to cooperate in any reviews and to advise their immediate supervisor of any potential hazard.

Any new work activity must have a risk assessment completed before work can commence. A written record of the assessment identifying any significant hazards must be completed and those risks communicated to those undertaking the work. The assessment will describe the control measures in place to avoid, eliminate or reduce the risk.

Risk assessment will be regularly reviewed or when any significant changes occur to the work process.

## **Accident/Incident Reporting and investigating**

All accidents must be recorded in the accident book. The Company will report accidents to the HSE as required in accordance with RIDDOR regulations.

Investigation of accidents will be undertaken where required to identify if there is an underlying cause of the accident and any contributing factors to aid prevention of further similar occurrences.

Near misses are reported via the 'Blue Book'. These are then discussed at regular production meetings and relevant action taken.

## **First Aid**

Absolute Calibration shall employ at least one first aider. If a first aider leaves the employ of the Company a volunteer shall be sought and sent on a recognised training course at the earliest opportunity.

The names of those qualified in first aid will be notified to staff via signage.

A first aid 'box' shall be kept with the minimum contents required for a company of this size. It shall be kept stocked at all times.



# Company Policy Health & Safety

## **Fire Safety**

Absolute Calibration carry out a Fire Risk Assessment and regularly review and any subsequent control measures put in place.

All employees have a duty to conduct their tasks in such a way to minimise the risk of fire. This involves the careful disposal of any refuse.

All employees receive a Fire Evacuation Procedure together with Fire Safety Floor Plans and are made aware of routes of escape and the muster point at their induction. Fire fighting equipment is located at points throughout the building. Fire fighting equipment is held on contract and regularly maintained and replaced as required by the supplier.

Fire detection equipment and alarm call points are placed throughout the building and checked regularly by a contractor and repaired/replaced as necessary.

Escape routes/exits are identified by signs and lit by emergency lighting. Fire doors are kept clear of obstruction at all times and kept unlocked.

## **Personal Protective Equipment (PPE)**

All staff that may be exposed to a health and safety risk will be provided with appropriate PPE where necessary.

PPE must be worn in areas or used for tasks where indicated by a blue mandatory sign.

All PPE will be repaired or replaced when it becomes damaged.

Staff working off-site must wear PPE as indicated by the customer's health and safety notices or mandatory signs. PPE will be issued to the off-site worker by the Company as and when required and replaced when necessary.

## **Control of Substances Hazardous to Health (COSHH)**

Absolute Calibration shall assess the risk to health created by work which is liable to expose personnel to substances hazardous to health and will prevent or control exposure to such substances.

All employees who come into contact with hazardous substances will receive training on the health and safety issues relating to that work.

PPE will be provided where required.



# Company Policy Health & Safety

## **Noise at Work**

Absolute Calibration has assessed the noise levels to which personnel are exposed and there is no exposure over the current 'first action level'.

This will be reviewed whenever there is a change to or addition of equipment that may alter the noise level, or if there is a change in legislation. If levels are found to be above the legal limit in force at the time steps to control exposure and risk will be taken.

## **Visual Display Units (Display Screen Equipment)**

It is the policy of Absolute Calibration to comply with current legislation concerning VDU's.

Any member of staff who is been identified as a VDU 'user' (i.e. someone who uses display screen equipment continuously for an hour or more and uses display screen equipment this way more or less daily) will be given a 'self risk assessment form' to complete. Any actions required from results of this assessment will be implemented.

## **Young or Inexperienced Workers**

Absolute Calibration will employ young and experienced workers as gaps within skill levels occur. Young/inexperienced workers will not be allowed unsupervised in calibration laboratories or left to work alone in the laboratories and will not be left unsupervised unless the Supervisor is satisfied that they can work alone and training records updated.

Workers will receive instruction on how to operate office machinery, such as photocopiers.

Young workers will be instructed not to lift heavy objects.

Also refer to the Young Workers Policy.

## **Pregnant Women**

Absolute Calibration will accord suitable consideration to pregnant women. A suitable point of rest will be provided by the Company for the benefit of alleviating discomfort, if required, during working hours.

Any lifting requirements usually undertaken will be carried out by other members of staff.



# Company Policy Health & Safety

## Safety Rules and Notices

### General

1. All personnel will be aware of who is the current person in charge of health and safety.
2. Practical jokes and other forms of misbehaviour, which are a danger or have potential danger, are not permitted and shall be subject to the Company's disciplinary procedures.
3. All new staff will receive a full induction pack to consisting of: -

Staff Manual  
Health and Safety Policy  
Environmental Policy  
Fire evacuation procedure (with building layout)  
Manual handling procedure  
Staff list

### First Aid

1. Personnel shall be familiar with the trained first aiders and the location of the First Aid equipment, which is marked with appropriate signs.
2. All accidents, however small, shall be entered in the accident book.
3. If a visitor is involved the employee in no way shall admit liability on behalf of himself or the company.

### Near Misses

1. All employees are required to report all near misses in the 'Blue Book', located in the main calibration laboratory.
2. If an employee considers a near miss to be one of a high danger then they should inform their manager, supervisor or director immediately.

### Visual Display Units

1. Personnel should plan their work to avoid excessive periods of work in front of their screen.
2. As a general rule, personnel should spend no more than fifty minutes in every hour looking continuously at the screen. However, this is not an absolute rule. Remaining in one position in front of display screen equipment can cause discomfort and may cause headaches. Personnel should therefore assess their own personal requirements in this respect.



# Company Policy

## Health & Safety

3. Alternatives to typing and looking at the screen include, answering the telephone, filing etc. If you are unsure how to plan your work in accordance with the above, personnel should consult their supervisor or manager.

### Smoking

1. It is against the law to smoke anywhere in the building.
2. Smoking is only permitted at least 8 feet from the despatch area doors.

### Alcohol and Drug Abuse

1. Any personnel found to be under the influence of alcohol or controlled substances (other than those prescribed by a Doctor or Pharmacist) shall be immediately suspended from work (without pay) and shall be subject to the Company's disciplinary procedures.

### Electricity

1. It is Company Policy that all personnel working on 'Live' electrical equipment shall be trained and assessed as competent to work on such equipment, prior to being authorised to work on such equipment without direct supervision.
2. Personnel shall not work on equipment with live areas exposed where there is a significant risk of electrocution due to –
  - i Environmental risk, such as water.
  - ii Short circuit through workplace furniture, fittings and fixtures.
  - iii Other apparatus in use either directly or indirectly connected.
3. Personnel shall not work with equipment with 'Live' areas exposed unless another engineer is present, i.e. within the same part of the laboratory and in visual contact.
4. Personnel shall not work on high voltage equipment (exceeding 240V) unless another competent engineer is present, i.e. within the same part of the laboratory and in visual contact.
5. All mains powered electrical equipment sent to Absolute Calibration for calibration and/or repair shall be tested for electrical safety before any other work is performed.
6. All test equipment being used by Absolute Calibration shall be in good state of repair and tested for electrical safety at least every 24 months. All screens, guards, fuses and interlocks, where fitted, shall be functional and unmodified unless upon the instruction of the equipment manufacturers or state regulatory authority.



# Company Policy

## Health & Safety

7. All mains leads shall be tested for electrical safety at least every 24 months. The lead to have the correct value fuse as per instrument manufacturer's instructions.
8. Personnel may not work on 'Live' equipment unless the bench that they are working on has been fitted with a residual current circuit breaker or an emergency stop button
9. For special test needs, an instrument may be connected to the mains with an isolated earth mains lead. These mains leads are to be clearly marked and stored separately.
10. When working within equipment, i.e. covers off and when the mains supply is off, ant-static straps are to be worn to protect static sensitive components. Straps are also to be worn when handling components that are being removed or fitted into P.C.B.s.
11. When handling, moving, fitting or removing cathode ray tubes, eye protection is to be worn.

### Environmental Calibration

1. Due to the nature of the work and temperatures involved in the laboratory only, authorised personnel are permitted to enter the laboratory.
2. It is Company Policy that only trained and competent personnel will be permitted to use the temperature ovens and baths or the humidity chamber. Everyone using the equipment will be assessed as competent prior to being authorised to work with the equipment without direct supervision.
3. The ice crusher must not be operated with the top cover removed.
4. When using liquid nitrogen, gloves and eye protection are to be worn.
5. Before using compressed gas, all hoses and connections are to be checked.
6. When the 'DC550' silicon oil bath is taken over 150°C, or at any time when fumes are present or suspected, the fume extraction unit must be used.
7. Eye protection will be provided for all operations.

### Standards Laboratory

1. Only competent engineers who have been trained, assessed and authorised may operate the high voltage test rig.
2. When using the high current rigs, all connections and cables must be checked and secured prior to any power being applied.



# Company Policy Health & Safety

3. Gloves should be worn when using the oil bath and any spillages cleaned up immediately.

## Pressure Calibration

1. It is Company Policy that only competent, trained and assessed personnel carry out pressure calibration.
2. Personnel shall ensure all hoses are correct and all joints and connections are secure and can withstand the pressure being measured.
3. Personnel shall ensure that there are no sharp points on metal parts of hoses.
4. Personnel shall wear eye protection during all pressure measurements.
5. The customer must be sent an 'Equipment Contamination Declaration Form' for any item where contamination may have occurred. See Control of Substances Hazardous to Health (COSHH) in this document.

## Office Safety

1. Personnel shall not attempt to modify or repair office equipment or machinery unless they are authorised to do so by a Director. Do not use any equipment that is not fit for its purpose. If you see any electrical flex that is broken in any way do not use and inform your supervisor immediately.
2. All electrical equipment must be tested for electrical safety every twenty four months and labelled. Under no circumstances must electrical equipment be used that has an out of date label or is not labelled.
3. Never leave cables or wire flex lying across the floor where they may pose a risk of tripping.
4. At the end of the working day, ensure all electrical equipment, that is not intended to run continuously, is switched off.
5. Never leave desk drawers or filing cabinets open to prevent risk of injury to legs and shins.
6. Never open more than one drawer of a filing cabinet at any one time to prevent risk of cabinet falling over.
7. Never throw sharp objects or old light bulbs into wastepaper baskets. They should be carefully wrapped and placed into dustbins or skips.
8. Do not bring unauthorised equipment or chemicals into your place of work.





# Company Policy

## Health & Safety

9. When using document shredder, ensure clothing, hands, hair and jewellery is kept clear of paper entry slot.
10. All personnel are instructed to seek proper instructions if at all unsure of how to operate any piece of office equipment.

### **Staff Room**

1. All spills must be wiped/mopped up immediately and the area marked with warning signs if required.
2. All knives must be cleaned and replaced in the drawer.
3. All out of date food or drink must be disposed of.
4. Any spits in the microwave must be cleaned.

### **Toilets and Washrooms**

1. Toilets and washrooms should be kept clean and tidy.
2. Personnel should ensure that wash basins are rinsed out and left clean after use.

### **House Keeping**

1. All personnel are responsible for ensuring that the area in which they are working is kept clean and tidy at all times. This includes before and after performing any tasks required of them, so as not to present a hazard to themselves or any other person.
2. Leads and cables shall not be allowed to present any dangers to personnel by obstructing thoroughfares or work areas so as to produce a risk of tripping. If this is not possible either i) relocate the unit to a safe place so that the cable does not cause a hazard or if this is not possible ii) place the cable in the cable protectors provided.
3. No rubbish or debris may be left in work or storage areas that may produce or increase a risk of fire.
4. Waste bins will be emptied regularly and should not be allowed to overflow.
5. Any sharp objects must be carefully wrapped to prevent risk of injury before disposal and should be placed in external bins not small waste baskets.
6. Walkways and escape routes must be kept clear of obstructions at all times.
7. All spills must be wiped/mopped up immediately and marked with warning signs if required.



# Company Policy

## Health & Safety

### Shelving, Racks and Storage

1. Heavy objects must not be placed on high shelves.
2. Objects must not overhang the edge of shelves.
3. Objects (instruments) must not be stacked on shelves.
4. Trolleys must not be stacked or overloaded.

### Fire

1. Personnel shall not endanger themselves in anyway in order to attempt to control or fight a fire.
2. A number of personnel will be externally trained in fire awareness and the use of portable fire extinguishers.
3. Personnel shall be familiar with all emergency exits from the building.
4. Personnel shall be familiar with all alarm points.
5. Personnel shall be familiar with their designated muster points.
6. All visitors must be entered into the visitor's book on arrival and given an 'Emergency Information for Non-Employees' notice to read.
7. All personnel are to be familiar with the Company Fire Evacuation Procedure.
8. Personnel shall report any faulty electrical items, cables or flexes immediately.

### Control of Substances Hazardous to Health (COSHH)

1. Personnel shall ensure that they make full and proper use of any control measure, personal protective equipment or other item or facility provided in relation to hazardous substances and report any defects observed.
2. Personnel shall not open any container that does not bear identification to its contents or contains a substance that is not familiar to the personnel.
3. Warning labels and Health and Safety data sheets shall be consulted prior to putting any hazardous substance into use.
4. Eating, drinking and smoking are forbidden where hazardous material is stored or used.



# Company Policy

## Health & Safety

5. Personnel shall avoid touching their face with unwashed hands especially around the eyes and mouth when they have been handling hazardous materials.
6. Cleaning chemicals of up to 1 litre in volume may be kept on the benches for day to day cleaning activities. Containers of flammable cleaning chemicals whose volume exceeds 1 litre shall be stored in fire resistance containers.
7. All cleaning chemicals shall be stored away from direct and indirect heat sources, including sunlight, central heating radiators etc.
8. For any substance used by the Company that has a label identifying the label as hazardous to health, a risk assessment must first be carried out before usage so that precautionary steps can be taken where needed and exposure controlled.
9. For any customer owned instrument received where unknown contamination could have occurred (usually, but not limited to pressure instruments) the customer will be sent an 'Equipment Contamination Declaration Form'. If the instrument has been in contact with any of the listed substances and proof that contamination has not occurred then the instrument will be sent for professional cleaning or returned to the customer.

### **Tools and Equipment.**

1. Company tools and equipment must only be used by authorized personnel. It is the responsibility of the manager or supervisor to determine who is authorised to use specific tools and equipment.
2. All tools and equipment must be fit for the purpose. It is the employee's responsibility to only use tools and equipment that are in a good and safe condition. Any tools or equipment that is defective should be repaired or replaced.
3. Tools and equipment should be used in accordance with the manufacturer's instructions and safety devices attached if required.
4. Personal protective equipment must be used where appropriate.
5. All mains tools and equipment must have a current PAT test as indicated by a safety label.

### **Personal Protective Equipment (PPE)**

1. Personal protective equipment must be used where indicated by mandatory (blue) safety signs.
2. PPE must be worn in other areas if the employee undertakes tasks where they feel PPE necessary.



# Company Policy

## Health & Safety

3. Employees who have been provided with PPE must immediately report damage or loss so that a replacement can be provided. Employees are prohibited from using any device or carrying out any task where PPE is required as notified by mandatory sign, unless they are in possession of the required PPE.

### Compressed Air

1. Personnel shall use only sound, strong hose with secure couplings and connections.
2. Personnel shall ensure that there are not sharp points on metal hose parts.
3. Personnel shall not use compressed air to blow dust chips from the hair, body or clothing.
4. Personnel must never point an air hose at anyone. Practical jokes with compressed air are extremely dangerous.
5. Personnel should ensure that they are not standing in the path of the air flow from a compressed air hose.
6. Ensure that there are no naked flames that could be fanned by a draught from an air line.
7. Eye protection must be worn when operating the air hose.

### Ladders Steps & Stairs

Where ladders or steps are used to reach above normal height, employees should ensure that they are firmly based and secure. Where necessary, assistance should be sought to prevent them slipping.

1. Personnel shall not erect a ladder: -
  - i. On a sloping surface.
  - ii. On a moveable object.
  - iii. In a high wind.
  - iv. In front of a door that may be opened.
  - v. At a shallow angle, or use horizontally as a plank or bridge.
  - vi. In such a way that it is leaning to one side.
  - vii. At too steep an angle.
2. Personnel shall not: -
  - i. Drop items from a ladder.
  - ii. Allow more than one person at a time to climb a ladder.
  - iii. Use a ladder that is too short.
  - iv. Use a defective ladder.
  - v. Over reach on a ladder (always keep hips within the styles).



# Company Policy

## Health & Safety

- vi. Slide down a ladder.
  - vii. Use an alloy or wet ladder near electrical conductors.
3. Personnel shall always –
- i. Use two hands to climb with.
  - ii. Have a colleague on guard where appropriate.
  - iii. Make sure that footwear is in good condition and that the soles are clean.
  - iv. Make sure that the rungs are clean.
  - v. Keep unauthorised persons away from erected ladders.
  - vi. Report all defects immediately.
  - vii. Store ladders carefully.

Employees should exercise care on stairs and handrails should be used.

### Access

1. Means of access to, and egress from the work place must only be used for the purpose for which they are provided. No employee must tamper with any means of access to or egress from the work place.
2. Any means of access to or egress from the work place, which is in a dangerous or unsuitable condition for use, must be reported by employees to their immediate supervisor.

### Company Vehicles

1. Employees are responsible for ensuring that any Company vehicles they are about to drive are legal to drive in all aspects before taking it onto the public highway.
2. Employees driving Company vehicles should abide by all statutory speed limits.
3. If employees become aware of any defect affecting the operational safety of the vehicle, they shall stop the vehicle as soon as it is safe to do so and request attendance of the Company's chosen breakdown service.
4. In all cases, any defect affecting a vehicle identified by the driver during use shall be reported immediately upon return to the company premises to the transport manager.

### Manual Handling

1. All staff are required to read and follow the Manual Handling procedure.

### Young or Inexperienced Workers

1. Must not enter any calibration laboratory unsupervised or alone.



# Company Policy Health & Safety

2. Should not try to operate any machinery or equipment without training.
3. Young workers should not try to lift heavy objects or objects where they do not know the weight. Ask for assistance.

## Work at Customers' Premises

1. Employees required to perform work at customer premises are required to read and follow the Health and Safety Policy for performing work at Customers premises.
2. Health and safety signs must be observed and adhered to and PPE worn where indicated by mandatory (blue) signs.

**REMEMBER, ACCIDENTS DO NOT JUST HAPPEN, THEY ARE CAUSED**