

# STATEMENT OF HEALTH & SAFETY POLICY

## Grafton Merchunting GB Ltd

As a company, we are committed to doing all we can to ensure, as far as is reasonably practicable, the health and safety of our employees whilst at work and of all visitors to our premises.

This includes providing a safe working environment, safe equipment, safe methods of storing and handling materials, adequate supervision and training and the provision of protective clothing where necessary.

I would like to stress the vital importance we place on health and safety at work and ask each employee to familiarise himself or herself with the company's safety statement.

The active co-operation of everyone is vital to the success of our health and safety policy. Each person is expected to take care of his or her own health and safety as well as that of fellow employees and visitors.

If any employee has a query on the health and safety policy or has any suggestions for improving health and safety, they should speak to a health and safety representative or manager.

SIGNED



Peter Butterfield, Health, Safety and Environmental Director

Date: September 2008

## ORGANISATIONAL CHART



## ROLES & RESPONSIBILITIES

### Health, Safety & Environmental Director

To ensure, so far as is reasonably practicable, that company H&S policies are observed and that all employees have adequate information, instruction, training and supervision on H&S matters and report to the main board on H&S issues.

### Health, Safety & Environmental Manager

To ensure, so far as is reasonably practicable, that company policies and procedures are met and that directors and branch managers are kept up to date with information, training and instruction. To report to the Health & Safety Director on Health, Safety and Environmental issues.

### Brand/Regional Directors

To be responsible for regional H&S policy implementation, with Branch Management. To assist the Health & Safety Manager in implementing company policies and procedures and pass on any information and instruction to branch managers.

### Branch Managers

To be responsible for H&S matters within their branch. To ensure that all company policies and procedures are adhered to. To undertake regular inspections and audits of their branch.

### Employees

To co-operate with management on Health & Safety issues and not to put their own or other person's safety at risk, by their acts or omissions. To report any defects or possible hazardous situations to their managers.

# HEALTH & SAFETY POLICY

## Grafton Merchunting GB Ltd

### 1. ORGANISATION AND RESPONSIBILITIES

The director of Health Safety and the Environment is responsible for implementing the company safety policy. The health & safety director will review the policy from time to time and if necessary make alterations as required in the light of changing legislation or the company's activities. Any changes will be published in a revised safety policy statement that will be given to all employees.

The health & safety director will have overall responsibility for all areas of branch safety, he will also be responsible for ensuring that the board remain up to date with companywide health & safety issues, including changes to legislation, accident statistics, major accidents and such other aspects as may be required including an annual audit & safety plan.

**HEALTH, SAFETY & ENVIRONMENTAL MANAGER** – The health & safety manager will ensure, as far as is reasonably practicable, that company policies and procedures are met and that directors and branch managers are kept up to date with information, training and instruction.

**BRAND/REGIONAL DIRECTORS** – Each brand/regional director is responsible for key areas of health & safety within their company/region. This will include ensuring that major items (capex and other high cost items) are dealt with in a timely fashion. While cost clearly has to be balanced against other priorities, it is essential that decisions do not expose the company or its employees to unacceptable risk.

**BRANCH MANAGERS** – Branch managers have day to day responsibility for the health & safety of all areas of their branch. Support will be provided by assistant managers, yard foremen and other such staff as may be appropriate depending on the size and nature of the branch. Their duties include ensuring that all areas of the health & safety manual are implemented.

### 2. EMPLOYEE'S RESPONSIBILITIES

Each employee has the individual responsibility for behaving in a safe manner and has a duty under the Health & Safety at Work Act to co-ordinate in using safe working practices and procedures at all times. Employees should be aware that they can be held responsible for their acts or omissions under the Health & Safety at Work Act. Employees may also be trained to undertake other duties related to health & safety. They need to ensure that they carry out their duties effectively and raise points of concern with their manager or other appropriate person.

### 3. DISCIPLINE

All employees having received a copy of the company's safety policy must accept their responsibility to co-operate in full in an effective operation and recognise the need to implement disciplinary action in appropriate circumstances.

### 4. VISITORS

It is our duty to ensure the safety of all visitors to any part of our business. Visitors must not be allowed to enter work areas where danger may exist unless they are accompanied by an employee of the company. Visitors are required to observe all our safety rules and comply with our safety instructions. Staff are asked to ensure that they do so.

### 5. ACCIDENTS AND FIRST AID

Trained first aiders shall carry out their duties in accordance with their training. They are available to treat anyone who is injured while at work, a notice showing the names of first aiders is displayed on the notice boards. All treatment given will be recorded in the accident record book by the first aider. The accident report will be faxed to Grafton Merchunting GB Health and Safety department - after which the Health and Safety department will advise on RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, - and where applicable will report the accident to the central RIDDOR office

### 6. FIRE AND EVACUATION

All fire exits are to be kept clear of obstructions and in good working order. Fire instructions are displayed on the staff notice board. They must not be covered over or defaced. On discovering a fire, raise the alarm and follow the company fire instructions. Empty or damaged fire extinguishers should be reported to the manager immediately who will arrange for them to be replaced or serviced without delay. Smoking is not permitted in the designated smoking area.

### 7. MATERIAL HANDLING

Employees are forbidden to lift, carry or move any load so heavy as to be likely to cause injury. They should not persist in attempting to lift any load that causes a feeling of strain, but should instead seek the assistance of a colleague. Lift trucks or other handling aids must be used wherever practical. Safety cutters have been provided and must be used to cut steel banding. Yard and warehouse foremen will ensure this is carried out.

### 8. PROTECTIVE CLOTHING

Working woodworking machinery and handling products such as bricks, paving stones, plaster, cement and glass may cause injury and employees must make use of the protective footwear, gloves, goggles and ear defenders provided. The department foreman and supervisor will ensure that protective clothing is issued and used as appropriate.

### 9. MACHINERY

Only trained and authorised persons who are in possession of a certificate of competence may drive a lift truck or loading shovel. No person other than the driver may ride on a lift truck. The driver is to remove the keys from the lift truck whenever he leaves the machine to prevent it being used by an unauthorised person and to reduce pollution. Delivery drivers who are not employed by the company are specifically forbidden from driving company owned lift trucks. Only trained and authorised persons may operate any of the woodworking machines. Staff must comply with the safe working procedures on the wall in the mill. Employees are reminded that machinery guards must be correctly adjusted and may only be removed when the machine is stopped and isolated for maintenance purposes. Unauthorised persons and the general public must be kept away from all machinery whilst it is working. Regulations state that all woodworking machines MUST be stopped before being left by the operator.

### 10. TOOLS AND EQUIPMENT

Staff should be aware that they must maintain their tools and equipment in safe working order and replace any item that is no longer safe. All company owned tools and equipment is to be inspected regularly by the foreman/supervisor and any item found to be defective should be taken out of service immediately and reported to the manager.

### 11. VEHICLES

Delivery vehicle drivers are asked to exercise care at all times in the company vehicles and to comply with the requirements of the Highway Code. Any defects to a company vehicle must be noted in the defect report log and reported verbally to the branch manager or transport manager at the end of the day. Special care is to be taken by drivers when on customer's property to ensure that no damage is done.

### 12. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Staff must be aware that certain products contain dangerous substances which may be harmful should they escape from their packaging. Care must be taken with all spillage to ensure that the residue is handled and disposed of in the recommended way.

### 13. ELECTRICITY AT WORK

All electrical appliances that belong to the company must be registered, inspected and tested on a regular basis. No electrical appliance is to be interfered with by the user. If it is thought that a piece of electrical equipment is faulty, it should be taken out of service and the department manager informed. Only a qualified electrician may carry out work on electrical circuits after first obtaining authorisation from the manager. Employees are not permitted to bring privately owned electrical appliances or equipment to work for use on company premises without first obtaining permission from the department manager.

Revised September 2008