

HEALTH & SAFETY POLICY

NOVOGRAF Ltd.

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GENERAL STATEMENT OF POLICY

NOVOGRAF regards the promotion of Health & Safety to be of prime importance for both management and employees within the company, understands fully it's responsibilities in this area and will carry out all that is reasonable to prevent personal injury to their employees. This duty will also extend to members of the public should they come in contact with the company and its products. This policy statement is produced using these objectives.

The Company will:

- Provide a safe system of work, which takes into account any statutory requirements and ensure that this is maintained.
- Ensure training and information is made available to allow employees to work in a safe manner.
- Provide all protective equipment/safety equipment to ensure safe working conditions. This protective equipment will be assessed as to its suitability.
- Ensure all managers and supervisors are aware of their responsibilities to allow for safe working.
- To review and update the policy every two years.

Employees must co-operate with this Health & Safety policy by:

- Taking reasonable care of themselves and others by working in a safe manner.
- Reporting to their supervisor any incidents, accidents, unsafe acts or near misses.
- Using the correct tools and equipment in a safe manner.
- Working with and complying to the company Health & Safety policy.

THE ORGANISATION:

Task:

Responsibility:

The overall responsibility for Health & Safety in **NOVOGRAF** lies with:

**Mr John Clark,
Operations
Director**

The responsibility for implementing, day to day supervision and monitoring of this policy lies with:

**Mr Alan Marshall
Implementations
Manager**

The responsibility to ensure all employees are kept informed regarding all risks to their Health & Safety lies with:

**Mr Alan Marshall
Implementations
Manager**

All Employees have a responsibility under section 7 & 8 of the Health & Safety At Work Act 1974 to take care of themselves and others.

All Employees

The responsibility for the under noted activities has been assigned as shown:

- Safety Training
- Safety & Accident Investigation (including near misses)
- Accident Reporting
- Emergency Evacuations

**Mr Alan Marshall
Implementations
Manager**

**Mr John Clark
Operations
Director**

**Mr John Clark
Operations
Director**

**Mr Alan Marshall
Production
Manager**

ARRANGEMENTS FOR SAFE WORKING

Task/Function:

Responsibility/Location:

ACCIDENTS:

First Aid Boxes are located:
Emergency Phone Number:
Report accidents/Near misses to:
Person responsible for reporting incidents:
Accident Book is located:

Print (Stores) and Finishing (Ink Laboratory)
Hairmyers Hospital (01355 585 000)
Mr Alan Marshall
Mr Alan Marshall
Mr Alan Marshall

GENERAL FIRE SAFETY:

Escape routes are checked weekly by:
Extinguishers checked yearly by:
Fire Alarms checked weekly by:
Fire Log Book is located at:
Fire drills are held:
Smoking is not permitted anywhere on the premises

Mr Jim Hughes
M & S Appliances
Mr David Anderson
At Fire Alarm Control Panel
Yearly (minimum)

ACTION TAKEN ON DISCOVERING A FIRE:

Set off the alarm, located at:
Call the Fire Brigade
If safe to do so, tackle the fire with:
If not, leave the building by:
Close all doors
Report to assembly points at:

All exits
Call 999
Portable extinguisher
The nearest exit
Behind you
Behind the **NOVOGRAF** sign, in the car park.

CONTROL of SUBSTANCES HAZARDOUS to HEALTH:

The COSHH Assessors are:
Hazard Sheets are located at:
MSDA Sheets are located at:
COSHH Assessments are located at:

Mr Alan Marshall/Mr Jim Hughes
The Ink Laboratory and COSHH Library
The Ink Laboratory and COSHH Library
Implementations Manager's Office.

SPECIAL TRAINING:

Forklift Driving Training is completed by:
Mechanical Handling Training is completed by:

Barloworld Handling Ltd
Barloworld Handling Ltd/**NOVOGRAF** Trained Staff

ELECTRICAL SAFETY:

Damage to equipment is reported to:
Electrical Faults are reported to:
Plugs/cables are checked by:
Electrical Equipment Checks are by:
Inspection & Testing is carried out:
New Equipment is recorded in:

Mr Eddie Guthrie , Production Manager
Mr Eddie Guthrie, Production Manager
The User
Current Approved Supplier
Every two years
The Production Manager's Office

ARRANGEMENTS FOR SAFE WORKING (Continued)

Task/Function:

Responsibility/Location:

PLANT MACHINERY SAFETY:

Daily checks are carried out by:
Forklift Truck is maintained by:
Machine Plant is maintained by:
Ventilation is maintained by:
All faults are reported to:

The Operator
Barloworld Handling Ltd
Supervisors/External Engineers
Current Approved Supplier
Mr Eddie Guthrie, Production Manager

PERSONAL PROTECTIVE EQUIPMENT:

Equipment available is:

Hard Hats
Safety Shoes
Coveralls
Safety Glasses

Supplied by Arco Ltd
Supplied by Arco Ltd
Supplied by Arco Ltd
Supplied by Arco Ltd

All Safety Equipment must be sign for.
Wearing of Safety Equipment is a mandatory requirement.
Staff not wearing PPE will be subject to disciplinary action.
Defective equipment is to be returned to the Production Manager for replacement.
New Staff will be instructed on wearing and maintaining PPE.
Any staff requiring a refresher course should see their supervisor.

ADVICE AND CONSULTANCY:

Notice Boards:

Canteen Notice Board/Departmental Notice Board

Local Health & Safety Executive Office:
Electrical Contractors:

Telephone: 0141 275 3000
Elliott Electrical.
Telephone (Office): 0141 772 5181
(Mobile): 07775 691548
GT Engineering
Telephone: 07732 921281

NOVOGRAF – COMPANY INSURANCE DETAILS

Employers Liability

Insurer	Fusion Insurance Services Limited
Policy Number	TRS0003203
Expiry Date	31 st January 2007
Limit of Indemnity	£10,000,000 any one occurrence

Public/Products Liability

Insurers	Fusion Insurance Services Limited
Policy Number	TRS0003203
Expiry Date	31 st January 2007
Limit of Indemnity	£5,000,000 any one occurrence
Excess	£500 each and every incident