



Doorpac Ltd

**Unit 2-12
Ranskill Court
Sheffield
S9 5FZ**

&

**Unit 8
Vantage Park
Sheffield Rd
Sheffield, S9 1RL**

HEALTH AND SAFETY POLICY

1.

HEALTH & SAFETY POLICY STATEMENT

DOORPAC LTD

The Managing Director and the Management of Doorpac Ltd recognise and accept their responsibility to provide a safe and healthy working environment.

This policy statement reflects this importance; to protect the health, safety and welfare of all Doorpac employees whilst at work, and any other persons who may be affected by its operations or activities.

Therefore Doorpac will:

- Comply with the requirements of the Health and Safety at Work, etc. Act 1974, subordinate legislation and other statutory requirements and relevant best practice
- Implement and maintain risk management procedures which are relevant and suitable for our risk exposure
- Encourage active participation, consultation and cooperation from all levels of the Company from senior management to employees in promoting and developing measures to improve health and safety, in so far as this is reasonably practicable
- Ensure all managers are directly accountable for the health, safety and welfare of their employees and provide adequate resources to meet this requirement
- Provide sufficient information, instruction, training and supervision to enable employees to work safely
- Continually seek to improve our health and safety performance

The Production Manager has specific responsibility for Health and Safety and will provide appropriate health and safety arrangements needed to ensure the Company achieves the goals contained within this Policy Statement.

All employees have a duty to take reasonable care of themselves and other persons who may be affected by their actions and to co-operate fully with the Company in all health and safety related matters. The successful implementation of this policy requires total commitment from all persons within Doorpac Ltd.

This Policy Statement will be monitored regularly to ensure that the health and safety objectives are achieved. It will be reviewed by the Managing Director, Production Manager and Health & Safety Manager annually and, if necessary, revised in the light of legislative or structural changes.

This Policy Statement and all revisions will be published by the Company and brought to the notice of all employees.

Signed by:



Michael Jenkinson

Managing Director

Date: 20th May 2026

2. ROLES AND RESPONSIBILITIES

2.1. The Managing Director

- 2.1.1. Shall ensure that there is an effective policy for Health and Safety for all the Company's activities.
- 2.1.2. Shall determine the principles, standards and organizational requirements to be observed in fulfilling this policy and ensuring that this policy is effectively implemented.
- 2.1.3. Shall give full support to this policy and to any person implementing it.
- 2.1.4. Shall ensure that necessary resources are made available.
- 2.1.5. Has ultimate responsibility on behalf of Company to ensure, so far as is reasonably practicable, that the requirements of the health and safety legislation and the Company Health and Safety Policy are adhered to and complied with.
- 2.1.6. Shall ensure that responsibility for safety is properly assigned and accepted at all levels.
- 2.1.7. Shall delegate such responsibilities to nominated employees, as appropriate.
- 2.1.8. Shall nominate the company's Competent Person. This will be an internal person(s) supported by external resource as required.
- 2.1.9. Ensuring that Health & Safety Management is effectively reviewed by Management.
- 2.1.10. Shall chair the Health and Safety committee.

2.2. The Health & Safety Manager (Competent Person)

- 2.2.1. Shall manage the company's Health & Safety files and records and maintain up to date plans, schedules and activity lists.
- 2.2.2. Shall be directly responsible for the establishment and maintenance of effective health, safety and welfare arrangements within the company.
- 2.2.3. Shall conduct a monthly departmental safety inspection with the Production Manager, post results and generate any corrective action for defects noted where required.
- 2.2.4. Shall collate accident and incident statistics and produce reports for the company.
- 2.2.5. Shall be responsible for ensuring reporting as required by the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013.
- 2.2.6. Shall be responsible for authorizing and publicizing written health and safety policies and procedures
- 2.2.7. Shall take appropriate action to ensure that health and safety control is integrated into the design and operation of new plant or equipment, or when production methods are revised.
- 2.2.8. Will ensure that all new plant is assessed prior to commissioning to ensure it is safe. Assessments and Safe Systems of Work will be produced prior to commissioning.
- 2.2.9. Shall ensure that all statutory tests and examinations of plant and equipment are carried out, as and when required, and adequate records are maintained.
- 2.2.10. Shall ensure suitable and sufficient assessments of risk in relation to maintenance activities have been conducted.
- 2.2.11. Responsible for the supply of fire-fighting equipment and ensuring it is maintained in good working order.
- 2.2.12. Shall ensure there are robust systems in place for the selection, control and monitoring of Contractors.
- 2.2.13. Shall ensure that any construction work and work in relation to the installation, commission, de-commissioning or dismantling of plant and equipment, complies with the requirements of the Construction (Design and Management) Regulations where appropriate.
- 2.2.14. Shall provide health and safety advice to the company and the Health and Safety Committee including changes in relevant legislation, Codes of Practice and Guidance.
- 2.2.15. Shall be present at the quarterly Health and safety committee meetings.
- 2.2.16. Shall liaise closely with the company's appointed consultants (Peak HSE Ltd).

- 2.2.17. Shall co-ordinate the Company's program of risk assessment in accordance with the management of Health & Safety at Work Regulations and other relevant statutory provisions, i.e. COSHH, Manual Handling Regulations, etc.
- 2.2.18. Shall advise on safety aspects with the support of external consultants of plant and equipment to ensure compliance with the Provision and use of work Equipment Regulations.
- 2.2.19. Approves and enforces all safety rules and regulations.
- 2.2.20. Is responsible for ensuring all plant equipment is maintained in accordance with the Provision and Use of Work Equipment Regulations.
- 2.2.21. Ensure Safe Systems of Work have been devised and implemented for Maintenance activities including Lock Out Tag Out procedures.
- 2.2.22. Shall ensure that accidents, occupational-related ill health and diseases and dangerous occurrences are investigated, and that accident and incident reports are completed and submitted promptly.
- 2.2.23. Shall ensure that there is adequate cover by first-aid trained personnel and that first-aid boxes are provided and maintained with adequate supplies.
- 2.2.24. Responsible for ensuring that the fire alarm system is properly tested at regular intervals and a record of the testing is maintained.
- 2.2.25. Shall liaise with the Health & Safety Executive and other enforcement bodies as required.
- 2.2.26. Is responsible for the instruction and supervision of contractors and sub-contractors whilst on plant, ensuring that they observe both relevant statutory requirements and Company Policies and procedures.

2.3. The Production Manager

- 2.3.1. Shall be closely involved with the development, communication and implementation of the Company's Health and Safety Policy.
- 2.3.2. Shall ensure that health and safety within the Company forms an integral and effective part of operational management.
- 2.3.3. Shall be present at the quarterly Health and safety committee meetings.
- 2.3.4. Approves and enforces all safety rules and regulations.
- 2.3.5. Shall ensure, so far as is reasonably practicable, that all people receive the necessary information, instruction, training and supervision to avoid risks to their health and safety. Agrees and authorizes training programs for all employees on health and safety and specific job training in safe methods of work.
- 2.3.6. Shall ensure, so far as is reasonably practicable, that the resources made available are deployed to meet health and safety requirements.
- 2.3.7. Ensures that adequate consideration is given to health and safety aspects in the planning, implementation and control of work activities, so that work activities will be carried out safely.
- 2.3.8. Shall ensure that safety audits and inspections are conducted in accordance with company policy.

2.4. Departmental Managers, Senior Team Leaders & Team Leaders

- 2.4.1. Should be fully familiar with the Company's Health and Safety Policy and understand and apply it within all areas of their responsibility.
- 2.4.2. Should ensure that all areas under their control are maintained in a condition that is safe and without risk to health and that any defective equipment or facilities reported are, where necessary, taken out of use until repaired or replaced or appropriate.
- 2.4.3. Shall ensure that their staff are aware of and operate in accordance with the Company's Health and Safety Policy, together with relevant policies and procedures.
- 2.4.4. Shall ensure that employees are aware of what to do in the event of an accident, fire or other incidents.
- 2.4.5. Shall ensure the competence and training of their employees in their Department to allotted tasks and ensure skills matrices are kept up to date
- 2.4.6. Shall ensure that safe working practices are used by all staff.
- 2.4.7. Shall support the nominated person(s) in the development and implementation of the Health and Safety Policy.

- 2.4.8. Shall ensure that all accidents, incidents and diseases are recorded and reported.
- 2.4.9. Shall ensure that all periodic inspections and checks are conducted and recorded in accordance with company policy.
- 2.4.10. Shall instill, by example, a positive safety attitude in all personnel under their supervision and ensure that this attitude is passed on to all employees.
- 2.4.11. Shall instill in all employees that they have responsibility for their own safety and the safety of others working with them.
- 2.4.12. Ensure that all necessary personal protective equipment is issued, maintained in good condition and used.
- 2.4.13. Ensure that good standards of housekeeping are maintained.

2.5. All Employees

- 2.5.1. Shall make themselves familiar with the Health and Safety Policy and be fully familiar with those arrangements that directly affect their activities.
- 2.5.2. Shall comply with Company policies, Works Instructions and Training Guides.
- 2.5.3. Shall at all times make full use of any appropriate personal protective equipment and safety equipment and devices provided.
- 2.5.4. Shall report to supervisory staff any accidents, incidents or dangerous occurrences, whether injury is sustained and any unsafe practices.
- 2.5.5. Shall report immediately any defects in plant, equipment or systems of work, any hazards or concerns to their Team Leader/Production Manager.
- 2.5.6. Shall accept individual responsibility:
 - (a) to take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions;
 - (b) to co-operate with the Company so far as is necessary to enable it to comply with its legal duties
- 2.5.7. Shall actively co-operate with other employees in conducting Risk Assessments, developing Work Instructions, Training Guides and investigations.
- 2.5.8. Shall not, intentionally or recklessly, interfere with or misuse anything provided by the Company in the interests of health, safety or welfare.
- 2.5.9. Shall ensure guards and other safety devices are maintained in good condition and that they are kept in position whenever the machinery is in use. Ensure that safety checks are undertaken before starting their machine and test any safety devices on the plant and machinery they are using for correct operation in accordance with Works Instructions and Training Guides.
- 2.5.10. Maintain good standards of housekeeping within their area.

2.6. Health and Safety Committee - Terms of Reference

- 2.6.1. To advise the Company on matters of Health and Safety Policy, and to recommend any action necessary to ensure the health and safety of staff, customers, visitors and members of the public.
- 2.6.2. To keep under review the Company's legal obligations and health and safety measures.
- 2.6.3. To oversee the implementation of the Health and Safety Policy and formally to review this every two years, or earlier if it is deemed necessary.
- 2.6.4. To consider summaries of accident reports and statistics from all areas of the Company.
- 2.6.5. To consider reports from Inspections, Audits and Consultants.
- 2.6.6. To distribute its Minutes to the Notice Boards for information.
- 2.6.7. Will meet quarterly.
- 2.6.8. The Membership of the Health and Safety Committee is:
 - Managing Director (Chair)
 - Production Manager
 - Health & Safety Manager
 - Senior Team Leaders
 - Representative employees

3. Arrangements

There are many hazards associated with the Company's activities. These include dangers associated with such things as moving machinery, transport, fire, handling, etc.

The health and safety program for the Company is aimed at the reduction of accidents and ill health. This can only be achieved by management having total commitment to the Company Policy.

The following pages detail the health and safety arrangements for the Company.

3.1.1 Risk Assessment

Health & Safety Management is based upon risk assessment. The application of risk assessment is proactive and is fundamental to creating a sound Health & Safety culture with the objectives of avoiding, preventing and reducing the risk of injury. The Company accepts this as part of good management and, through its management, identifies and assesses hazards in a systematic way, ensuring that appropriate measures to reduce/eliminate risk are taken quickly and effectively.

Risk assessments of all activities and operations should be formally recorded. Employees should be informed about the results of Risk Assessments and trained accordingly. Hazards and Risk assessments will be periodically reviewed to ensure that any changes in circumstances are speedily taken care of. A Risk Assessment schedule is maintained to ensure Assessments and Reviews have been conducted.

Actions from Risk Assessments will be stipulated in accordance with the Control Hierarchy and tracked to ensure suitable implementation. The Risk Assessment schedule and resulting actions are reviewed at the quarterly Health & Safety meeting and monthly Operations meeting.

3.1.2 Accident Investigation and Reporting

All accidents, incidents and dangerous occurrences, whether they result in injury or not, must be reported. All injuries suffered should be treated immediately by First Aiders. Management and Team Leaders are responsible for ensuring that treatment is received, securing the work area if necessary, and taking immediate action where possible to prevent a re-occurrence. All accidents, incidents and dangerous occurrences will be investigated and reported to the MD within 48 hours, with all relevant facts appertaining to the accident.

All accidents and incidents will be reviewed by the Health & Safety Committee and at the monthly Health & Safety Management Meeting.

It is necessary to have accurate statistics to help establish accident and injury causation. These are to be collected and used to establish trends and thereby direct action into certain areas or occupations as part of the overall continuing improvement in the health and safety program.

3.1.3 Consultation with Employees

Consultation on health and safety occurs at three levels:-

- a) Involvement and attendance at the quarterly Health & Safety Committee.
- b) Via the quarterly business update.
- c) Via ongoing discussion and collaboration between Management or Team Leaders and their teams on all aspects of our health and safety program.

All employees are encouraged to discuss health and safety matters with their Team Leaders and Management.

3.1.4 Training and Information

Risk assessment will identify the hazards and risks associated with the company's activities. In instances where hazards cannot be eliminated or designed out, the safest ways of carrying out activities will be analysed and incorporated into the relevant Training Guides and Work Instructions. Employees should be fully aware of hazards, risks and precautions associated with their activities.

Team Leaders and Managers are responsible for identifying training needs, and ensuring that employees are adequately trained to competence and that once trained continue to carry out the job competently. Training will be primarily through the use of the relevant Training Guides and Work Instructions, supported with additional training (eg external training courses) where necessary.

Skills matrices will be used to show which operators have been training, signed-off and authorised to carry out each task.

Team Leaders and Managers are responsible for ensuring that only operators trained, signed-off and authorised to carry out a task do so.

All new starters including agency staff will be given thorough induction training and assessed to ensure they are capable of working safely with the designated workarea.

Employees moving work area will also be given thorough induction training into the new area before working in that area.

The provision of suitable training for all employees is constantly reviewed by the Health & Safety Committee and Competent Person(s).

It is the aim of the Company to provide adequate information to all employees on all health and safety matters through joint consultation, informal discussions, use of notice boards, issuing of Health & Safety Policy, Safety Rules and Minutes of Safety Meetings.

3.1.5 Supervision

The company will provide an adequate and appropriate level of supervision for employees.

Team Leaders and Managers will be trained to ensure they have the skills necessary to implement the company's Health and Safety Policy.

Audits will be used by Managers and Team Leaders to monitor how effectively the company's Health and Safety policy is being implemented.

An annual audit will also be undertaken by the company's nominated Health and Safety advisor, again to monitor how effectively the company's Health and Safety policy is being implemented.

The company accepts the need to set objectives for Health and Safety and to measure its performance against these. It does this through review of accident statistics and audits. The findings from these measurements and other reviews result in improvement programmes, which are an integral part of the company's continuous drive to improve its Health and Safety.

Breaches of the company's Health & Safety Policy and Rules are taken very seriously and appropriate disciplinary measures, as outlined in the Employees Handbook, are taken by the management when breaches of the Health & Safety Policy occur.

3.1.6 First Aid

The Company will comply with the relevant first aid legislation and ensure that sufficiently trained personnel are available on site at any time during operational hours.

Initial and refresher training in first aid will be provided and these individuals will have access to appropriate equipment and facilities.

A list of first aiders and the location of the first aid box will be displayed within the workplace.

A suitably stocked first aid box will also be provided.

3.1.7 Emergency Procedures

The company will ensure plans and procedures are put in place in case of an emergency and relevant employees will receive appropriate training to ensure that these procedures can be undertaken effectively.

3.2.1 Occupational Health

The company will make the necessary arrangements to ensure that risks to the health of employees whilst at work are controlled so far as reasonably practicable.

Whilst additional requirements are required to meet the Control of Noise at Work Regulations and the Control of Substances Hazardous to Health Regulations, procedures will also be put in place to ensure appropriate preventative controls as well as appropriate health monitoring.

At induction Senior Managers will ensure a health screening questionnaire is full completed and this will be used to provide a base line for any current health conditions.

Production Managers will conduct health reviews at 3 months, 6 months and 9 months raising any concerns to the Manufacturing Manager or Health and Safety Manager as required.

The Health and Safety Manager will arrange health monitoring to be conducted annually by a designated external company. The results and any corrective actions will be added to the monthly H & S company review meeting. Any recommendations following referrals by the health monitoring company will be recorded and remedial actions documented.

The health monitoring will include audiometry testing, skin sensitivity, lung function and HAVS level 2 assessment, any changes in personal results will be reviewed and appropriate measures will be put in place to reduce the risks to the health of employees so far as is reasonably practicable.

The Health and Safety Manager will arrange dust and noise monitoring through Peak HSE as required under current legislation.

The Health and Safety Manager will arrange the annual LEV survey conducted by P & J Dust in line with current regulations. All results and corrective actions required will be published and reviewed under the current H & S audit review meeting.

All records of monitoring will be available for review and results published in line with current regulations.

3.3.0 Visitors, Contractors, and Employees with Special Considerations

The company has a responsibility to visitors to the plant and all invited visitors (i.e. customers, suppliers, etc) should report to the Reception, where they will be booked in, briefed and appropriate measures can be taken to ensure their safety on the plant. No visitors are allowed onto the plant unless they are escorted by a Doorpac Ltd employee and are wearing the appropriate personal protective equipment.

Uninvited visitors may also present a serious safety hazard, and when identified their presence must be reported to management.

All contractors carrying out work at Doorpac Ltd must be approved and should be working to a previously arranged Method Statement. They should be inducted to site procedures and made aware of the site rules.

Special consideration will be given to certain employees, which includes new or expectant mothers, young workers, or employees with disabilities and their special needs will be evaluated as required.

3.4.1 The Work Environment

The company is committed to providing a comfortable working environment and will provide adequate lighting, heating and ventilation. As well as ensuring the site is clean, suitably maintained, that employees can safely move around the site and have access to suitable welfare facilities.

All those at work in the Company are charged with maintaining their working area in a clean and orderly condition.

The importance of housekeeping in reducing accidents by slipping, tripping, falling and manual handling is recognised by the Company and appropriate procedures will be implemented to maintain high standards of housekeeping.

3.4.2 Display Screens

Some employees are designated essential VDU users as defined in the Display Screen Equipment Regulations (1992). The company will ensure that these employees are appropriately trained in accordance with these regulations, and that financial assistance is provided for eye tests and spectacles. Workstation Assessments are conducted, recorded and reviewed.

The Company's Policy for Display Screen Equipment, which meets the requirements of the legislation, informs users of the health risk, activities, ergonomics, work breaks, provision of eyesight tests and special spectacles, and gives information about assessments and training requirements. It is the responsibility of Departmental Managers to bring this information to the attention of all employees.

3.5.0 Electricity

The company recognises its duties under the Electricity at Work Regulations (1989) and has taken the following measures.

Only employees who have been trained, signed-off and authorised or suitable competent contractors are permitted to work on electrical equipment, no other person is permitted to repair or interfere with electrical equipment.

The fixed installation is inspected every 5 years by an external contractor.

Portable Appliances are tested annually and inspected regularly depending on the frequency and severity of use.

3.6.1 Fire Safety

Fire is always a risk in an industry where timber is present. A Fire Risk Assessment has been conducted and is regularly reviewed and updated.

The Company will carry out regular evacuations in accordance with its Emergency Procedure. An adequate number of Fire Marshalls will be appointed and trained.

All fire alarms, emergency lighting and extinguishers will be appropriately maintained and tested. Fire tours will be conducted as part of the monthly Management Health and Safety audit and weekly senior Team Leader Audit.

3.6.2 Dangerous Substances and Explosive Atmospheres

DSEAR Assessments will be conducted in accordance with the Regulations. This will include assessments of the storage and use of flammable liquids and gases. All flammable liquids and gases will be stored in accordance with guidance laid down by the Health & Safety Executive.

3.6.3 Smoking

Smoking is strictly prohibited in all internal work areas.

3.7.0 Gas

All gas appliances will only be maintained by registered engineers and serviced annually.

3.8.1 Harmful Substances

The Company will comply with the requirements of Control of Substances Hazardous to Health Regulations.

The Company recognises that the primary goal of these regulations is to eliminate hazardous substances from the workplace and, following a process of assessment, to reduce exposure by the application of hierarchy of control wherever reasonably practicable. The Company requires that, before hazardous substances are used, a sufficient assessment is made both of the risks to health arising from their use and of the precautions necessary to minimise those risks. The Company will maintain a database of all hazardous substances used, carry out risk assessments within the area of use and ensure employees are aware of any risks. Process generated hazardous agents will also be assessed.

Detailed procedures will be created to ensure the adequate assessment of all the substances and the application and maintenance of appropriate control measures.

The company recognises that its actions in respect of hazardous substances may also have an effect upon environmental and occupational health issues.

3.8.2 Asbestos

The company has carried out an asbestos survey and will keep an up-to-date register of known locations of asbestos, and maintain a plan of how risks from these materials will be managed. Any locations not surveyed will also be identified. The location and condition of any asbestos material will be made aware to any individuals who are likely to work on or disturb them.

3.9.1 Machinery, Plant and Equipment

The Company's activities involve the use of significant items of work equipment, such as plant and tools, pressure vessels and lifting equipment, etc. The company will ensure effective procedures are in place to manage this equipment in accordance with the requirements Provision and Use of Work Equipment Regulations.

PUWER Assessments will be conducted for all machinery. No new plant will be bought into service without an appropriate Assessment having been conducted. All guarding and safety devices will conform to relevant standards. Additionally, the arrival of new equipment into the workplace will be managed so that appropriate training and safe systems of work are in place before operations commence.

Guarding and safety devices will be subject to regular inspections as stipulated in the company procedure. Maintenance will be carried out in line with the manufacturer's instructions. A system will be in place to allow employees to report any damaged or faulty equipment. Procedures will be in place to ensure any maintenance work is done by a competent person and that it is carried out safely. Management will regularly inspect all plant and equipment to ensure it is maintained in a safe and proper state.

Training Guides and Work Instructions will be developed covering set up, operation, cleaning & maintenance for all work equipment.

All abrasive wheels shall be kept in good condition, having the correct disc or wheel and appropriate guarding and backing plates. Grinding wheels or abrasive discs shall only be fitted or changed by a competent person who has a certificate of training and competency and whose name is recorded in a relevant register.

3.9.2 Lifting Equipment

The Company will provide for all lifting equipment to be examined by a competent person annually and lifting tackle bi-annually. Procedures will also be in place to check all lifting tackle before use to ensure there is no damage which would be detrimental to its performance. All activities involving lifting gear must be under the control of a competent person.

All lifting appliances and lifting tackle brought onto the site must be in compliance with the current legislation. All personnel using lifting equipment must have appropriate lifting and slinging training.

3.10 Manual Handling

Whilst a range of mechanical handling equipment is provided a large number of tasks still involve manual handling.

It is the policy of the Company to comply with the Manual Handling Operations Regulations, which involves assessing tasks and taking measures to reduce or eliminate the need for manual handling wherever possible.

Where mechanical assistance cannot be provided, appropriate procedures and training will be given to safeguard the health of individuals.

3.11.0 Noise

In order to meet the requirements of the Control of Noise at Work Regulations, the company utilises an external consultant when required e.g. when there is a significant change to plant/ equipment/ exposure times.

The company's first priority is to design noise out at source. However by virtue of its operations this is not entirely possible and suitable personal hearing protection must be worn at all times where the appropriate signs are displayed.

All relevant employees also undergo audiometric testing every three years, or sooner if recommended by the audiometry specialist.

3.12.0 Personal Protective Equipment (PPE)

The company recognises its duties under the Personal Protective Equipment Regulations (1992) and will provide appropriate equipment and instructions in its use. All employees have a duty to wear the PPE provided by the

company as identified in Training Guides and Work Instructions or as identified in specific work areas.

All Personal Protective Equipment will be provided to employees free of charge.

3.13.0 Pressure Systems

In order to meet the requirements of the Pressure Systems Safety Regulations 2000, the company maintains a written scheme of examination. The written scheme of examination is written by a competent person and is updated after any modifications to the pressure systems.

The company maintains the pressure systems as required by the written scheme of examination, including any statutory examinations.

3.14.0 Radiation

Sources of radiation include UV and Infra-red light as well as lasers. The company will identify any sources of radiation through its risk assessments and the risks they pose. Once identified suitable control measures will be put in place.

3.15.0 Slips and Trips

Slips and trips are the most common cause of injury at work. On average, they cause over a third of all major injuries and can lead to other types of accidents, such as falls from height or falls into machinery.

In order to reduce the risk of injury from slips and trips, the company will through the use of its risk assessments, put appropriate procedures in place such as maintaining good housekeeping and reducing the use of trailing cables.

3.16.0 Vibration

The Company, through the use of its risk assessments will identify any employees that may be exposed to hand-arm vibration through the use of hand held vibrating tools or whole-body vibration.

Where exposure to vibration is considered significant, assessments of individual exposure will be created and brought to the attention of relevant employees. In these cases appropriate health surveillance will also be provided for such individuals.

Where possible the Company will seek to eliminate sources of vibration from the workplace. Where this is not possible then exposure to vibration will be reduced through the use of low vibration equipment, reduced exposure times or through other safe systems of work such as job rotation and regular break-taking.

3.17.0 Work at Height

The company recognises it's duties under the Work at Height Regulations and will through its risk assessments conduct assessments of all relevant activities. Controls will be stipulated taking into account the control hierarchy and where possible Work at Height will be avoided.

When brought onto site, Mobile Elevated Work Platform (MEWP) will only be used by trained and competent personnel. MEWP be subject to pre-use checks and will be serviced and maintained according to the manufacturers' instructions.

Where tasks require the use of harnesses and lanyards, these will only be used by suitably trained personnel as authorised on the training matrix. Harnesses and lanyards will be subject to monthly inspection.

Employees should not generally gain access to the back of Lorries. If access required then controls based on Risk Assessments should be in place.

All Ladders and Stepladders will be marked and subject to monthly inspections and only be used by trained and competent personnel.

3.18.0 Confined Spaces

In response to the Confined Space Regulations (1997) the company through its risk assessments will identify any potential areas.

A list of these designated & potential confined spaces will be maintained and procedures put in place to control access to these areas as required.

3.19.0 Workplace Transport

The company recognises the hazards associated with Lorries, forklift trucks and company vehicles and through its risk assessments will assess the risk posed by these hazards and will put appropriate procedures in place to reduce the risk.

Those operating and in the vicinity of Forklift Trucks can be placed at significant risk due to the incorrect use and/or maintenance of Forklift trucks. As a result, the Company will ensure that the forklift trucks are subject to operator inspections and routine maintenance. They will also be regularly serviced and inspected by a competent person. All operators will be formally trained and hold the appropriate certificates of competence. Only those operators as indicated on the training matrix are authorised to operate Forklift trucks.

The Company will hold copies of these certificates and refresher training will be provided.

Employees who do not hold the appropriate certificate of competence will not be permitted to operate the forklift truck.

Contractors bringing their own forklifts, mobile cranes, mobile platforms or other plant onto the site will only be able to drive them, when a valid appropriate certificate of competence is produced (license). These licenses will be photocopied and retained by Doorpac Ltd for their files.