



Health & Safety at Work Act 1974
HEALTH & SAFETY POLICY STATEMENT
January 2009

Technographic Displays Ltd
35 - 36 Boss Hall Road
Ipswich
IP1 5BN
Tel: +44 (0)1473 743500
www.technographic.co.uk

CONTENTS

1.	General Statement of Policy	3
2.	Responsibilities.....	5
3.	Obligations	5
4.	First Aid	6
5.	Fire Procedures	6
6.	Safety Training.....	8
7.	Visitors and Contractors	8
8.	Working on Customers' Premises.....	8
9.	Housekeeping and Premises Access.....	9
10.	Risk Assessment	9
11.	Personal Protective Equipment	10
12.	Workshop.....	10
13.	Electrical Equipment	11
14.	Hazardous substances –COSHH	11
15.	Computer Workstations	12
16.	Manual Handling Operations.....	12
17.	General Environmental Policy	13
18.	Advice	13
19.	Appendix 1 – Risk Assessment	14
20.	Appendix 2 – Material Use Hazard/Action	15
21.	Appendix 3 – FIRE PROCEDURE	16
22.	Appendix 4 – Manual Handling Operations	17

1. General Statement of Policy

- 1.1. Technographic Displays Ltd. is committed to maintaining a safe working environment for all its staff. The key elements of that commitment are contained in this policy statement.
- 1.2. Technographic Displays Ltd. recognises and accepts its responsibility as a good employer for ensuring, as far as is reasonably practicable, the health, safety and welfare at work of all employees and to ensure that the health and safety of visitors, contractors and the general public are not affected as a result of the Company's activities. This is fully in keeping with the requirements of the Health and Safety at Work Act 1974 (HSWA), and other relevant legislation.
- 1.3. Employees also have responsibilities. The Company expects everyone to take reasonable care to ensure their own safety and that of other people who may be affected by their acts or omissions at work. The Company also looks to its employees to co-operate with its Management Board, and professional and supervisory staff in achieving the Company's commitment to provide a safe and healthy working environment.
- 1.4. In meeting the Company's responsibilities required by Section 2 of the HSWA, and other relevant legislation, the Company has set the following specific objectives relating to health and safety and is committed to:
 - providing a safe working environment for everyone without risk to health;
 - providing all employees with appropriate and sufficient information, instruction, training and supervision to enable them to: avoid hazards, identify risks, understand how these risks are controlled and contribute in a positive way to their own safety and health at work;
 - providing full opportunities for employer/employee consultation on health, safety and welfare;
 - making suitable and sufficient assessments of the risks to health and safety as required by Regulation 3 of the Management of Health and Safety at Work regulations 1992 and other legislation, to keep clear and accurate records of all risk assessments and ensure they are reviewed on a regular basis or in the light of change;
 - ensuring safe means of entry and exit to all places of work;
 - ensuring a healthy working environment exists with adequate welfare facilities.

- 1.5. In order to provide a safe working environment, the Company relies on employees working together and effectively towards that end.
- 1.6. The Company has a good health and safety record. We must keep it that way. We will only achieve effective control and success of our policy through the co-operation and support of everyone who works here.

Signed,



Arthur Jackson
Managing Director
5th January 2009

2. Responsibilities

2.1. Overall and final responsibility for health and safety in the company is that of:

Arthur D R Jackson
Managing Director

2.2. Arthur Jackson is responsible for ensuring that the company's health and safety policy is brought to the attention of the employees in their respective departments and that appropriate training is undertaken as directed from time to time.

2.3. All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4. Safety rules and recommended work practices drawn up by the company or by the manufacturer of any equipment must be observed at all times.

2.5. Safety equipment and any safety devices provided should be used at all times.

2.6. Whenever an employee notices a health or safety problem or hazard which they are unable to put right, they must immediately advise the appropriate person named above.

2.7. Further information on the Health & Safety regulations is available from Arthur Jackson.

2.8. Employees working on a customer's site should abide by the customer's health & safety policy. If in doubt, always ask for clarification from their safety officer.

3. Obligations

3.1. The company has duties under the Health & Safety at Work Act 1974, to ensure the health, safety and welfare of its employees at work with particular reference to the provision of:

- safe plant and systems of work
- arrangements for the safe use, handling, storage and transport of articles and substances.
- safety training, a safe place of work with safe access/exit and
- a healthy working environment.

- 3.2. It also has similar obligations towards other persons who may be either on its premises or affected by its activities.
- 3.3. Employees also have responsibilities under the Act to take reasonable care of themselves and other persons affected by their actions, and to co-operate with their employer in the implementation of duties required by the Act.
- 3.4. The following rules and procedures are intended to ensure, so far as is reasonably practicable, that both the Company and its employees are fulfilling their respective obligations.

4. First Aid






- 4.1. It is the policy of the company to have a certified first aider on duty during normal working hours and arrangements are made for training in first aid to encourage employees to obtain certificates.
- 4.2. All accidents, however slight, to employees whilst they are at work and to all other persons on company premises must be reported immediately. Injuries should be recorded in the accident book.
- 4.3. The RIDDOR Regulations – (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) require that certain injuries, dangerous occurrences and prescribed diseases are notified to the Health & Safety Executive. Details of the incidents requiring reporting in this way are available from Arthur Jackson.
- 4.4. The person responsible for recording accident details and reporting incidents is Arthur Jackson
- 4.5. The first aider is Arthur Jackson
- 4.6. Local casualty department The Ipswich Hospital, Heath Road Wing, Heath Road, Ipswich, telephone 01473 702033
- 4.7. Telephone: Emergency 999
- 4.8. The accident record book is in the kitchen on top of the wall-cupboard by the First Aid Box

5. Fire Procedures

- 5.1. The procedure to be followed in the event of a fire is displayed on the company noticeboards and repeated in Appendix 3. From time to time there will be fire drills and these should be taken seriously by all personnel.
- 5.2. Fire extinguishers of various types are provided, please note the positions and their intended use.

5.3. Select the correct extinguisher by reference to the icons on the extinguisher.

Choosing a Fire Extinguisher

Class	Symbol	Type of Fire	Examples	ABC DRY CHEMICAL	BC DRY CHEMICAL	DRY POWDER	WATER	FOAM	WET CHEMICAL	HALOGENATED	CARBON DIOXIDE
A		Common combustibles	Wood, paper, cloth etc.								
B		Flammable liquids and gases	Gasoline, propane and solvents								
C		Live electrical equipment	Computers, fax machines (see note)								
D		Combustible metals	Magnesium, lithium, titanium								
K		Cooking media	Cooking oils and fats								

5.4. Location of extinguishers

Jonathan's room (front office)	1 off 2K CO2 + ID sign Fixed next to door
Simon R's room (middle office)	None, covered by corridor extinguishers
Simon B's room (back office)	None, covered by corridor extinguishers
Reception area / office	1 off CO2 + ID sign Fixed to wall next to door
Arthur's office	None, covered by corridor extinguishers
Office corridor	1 off Foam 9ltr + ID sign 1 off CO2 + ID sign Both fixed to wall, opposite Simon's office
Workshop (2)	1 off Foam 9ltr + ID sign 1 off CO2 + ID sign Both resting on stand
Loading bay and storage area	1 off Dry Powder + ID sign Next to shutter door
Kitchen	1 off Dry Powder + ID sign

	Fixed to wall by light switch
--	-------------------------------

Notes:

1. Jonathan's room has CO2 because of soldering and electrical work. The other offices are covered by the extinguishers in the corridor. This will need to be reviewed if room usage changes.
2. The stand in the workshop allows the extinguishers to be positioned in close proximity to any hazardous work such as welding.
3. With the partition walls, the extinguishers should only be fixed to the wall if this can be done securely. (i.e. to an internal support, and not the plasterboard.) If this cannot be done, it is acceptable for the extinguisher to stand on the floor.

5.5. Fire Exits: Fire exits must be kept clear of obstructions at all times.

6. Safety Training

- 6.1. It is company policy to provide all the training necessary to ensure that employees are able to do their job safely. No employees should be allowed to use any equipment or materials which may be dangerous or hazardous unless they have been instructed in the use and dangers, and the precautions taken.

7. Visitors and Contractors

- 7.1. All self-employed persons, visitors and contractors must abide by the company safety procedures.
- 7.2. The person being visited should advise the visitor as appropriate on their arrival.
- 7.3. If a contractor is to carry out work on site then a discussion needs to establish how any risks from their work can be avoided.

8. Working on Customers' Premises

- 8.1. All employees who work on a customer's site must be competent and able to work unsupervised. Employees working at customer's premises should abide by their Health & Safety policy. In addition to the statutory responsibilities employees must comply with site safety rules and any associated codes of practice relevant to the work being undertaken in respect of the contract. If in any doubt, always ask for clarification from their safety officer.
- 8.2. The company will appoint a company representative for each relevant contract who will be responsible for receiving safety documents and attending any meetings with the customer's

representatives at which the implications and extent of the health and safety requirements for the contract can be reviewed.

- 8.3. Employees must attend any required training sessions. Employees must ensure that all equipment taken on site is in good condition, complies with the relevant statutory requirements and is used safely.

9. Housekeeping and Premises Access

- 9.1. Employees should assist in keeping all areas of the workplace in a safe and clean condition and ensure that there is safe access to all areas at all times.
- 9.2. Cleanliness: The office and factory areas will be cleaned regularly.
- 9.3. Waste disposal: All waste bins will be emptied regularly. Any waste which might be considered hazardous if disposed of carelessly, must not be dumped or allowed to pollute water supplies or land.
- 9.4. Telephones: Materials are provided to enable employees to sanitise and clean their phones.
- 9.5. Safe stacking: All items are to be stacked so that they do not stick out beyond the supporting shelf. Steps should be used to reach upper shelves.
- 9.6. Gangways/Exits: All main gangways and Fire Exits are to be kept clear of obstructions which may cause a hazard or prevent access. Precautions will however be necessary when in areas not designated as gangways.
- 9.7. Roof: The main building is covered with asbestos sheeting and plastic panels. This is a fragile roof and is surveyed and maintained by specialists. Only people who understand the risks involved and the precautions to be taken – use of crawling boards etc. are allowed on the roof surface.

10. Risk Assessment

- 10.1. Every employer has to make an assessment of the risks to the health and safety of his employees and anybody else who may be affected by the business. These have to be recorded. The assessment of risks is a close look at what in the workplace could cause harm and then deciding whether precautions already being taken are sufficient or if further action can be taken.
- 10.2. A listing of the assessment is provided in Appendix 1.

11. Personal Protective Equipment

- 11.1. Although the company does try to reduce the risks to employees there are some operations where Personal Protective Equipment may be required. This is provided by the company in the form of protective clothing such as, overalls, gloves etc. and protective equipment such as safety goggles etc. for the use of employees.
- 11.2. Employees are urged to use the items provided and take particular care in respect of the following areas:-

EYES	<i>Hazard:</i> Chemical and metal splash, projectiles. <i>Choice of protection:</i> Goggles, spectacles
HANDS & ARMS	<i>Hazard:</i> abrasions, temperature extremes, skin infection. <i>Choice of protection:</i> gloves
FEET	<i>Hazard:</i> crushing, temperature extremes, <i>Choice of protection:</i> Protective footwear
BODY	<i>Hazard:</i> temperature extremes, adverse weather, chemical or metal splash, dust. <i>Choice of protection:</i> overalls, high-visibility clothing

12. Workshop

- 12.1. No machinery of any type should be used when working alone. The company is responsible for the condition of all tools and equipment. The user is responsible for reporting any deficiency to his superior.
- 12.2. The area is to be kept tidy at all times. All equipment should be used with due care and in accordance with the manufacturer's instructions adopting the appropriate working practices with attention being paid to:-
- the clamping and retention of a workpiece
 - overloading the equipment
 - overspeeding for the operation
 - loose clothing – avoid
 - long hair – tie back
 - use of goggles and gloves
- 12.3. All equipment in use is to be checked once a year and marked by: P Sharpin

13. Electrical Equipment

- 13.1. **Working alone:** If an employee is working alone, mains powered equipment must **NOT** be used with the covers removed.
- 13.2. **Electric Shock:** Action on what to do if someone gets an electric shock is contained in the First Aid book and Summary guide kept on top of the wall cupboard in the kitchen. Please read them.
- 13.3. **Plugs and Cables:** All power leads and multiple extensions are to be visually inspected, tested and marked once a year. Any frayed or damaged cables are to be replaced completely. Always use the correct plug and fuse rating.
- 13.4. **Portable Equipment:** A list of portable electrical tools and equipment is to be maintained. Each item is to be inspected, tested and marked once a year.
- 13.5. **Socket Outlets:** If for any reason a unit has to be powered with its covers removed, it **must** be connected to an supply outlet that is protected by a residual current circuit breaker. Plug-in RCBs are provided for this purpose. *Do not take risks.*
- 13.6. Sufficient socket outlets are provided for direct connection in most cases; if, however, a multi-way adaptor is required, always use a short extension lead with a multi-socket block.
- 13.7. **Outdoor use of Electrical Equipment:** Only battery powered or 110V electrical equipment is to be used outdoors.

14. Hazardous substances -COSHH

- 14.1. The COSHH regulations (Control of Substances Hazardous to Health) came into effect on the 1st January 1990. They provide a framework to help protect people in the workplace against health risks from hazardous substances.
- 14.2. Hazard sheets and manufacturers guidance notes provide useful information and are available for substances identified as a hazard.
- 14.3. All substances should be handled carefully and stored in accordance with the manufacturers recommendations.
- 14.4. **Flammable Materials:** Any flammable materials, paints, thinners, solvents, in regular use should be stored in the metal cupboard in the workshop. Anyone handling flammable materials should ensure that only the minimum quantity required is taken from the store. These should be returned as soon as practical and not left on benches.
- 14.5. **Hazard Sheets:** Hazard sheets for the substances that the company use are contained in a file in Arthur Jackson's office.

14.6. A list of hazardous materials currently in use within the company is provided in Appendix 2.

14.7. When new hazardous items are introduced, suppliers' hazard data sheets should be obtained and retained in the appropriate file and users advised of the hazard.

15. Computer Workstations

15.1. The Health and Safety (Display Screen Equipment) Regulations came into effect on the 1st January 1993. These regulations apply to employees who habitually use display screen equipment as a large proportion of their everyday job with the objective of removing, or reducing the risks.

15.2. Regulations require that all new workstation installations and display screen equipment must conform by the 1st January 1993, and all existing workstations must conform by the 31st December 1996. Users are encouraged to study the training information available on the subject.

15.3. Any user with eye problems should advise Arthur Jackson as eyesight tests are available at the expense of the company.

15.4. Users can help themselves by turning off the monitor when not in use and ensuring that the screen and the area around the workstation is kept clean and tidy.

15.5. All workstations are to be checked once a year to assess the risks arising from their use and to reduce those risks to the lowest level practicable.

15.6. A register will be maintained of workstations and users.

16. Manual Handling Operations

16.1. Employees are requested to make full and proper use of any handling aids and protective equipment provided. Exercise care and diligence at all times, giving consideration to others who may be affected by your activities. Employees should advise of any medical condition which might affect their ability to undertake manual handling operations.

16.2. Please study the manual handling notes shown in Appendix 4.

17. General Environmental Policy

17.1. It is the policy of Technographic Displays Ltd to conduct its operation in a manner that reflects a commitment towards the protection of the environment and compliance with all applicable environmental laws and regulations.

17.2. Although Technographic Displays is not a business which creates severe pollution problems, the Company is committed to:

- improvements in energy efficiency
- reduction in pollution
- the use of recyclable materials where possible

17.3. Company Measures

- re-use packing material and other items where possible
- recycle used paper
- limit use of toxic chemicals and where possible use non-CFC products
- ensure heating systems are regularly serviced
- turn off electrical equipment when not in use.

18. Advice

18.1. If further information on health and safety is required this is available from the enforcing authority:

Employer Medical Advice Service
Wren House, Hedgerows Business Park
Colchester Road, Chelmsford, CM2 5PF

Ipswich Borough Council
Occupational Health and Safety Section
Civic Centre, Civic Drive, Ipswich

18.2. First Aid training is provided through:

St John Ambulance County Headquarters Suffolk
Duckamere, Bramford, Ipswich
Tel: 01473 241500

19. Appendix 1 – Risk Assessment

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is necessary to control the risk?
Electric pillar drill in workshop	Technicians	Only competent personnel use the drill. Always use goggles. Always clamp the workpiece. Not to be used when alone. Electricity switch adjacent to drill. No loose clothing or jewellery	–
Electricity	All employees	Portable Appliance testing once per year. Use 30mA RCD when working with covers off. Do not work alone when covers off. Check regularly for loose/frayed cables	–
Falling material / obstruction in walkways	All who use walkways including delivery persons and visitors	Keeps walkway clear of obstructions. Do not stack items in a dangerous manner such that they could fall.	–
Fire	All employees	Do not leave soldering irons switched on when not in use. Fire extinguishers serviced by Firepower Ltd. once per year. Use electric heaters in accordance with their instructions. Do not store flammable / packaging material near sources of heat.	–
Sharp tools	Technicians	Depends on good practice of operators	–

20. Appendix 2 - Material Use Hazard/Action

Material	Use	Hazard / Action
ALL MATERIALS		REFER TO SAFETY DATA SHEET FOR DETAILED INFORMATION
Printed Circuit Cleaner Safewash 2000 / Saferinse 2000	Small batch quantities and modifications	Harmful by inhalation. Do not inhale spray. Ensure good ventilation. Protect eyes
Solder flux	Soldering	Irritating to eyes and lungs. Do not breathe fumes.
Paints	Refurbishing	Flammable, fumes must not be inhaled, need good ventilation.
Epoxy Resin	Adhesive	Irritating to eyes and skin. Do not touch the chemicals / use butyl gloves.
Bleach etc.	For domestic cleaning	Avoid contact with eyes, skin and clothing. Do not inhale.
Tipp-Ex	Correction fluid	Highly inflammable

21. Appendix 3 - FIRE PROCEDURE

In case of fire please ensure you observe the following:

- 1: Raise the alarm by shouting "FIRE!" to all your colleagues
- 2: Telephone the fire brigade on 999
- 3: Tackle the fire if safe to do so—do not take risks: if in doubt get out!
- 4: If you hear the shouted alarm, immediately cease what you are doing.
- 5: Leave the building by the nearest available exit.
- 6: DO NOT stop to collect personal possessions/ finish work, as this time delay may be extremely dangerous.
- 7: Where possible, close all doors and windows behind you.
- 8: Assemble in the car park.
- 9: Check that everybody is accounted for, including visitors.
- 10: Do not return to the building until you are authorised to do so.
- 11: DO NOT PANIC.

22. Appendix 4 - Manual Handling Operations

How to lift correctly

- Plan your lift before you start—where you'll grip it, where it's going, the path you'll follow and how you'll put it down.
- Lift the edge of the object to get an idea of its weight. If it's too heavy, get help or use mechanical assistance (The Genie Lift can lift loads up to 159kg).
- Rather than carrying heavy loads, use a trolley.
- Stand close to the load, feet firmly on the floor.
- Squat down—back straight, knees bent, stomach muscles tight.
- Grab the load firmly and make sure you can carry it before you start to move.
- Stand up slowly, lifting with your leg muscles and straightening your back as you stand.
- Hold the object close to your body.
- DON'T twist your body, while carrying a heavy load.
- Put the load down smoothly and slowly.