

Health and Safety Policy of

TER Calibration Ltd

Unit 1 Armstrong Point Wigan Manchester WN2 4AU

Index

- 1. General Statement**
- 2. Policy Objectives**
- 3. Ownership**
- 4. Issue**
- 5. Reviews Policy and Document Control**
- 6. Communication**
- 7. Changes Made to this Version**
- 8. Personnel**
- 9. Safety Training**
- 10. Workplace Inspections**
- 11. Work Equipment**
- 12. Personal Protective Equipment**
- 13. Third Party Equipment**
- 14. Manual Handling Operations**
- 15. Display Screen Equipment**
- 16. Control of Hazardous Substances**
- 17. Smoking**
- 18. Emergency Evacuation Procedure**

19. Accident Investigation & Reporting

20. Accident Procedure

21. Qualified first aid persons

22. Safety Rules

23. Working Environment

24. Walkways

25. Tool and Equipment Maintenance

26. Disciplinary Procedure

1. General Statement

It is the policy of **TER** Calibration Ltd. to comply with the present and future legislation of the 'Health and Safety at Work etc. Act 1974'. It is also **TER's** policy to provide and maintain a healthy and safe working environment on whichever site we are working. **TER's** health and safety objective is to minimize the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

2. Policy Objectives

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

TER Calibration Ltd. recognize and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of **TER** Calibration Ltd. will do all that is within its powers to ensure the health and safety of its employees, it is recognized that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of **TER** Calibration Ltd. will provide employees with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their supervisor or the Director of Safety. An effective health and safety program requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation that could jeopardize the well-being of himself or herself or any other person.

All injuries, however small, sustained by a person at work must be recorded in the accident book and/or reported to the company Health and Safety Officer or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

3. Ownership

This policy is managed by: -

Steve Hibbert

Capacity Branch Manager

Tel: 01942 882275

Fax: 01942 897958

Email: steveh@ter.co.uk

4. Issue

Document Name: TER HS Policy

Document File Name: TERHSPolicy15.docx

Issue Number: 15

Archive As: TERHSPolicy15.docx

Issue Date: 02/05/2024

Review By: 01/05/2026

5. Reviews Policy and Document Control

This policy is to be reviewed at least once a year and is updated at least every other year.

All policy reviews are to be signed off at a management meeting prior to being issued. In the event of an incident, change of legislation or a recommendation by an interested party then the seriousness of the all information will be weighed up by the policy owner. All non-serious changes will wait until the next scheduled review, those of moderate severity will be addressed at the monthly management meeting and for critical changes the management will arrange an emergency meeting.

The document will be named TERHSPolicy and will be in html and an active version will be copied to [T:\Directors\Policies\](#) also to T:\ITConfig\TERIntranet\Policies. All previous copies of the document will be archived and the relevant records added to the document management system. Archived documents will be stored in [T:\Company\Management\Archived.](#) The archived document will be named TERHSPolicy followed the review number.

When a document is archived all details relating to the superseded document and a record of the new document will be added to the DocumentManagement.htm found in the same folder.

All records of risk assessments will be stored in pdf format in the Risk folder in the same directory.

All changes to the policy will be duplicated in the document Section 6 under the heading of Changes Made to this review. The specific areas of change will be detailed along with the reasons for the change and the specific section of the document that has changed.

6. Communication

The management of **TER** Calibration Ltd. will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. **TER** Calibration Ltd. communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

7. Changes Made to this Version

Minor updates related to the location where the document is stored and broadcasted.

8. Personnel

The person with overall and final responsibility for health and safety in **TER** Calibration Ltd is the board of directors.

The person with the responsibility to ensure that this policy is understood and adhered to is the Health and Safety is the owner of the policy.

It is the responsibility of all **TER** staff to help maintain a safe working environment. This is done by identifying hazards and bringing the concerns to the notice of the company. If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

9. Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety program. It is essential that every worker in the organization is trained to perform his or her job effectively and safely. It is the opinion of the management of **TER** Calibration Ltd. that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held every Month or as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

It is the duty of the departmental manager to ensure that all persons within the department are adequately trained so as to meet the objectives of this health and safety policy.

10. Workplace Inspections

It is the policy of **TER** Calibration Ltd. to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Site Managers will conduct regular inspections of the workplace. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary

11. Work Equipment

It is the policy of **TER** Calibration Ltd. to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

TER Calibration Ltd. will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the wellbeing of persons in or around the workplace, will be restricted to authorized persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

12. Personal Protective Equipment

It is the policy of **TER** Calibration Ltd. to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work, will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by **TER** Calibration Ltd. will be properly assessed prior to its provision.

All personal protective equipment provided by **TER** Calibration Ltd. will be maintained in good working order.

All workers provided with personal protective equipment by **TER** Calibration Ltd. will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

TER Calibration Ltd. will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director of Safety.

13. Third Party Equipment

It is the job function for some of **TER** Personnel to handle, repair and service equipment used by third-party persons. It is ultimately the responsibility of departmental heads to ensure that the members of the department are adequately trained to undertake the departmental jobs.

14. Manual Handling Operations

It is the policy of **TER** Calibration Ltd. to comply with the law as set out in the Manual Handling Operations Regulations 1992

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

1. Mechanical devices rather than manual handling wherever reasonably practicable should always do lifting and moving of objects. The equipment used should be appropriate for the task at hand.
2. The load to be lifted/moved must be inspected for sharp edges, slivers & wet/greasy patches.

3. When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees should not attempt to lift/move an object that is too heavy to manage.
7. Where team lifting or moving is necessary, one person should act as coordinator, giving commands to lift, lower etc.
8. When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by the straightening of the knees, (not the back). These steps should be reversed for lowering an object to the ground.

15. Display Screen Equipment

It is the policy of **TER** Calibration Ltd. to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992. **TER** Calibration Ltd. will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work.

- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- VDU screen users will be allowed periodic breaks in their work.
- Regular VDU screen users on request will be provided with eyesight tests.
- Where necessary, VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.
- All VDU screen users will be given appropriate and adequate training on health and safety aspects of this type of work and will be given further training and information whenever the organization of the workstation is substantially modified.

16. Control of Hazardous Substances

It is the policy of **TER** Calibration Ltd. to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 1994.

- A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers' health and safety guidance and our own knowledge of the work process.
- **TER** Calibration Ltd. will ensure that exposure of workers to hazardous substances is minimized and adequately controlled in all cases.
- All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.
- Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

17. Smoking

Smoking is prohibited in all areas of the workplace.

18. Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point. The designated assembly point for each department are:

Department Assembly Point :- Main Car Park

Practice fire drills will be conducted every Month to ensure employee familiarity with emergency evacuation procedures.

19. Accident Investigation & Reporting

It is the policy of **TER** Calibration Ltd. to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

TER Calibration Ltd. see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the Director of Safety or a person appointed by the Director of Safety detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analysed by the Safety Committee (the Branch Safety Manager, Senior Management and relevant safety personnel) who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

20. Accident Procedure

First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.

All company vehicles carry standard first aid kits due to amount of time spent in vehicles. One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

21. Qualified first aid persons are:

Name	Department	Extension number
Janet Gaskell	Engineering Administration	228

The Branch Safety Manager is responsible for reporting all cases of accident and disease and for appropriately escalating relevant issues to the company senior management.

Accident records are compiled and stored by the Branch Safety Manager.

The Branch Safety Manager is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

While working On-Site the persons involved will make themselves aware of the first aider.

22. Safety Rules

General

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.

- 2.** All employees shall immediately report any unsafe practices or conditions to the relevant authority.
- 3.** Any person under the influence of alcohol or any other intoxicating drug that might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the job.
- 4.** Horseplay, practical joking or any other acts, which might jeopardize the health and safety of any other person, are forbidden.
- 5.** Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardize the health and safety of that person or any other person.
- 6.** Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- 7.** All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
- 8.** No worker should undertake a job that appears to be unsafe.
- 9.** No workers should undertake a job until he or she has received adequate safety instruction and is authorized to carry out the task.
- 10.** All injuries must be reported to the Branch Safety Manager or a delegated representative.
- 11.** Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Director of Safety.
- 12.** Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- 13.** No employees should use chemicals without the knowledge required to work with those chemicals safely.
- 14.** Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
- 15.** All employees are expected to attend departmental safety meetings.

23. Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

24. Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet, it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.

25. Tool and Equipment Maintenance

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in good and safe condition. Any tools or equipment that is in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.

4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

26. Disciplinary Action

Although **TER's** intention is to help employees with substance abuse problems, we will take disciplinary action, including dismissal and inform the police where appropriate, for the following offences:

- Possessing, using or selling illicit drugs on **TER** premises or at any other event when representing **TER**
- Working under the influence of alcohol such as to impair performance or conduct; drinking alcohol on **TER** premises other than when authorised by management
- Being under the influence of alcohol, drugs or other prescribed substances, which impair performance or conduct whilst at work (including attending any event, whether social or otherwise at **TER** premises or elsewhere)

If an employee refuses to accept referral to specialist help, we may initiate disciplinary action.

If you relapse into dependency after the course of treatment has been completed, you may be given the opportunity to take further treatment. If this help is refused or your performance or action is unacceptable, disciplinary action will be taken.

Rehabilitation

Management are responsible for monitoring the performance and health of employees who have undergone successful treatment for an alcohol or drug problem.