

John Preston & Co

HEALTH & SAFETY POLICY

(in accordance with the Health & Safety at work (NI) order 1978

1) General Statement:

John Preston & Co (Belfast) Limited are committed to health and safety . We take every precaution possible to protect our employees , contract workers , visitors & the general public in order to ensure their safety whilst upon these premises.

2) Organisation:

Health & Safety officers for the company are Carole Forsythe & Chris Cooke
First Aid arrangements are organised by Chris Cooke
Servicing and general upkeep of fire equipment , forklift, motorised hand pallet truck and 7.5 tonne lorry is organised by Chris Cooke
The general store, office and grounds are attended to by everyone , but in particular Chris Cooke , paying attention to dangerous objects , slippery floors , loose wires , high pallets , unstable pallets and general state of tidiness.

3) Arrangements:

Fire: in the event of fire anywhere on the premises, everyone should be notified and get outside immediately congregating at the meeting place which is the footpath by the foot-gate to these premises- the emergency services should then be called if required.

- There are fire extinguishers placed in strategic locations around the offices and the warehouse. Detailed as follows:

Office:

x 1 2 kg CO2 on the central free standing wall (facing entrance).

Entrance hall:

x 1 3 litre water , located left of the outer entrance door as you are coming in .

Warehouse :

X1 6 litre foam , located to the left of the maintenance desk.

X1 9 litre foam , located to the left of the main shutter door.

X2 9 litre foam , located to the left of the foot door to the store's rear.

X1 2 kg CO2 , located to the right of the foot door to the store's rear.

Emergency exits:

Office , main exit and store exit .

Warehouse: 3 exits: through the office front doors , through the main warehouse door or the emergency foot door at the further end of the warehouse.

Personal Accident:

if anyone is injured on the premises – a representative of the firm should take the injured person to hospital for examination or treatment.

Then the incident should be recorded in the accident book, which is located in the main fireproof safe.

Office workstations:

The company provides a suitable work area with a fully supportive chair for each employee. Computers are positioned correctly so that the employee is not straining his or her neck. Attention is paid to the length of the cable from the mouse and the keyboard to the computer so that the employee can locate these items where is suitable for them to be comfortable. Loose cables are kept behind the desks to avoid any falls.

Warehouse:

- The company provides steel toed over ankle boots for its warehouse workers.
- The company has had fitted to the forklift a flashing beacon and reversing siren as well as flood lights for use in lower light periods.
- There are 3 exits from the warehouses in case of fire as described under fire.
- Forklift drivers are trained by professional bodies.

Ice & Snow:

The company provides salt to grit the walking paths to the office from the car park and the gate.

First Aid :

There are two first aid boxes one at the maintenance desk in the warehouse. One on top of the two fireproof safes in the central office.

Mrs Carole Forsythe, Office Manager, is trained in First Aid.

Power cuts :

In case of a loss of power during darkness , there is a torch provided which is located on top of the 2 fireproof safes in the central office.

Protective suits:

The completed supplies protective suits, gloves and boots for those involved in the cleansing activity.

Electrics:

The company check the electrical appliances every five years, the last check was completed in July 2003 .

Manual Handling :

The company aims to reduce the risk of injury in its operations as far as is practically possible in the following manner:

The company has 2 hand pallet trucks, 1 motorised hand truck and an electric fork lift. All goods are delivered on pallets and are mainly shipped out on pallets.

Any items which are delivered and shipped out as loose cartons are less than 25 kilos gross.

Whilst loading the cleansing products onto our transport if there should be an item over 25 kilos the two people loading the truck will either lift this item together or use the motorised tail lift on the rear of the lorry provided by the company.