



OPUS INDUSTRIAL SERVICES LTD

HEALTH & SAFETY POLICY



INTRODUCTION

Section 2(3) of the Health and Safety at Work Act 1974, requires each Company to prepare and where appropriate to revise a written statement of general policy with respect to the health and safety at work of its employees, and the organisation or arrangements in force for carrying out the Policy and to bring the Policy statement to the notice of all employees. This document contains the policy statement of Opus Industrial Services Ltd and applies to all locations

STATEMENT OF INTENT

Opus Industrial Services intention is to provide and maintain a healthy and safe working environment for all its employees and for others who work or visit the organisations premises. As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon Opus as the employer under the Health & Safety at Work Act 1974 and accompanying regulations.

Opus considers the HSE guidance to be the minimum standard applied to all operations and locations.

The Company is also committed to continuously improve health and safety throughout our activities. The health and safety of the Company's employees, all those likely to be affected by our operations and the protection of Company assets is the responsibility of the management; Health & Safety is paramount.

OBJECTIVES

This policy has four principal objectives:-

- To set out the separate and distinct responsibilities that together underpin our shared commitment;*
- to have in place effective arrangements to protect employees, customers and the general public against risks to injury or poor health arising out of the operations carried out within our companies; and*



OPUS INDUSTRIAL SERVICES LTD

HEALTH & SAFETY POLICY



- *To encourage all Opus sites to seek continuous improvement in their health and safety processes and in health and safety performance, and to share good practice with one another. There is no point at which it is acceptable to stop trying to improve our health and safety practices and performance.*
- *The requirements of the Health & Safety Policy are communicated to all employees and the involvement of all individuals within Opus Industrial Services in the management of health & safety is actively promoted through effective consultation and involvement.*

It is our personal responsibility – every one of us, whatever our position – to recognise the importance of managing effectively those health and safety risks associated with our activities. These risks must be identified and early action taken to avoid or minimise them. Overall responsibility for putting into place suitable arrangements to control effectively operational risks rests with the Managing Director & Directors of Opus Industrial Services Ltd.

Opus Industrial Services Ltd will support the delivery of that responsibility. Appropriate resources will be available, as necessary, to support continuous improvement by:-

- *Setting a list of objectives which sets challenging actions for the company.*
- *Employing methods to measure performance in the management of health and safety;*
- *Refining effective levels of communication on health and safety issues across our operations;*
- *Requiring sites to keep under active review the approach to the management of health and safety and to employ recognised and modern practices and procedures;*
- *Providing appropriate funding and resources;*
- *And enabling the provision of appropriate training to enable the health and safety management process to function effectively.*



OPUS INDUSTRIAL SERVICES LTD HEALTH & SAFETY POLICY



Periodic audits will be undertaken utilising resources from inside or external to Opus Industrial Services to monitor the effectiveness of this policy.

The Directors shall review this policy and associated Management System, periodically taking action if necessary to ensure its effectiveness and compliance with changes in the nature of Opus Industrial Services Ltd operations and structure, legislation, best practice and procedures.

Neil Kerr
Managing Director
3rd December 2011



OPUS INDUSTRIAL SERVICES LTD

HEALTH & SAFETY POLICY



ORGANISATION & RESPONSIBILITIES

The Directors are responsible for:-

- Formulating and Implementing the Policy.
- Ensuring compliance with statutory requirements.
- Designating responsibilities within OPUS and allocating appropriate resources.
- Ensuring the Policy is implemented.
- Ensuring that the process of hazard identification, risk assessment & control is implemented and supported by the appropriate accident investigation.
- Ensure that the health of all persons is not adversely affected by any activity, operation or process under their control and ensure that any applicable health surveillance is undertaken.

The Health & Safety Manager is responsible for:-

- Initiating & devising procedures and systems.
- Communicating Safety issues throughout OPUS.
- Identifying resource requirements.
- Implementing audit & review procedures.
- Co-ordinating the risk assessment & incident review process.
- Liaison with advisory bodies for competent advice.
- Ensuring that appropriate training needs are implemented.
- Providing advice, administration and development of site Health and Safety.
- Monitoring and feedback on Health & Safety standards.
- Ensuring the accurate recording and appropriate investigation of accidents and ill health.

ORGANISATION & RESPONSIBILITIES Cont'd

Our Contracts Managers are responsible for:-

- Ensuring the Policy is implemented at the site under their control.
- Make provision for adequate welfare facilities, protective clothing and equipment and first aid relevant to the work place under his control.
- Ensuring Risk Assessments and Method Statements are in place and communicated to Employees.
- Ensuring The Competency of Employees is suitable and sufficient for the work in hand.
- Ensuring adequate information, training and supervision is provided to all Employees.
- Ensuring that all Employees are inducted to Opus company procedures.
- Ensuring that Supervisors are suitably informed to carry out their specific responsibilities.
- Ensuring that regular Health & Safety Audits are carried out in line with company procedures
- Ensuring that all accidents and incidents are reported immediately to a Director or to the Health & Safety Manager.
- Ensuring that Health & Safety policies relevant to local conditions are prepared, published and regularly reviewed.

Our Site Supervisors are responsible for:-

- Understanding their Health, Safety & Welfare responsibilities, implementing standards & systems to avoid unnecessary risks, dangerous occurrences, preventing accidents, LTA's and illness.

All Employees have a responsibility to:-

- Take reasonable care for the Health and Safety of themselves and others they may affect.
- Co-operate with OPUS to enable it to comply with statutory requirements.
- Avoid interference or misuse of anything provided in the interest of Health, Safety & Welfare.
- Use procedures, equipment and substances according to training & instructions given.



OPUS INDUSTRIAL SERVICES LTD

HEALTH & SAFETY POLICY



- Inform their manager of situations which may present a serious and imminent danger or any shortcomings in Health & Safety arrangements.
- Inform their Supervisor of any accidents, incidents or near misses immediately.
- Refrain from horseplay and the abuse of the welfare facilities.

HEALTH & SAFETY COMMUNICATION

This Policy and information on its supporting arrangements is communicated to the business at all levels. Consultation and dialogue with OPUS employees or others affected is achieved through the use of Safety Committees, Safety Bulletins, Notice Boards and other arrangements as appropriate.

HEALTH & SAFETY CONSULTATION

Employee Consultation

Suggestion or comments on ways in which our health and safety performance can be improved are actively encouraged and all suggestions will be considered at the regular Health & Safety committee. Regular on site tool box talk sessions are carried out to encourage employees consultation on health and safety matters and issues raised at such meetings are brought to the attention of the Health & Safety Manager and at the Health & Safety Committee meeting.

Employees will be consulted regarding:-

- the introduction of any measure affecting the health and safety of employees
- the arrangements for nominating/appointing competent persons
- health and safety information for employees;
- planning and organisation of any health and safety training;
- the introduction of new technologies into the workplace.

Detailed arrangements for employee consultation are contained in the health & safety management system.

IMPLEMENTATION OF POLICY

Standards of occupational Health and Safety are those determined by either legislative requirements or the Company. The latter may be more stringent than those required by law. The OPUS Business Management System provides the detail arrangements for implementation of our policies, namely:-

- Specifically detailing responsibilities and competence at all levels from the Directors to individual employees.
- Identifying the process of consultation with and engagement of the workforce.
- Specifying training required in order to achieve the necessary levels of competence of both managers and operatives.
- Defining Safe working methods & procedures, including hazard identification, risk assessment & implementation of controls.
- Defining auditing / review processes and procedures.
- Defining systems for recording, investigation & analysis of accidents, ill health and dangerous occurrences.
- Specifying procedures for inspection, maintenance, repair and safe use of equipment.
- Specifying procedures for action in an emergency, minimising the risk to persons and property.
- Defining guidelines for the provision of welfare facilities for employees working away from OPUS Head and Regional Offices.

PLANNING AND REVIEW OF HEALTH AND SAFETY

The planning and review of this Policy and its supporting arrangements is a result of:-

At Company Level

- The setting of Health and Safety targets and objectives the business.
- Inclusion of Health, Safety and Welfare issues during regular management meetings.



OPUS INDUSTRIAL SERVICES LTD

HEALTH & SAFETY POLICY



At Site Level

- The setting of site specific Health and Safety targets and objectives.
- Inclusion of Health, Safety and Welfare issues during regular management meetings.
- Quarterly Health & Safety committee meetings.
- Inclusion of Health & Safety in personal performance reviews.

MONITORING THE POLICY

The implementation of the policy and its effectiveness is continuously monitored at all levels within the organisation through:-

- Review of accident and ill Health records.
- Site Performance Audits and the actions plans arising.
- Site specific audits / checklists programmes and hazard reports.
- Review of Managers and Safety Committee Meetings Minutes.
- Review of consultation with Employees.
- Review of training and competency.

COMPETENT ADVICE

The Health and Safety Manager are responsible for:-

- Maintaining the OPUS Business Management System.
- Assisting in defining the standards for Health, Safety and Welfare.
- Advising on future needs and development.
- Providing technical information and support.
- Auditing / Monitoring of performance and publication of company benchmarks.
- Assisting in the identification and facilitation of Training as appropriate.

ARRANGEMENTS FOR HEALTH & SAFETY

RISK ASSESSMENT

Opus is required by the Management of Health & Safety at Work Regulations 1999 to assess significant risks associated with its operations. The assessment of the risks to the health and safety of It's 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 suitable and sufficient or if further action can be taken.

WORKING AT HEIGHT

The working at Height Regulations require the following to be observed in relation to identifying the hazard, assessing the risk and developing the controls required for working at height.

ORGANISING AND PLANNING

To ensure that the task is properly planned, appropriately supervised and carried out in a manner, which is as far as reasonably practicable safe.

- To include the selection and provision of suitable work equipment.
- Consideration of environmental factors.
- Planning for emergencies and arrangements for personnel rescue.



OPUS INDUSTRIAL SERVICES LTD

HEALTH & SAFETY POLICY



ACCIDENT REPORTING

Opus Industrial Services will comply with the requirements of RIDDOR 1995. Full details and documentation and reporting of occurrences are contained in the Health & Safety Management System. All staff must report all accidents; injuries work related diseases and dangerous occurrences however small, to the Health & Safety Manager or Director within one working day of the event. Near misses must also be reported to the health and safety Manager or Director.

WELFARE FACILITIES

Opus has a duty to equip where required all sites with adequate welfare facilities. Refer to Welfare Facilities policy.

FIRST AID FACILITIES

Opus has a duty to ensure that first aid provision is provided in accordance with the Health & Safety First Aid Regulations 1981. Appointed certificated first aiders are displayed upon notice boards throughout the premises.

A first aid kit is displayed in the training school workshop, offices and kitchen.

In the event of a serious accident, injury or ill health where the casualty requires admission to a hospital accident & emergency department you should contact the ambulance service.

SAFE HANDLING & USE OF SUBSTANCES (COSHH)

Hazard sheets and manufacturers guidance notes provide useful information and are available for substances identified as a hazard. All substances should be handled carefully and stored in accordance with the manufacturers recommendations.

Managers should do assessments on any substances in use (e.g. adhesives, paints, cleaning agent, solvents) and substances generated from work activities (e.g. dust, fume, vapour) and identify any health risks. If there is a risk steps should be taken to remove or control the risk. When new hazardous items are introduced, supplier's hazard data sheets should be obtained and retained in the COSHH Register and users advised of the hazard

TRAINING

We have a responsibility under Section 2 of the Health and Safety at Work etc. Act 1974, where it requires an employer to provide whatever information, instruction, training & supervision as it is necessary so far as reasonably practicable the health & safety at work of its employees.

Furthermore, under the Management of Health & Safety at Work regulations is required to identify situations where training is particularly important e.g. where people start work or exposure to a new or increased risks and where existing skills may have become rusty or requiring updating.

FIRE AND EVACUATION

A fire risk assessments has been carried out and an Emergency Plan published which is posted in each office and workshop areas. This identifies escape routes, and alarms points. Alarms and emergency evacuation procedures are tested regularly.

The procedure to be followed in the event of a fire is displayed in each room

In case of fire please ensure you observe the following:

- operate the nearest fire alarm;
- make sure everybody knows about the fire – shout!
- ensure the fire brigade is called;
- attack the fire with a suitable extinguisher if it is safe to do so;
- do not stop to collect personal items, your safety is paramount;
- evacuate the building;
- Report to the assembly point;

do not re-enter the building until informed it is safe to do so



OPUS INDUSTRIAL SERVICES LTD

HEALTH & SAFETY POLICY



WORKING IN CONFINED SPACE

All work to be carried out under OPUS Standard Operating Procedure; SOP60-HS, Confined Space Safe Working Procedures.

CONFINED SPACE RESCUE

All work to be carried out under OPUS Standard Operating Procedure; SOP62-HS, Confined Space Rescue Safe Working Procedures.

WORKING WITH ASBESTOS

All work to be carried out under OPUS Standard Operating Procedure; SOP44-HS, Control of Asbestos Safe Working Procedures.

SMOKE FREE POLICY

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke. It is company policy that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

MANUAL HANDLING

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.

Please study the manual handling notes below.

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.
- 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; bend your legs and let them do most of the work.

DISPLAY SCREEN EQUIPMENT

Opus will undertake assessment of the display screen equipment workstations and reducing risks to Health & Safety of Users and Operators. These regulations apply to employees who habitually use display screen equipment as a large proportion of their everyday job. 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.



OPUS INDUSTRIAL SERVICES LTD

HEALTH & SAFETY POLICY



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

WORK AREAS

The following standards should be applied to all work areas:-

- Floor areas, passageways and corridors are kept free of obstructions.
- Fire exit routes doors and fire-fighting equipment are always kept free of obstructions. All fire doors should remain closed and not wedged open.
- The floor around and underneath workstations is to be kept as far as reasonably practicable clear of papers, files and personal items so as to ensure adequate cleaning and so as not to cause any hazard or associated risk of fire and/or electric shock and burns.
- Papers, files nor any other objects or materials should not be stored on top or around electrical equipment as to obstruct or reduce necessary ventilation requirements.
- The top of high cupboards or filing cabinets are to be free from heavy times so as not to cause manual handling or fall/collapse hazard.
- The weight in filing cabinets and shelves is to be evenly distributed.
- Absolutely no running on the premises.
- Faults and hazards are to be reported to the Office Manager or Health & Safety Manager as soon as reasonably possible.
- All Display Screen Users will use window blinds as provided so as to ensure the reasonable reduction of glare and direct sunlight to the screen and workstation surface area.

WORK EQUIPMENT

- Any work equipment shall comply with the European Directives. This applies to all equipment bought since 1992. Manufacturers commonly fix a CE mark to the equipment as a sign of compliance to European requirements.
- Any work undertaken using the equipment should be in accordance with manufactures' specifications and instructions.
- Work equipment should be maintained in an efficient state in efficient working order and in good repair.
- All defects should be reported immediately.
- Electrical equipment shall be PAT tested and labelled to identify valid test date. All PAT tested equipment shall be recorded.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Opus is responsible for ensuring that where risks cannot be controlled by other means an assessment will be carried out to ensure the appropriate PPE is provided to employees who may be exposed to a risk to their Health & safety.

REPORTING HEALTH PROBLEMS

- All employees have a duty to inform Opus of any health problem including contraction or contact with infectious diseases that may affect your ability to carry out your work safely. Any health problems should be reported to your Manager or Health & Safety Manager.



OPUS INDUSTRIAL SERVICES LTD

HEALTH & SAFETY POLICY



PREGNANT WOMEN AT WORK

- Opus must take particular account of new and expectant mothers when assessing the risks in the work place.
- This guidance covers a woman who is pregnant or who has given birth or miscarried in the last six months.
- Opus shall carry out a risk assessment and any necessary control measures put in place to protect her Health & Safety.

YOUNG PEOPLE AT WORK

- Opus organisation shall assess the risks to young person's working on site or at Opus Head Office. All people under the age of 18 years are considered to be young people. The regulations also prohibit certain types of work and extend the duty of the employer to provide agents of school age children under the age of 16 with information on the risks they face at work and the control measures in place. All staff intending to employ a young person should inform the Health & Safety Manager to ensure the appropriate Risk Assessment is conducted before the employee starts work. In all cases supervision by a competent person shall be provided.

DRUGS AND ALCHOL

- Selling, purchasing, using, possessing or being under the influence of any controlled substance without medical authorisation during the working day on Opus premises or while conducting Opus business is inconsistent with the Opus business interests and will be grounds for disciplinary action up to and including termination.

MOBILE PHONES

- The organisation has adopted a suitable and sufficient policy in respect of the use of mobile phones specifically for use outside the premises. At commencement of employment all mobile phone users including potential users are instructed that under no circumstances whatsoever (reasonable practicable) will mobile phones be used when in control of any vehicle whereupon the user is in control of a vehicle. The only exception being with a vehicle having been fitted with a suitable fully automated hands free system.

HEALTH & SAFETY OF VISITORS

On entering Opus's premises all visitors shall be asked to sign the visitor's books.

- It is the responsibility of the member of staff whom they are visiting to ensure that they know what to do in the event of an emergency. It is also the employee's responsibility to inform the Fire Marshall if their visitor needs assistance in the event of an emergency evacuation.

WORKING ALONE

- Opus will ensure so far as is reasonably practicable that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their Health & Safety. Managers responsible for anyone working alone must carry out appropriate risk assessments and ensure that there are sufficient control measures to reduce risks to their Health & Safety.

MONITORING & IMPROVING HEALTH & SAFETY

- Opus has a commitment to controlling Health & Safety risks and improving Health & Safety. Opus is required to carry out a regular Audit and review of its Health & Safety arrangements.



OPUS INDUSTRIAL SERVICES LTD

HEALTH & SAFETY POLICY



- The Health & Safety Manager is responsible for measuring Health & Safety Performance against agreed standards and for reviewing the Health & Safety Policy and submitting to the board of Directors for approval.