



## **SHE - SAFETY, HEALTH AND ENVIRONMENTAL POLICY**

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Date for next Revision: November 2014



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## **1. HEALTH AND SAFETY POLICY STATEMENT**

It is the policy of Monowa Operable Wall Systems Limited to:

- 1 Comply with the spirit as well as the letter of current health and safety legislation, transport legislation and relevant approved codes of practice and authoritative guidance literature.
- 2 Provide for employees, so far as is reasonably practicable, safe methods of work, safe working conditions and environment.
- 3 Provide adequate health and safety information, training and supervision for employees at all levels.
- 4 Ensure, so far as is reasonably practicable the health and safety of all employees in respect of the use, handling, transportation and storage of all materials and substances.
- 5 Provide and maintain access to and egress from any place of work under the Company's control.
- 6 Promote personal responsibility on the part of the employees to avoid and prevent health hazards and injuries to themselves, other employees and members of the public.

Monowa Operable Wall Systems Limited reminds all employees of their own duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts and to co-operate with management in the promotion and maintenance of health and safety measures.



This policy document will be kept up-to-date by means of periodic reviews in the context of revised or additional legislation or changes in working conditions and practices.

The organisation and allocation of duties and responsibilities concerning safety matters and associated arrangements made to implement the policy are set out within this document.

The name of the person delegated by Monowa Operable Wall Systems Limited to be responsible for the full implementation of the policy document is Catherine Whelan.

Signature:

*C. Whelan*

.....  
HEALTH AND SAFETY DIRECTOR: CATHERINE WHELAN



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## 2. SAFETY ORGANISATION

Individuals will assume the following responsibilities for safety.

Managers and Sub-Contractors will:

- Be aware of the Company Safety, Health and Environmental Policy.
- Recognise that safety is a key area of management.
- Ensure that employees receive adequate and appropriate safety training.
- Comply with the spirit as well as the letter of the Health and Safety at Work Act (1974), other appropriate safety legislation, approved codes of practice and authoritative guidance literature.
- Ensure that adequate resources are made available to achieve the required Health and Safety standards and that such resources are used properly and effectively.
- Delegate appropriate levels of authority to local supervisors/foremen to ensure they have the ability to uphold these standards.
- Promote safety, health and well being of all employees and attain standards which are exemplary in industry generally.
- Be delegated the appropriate level of authority to ensure they have the ability to uphold health and safety standards.

Site/Factory Supervisors/Foremen and Sub-Contractors Will:

- Organise the work so that it is carried out with the minimum risk to employees and the general public.



- Understand the broad requirements of the safety regulations and other relevant legislation.
- Ensure that suitable personal protective equipment is available and used.
- Not permit unnecessary risks to be taken.
- Arrange the safe storing and stacking of materials.
- Plan and maintain a clean and tidy site/factory.

Procurement Managers and Sub-Contractors Will:

- Will ensure employees are provided with details of evacuation procedures in case of emergencies.
- Ensure that equipment purchased complies with recognised standards
- Ensure specifications for tenders are detailed to cover safe methods of working.

Employees and Sub-Contractors Will:

- Observe safe working practices and use the correct tools and equipment for the job.
- Take care to ensure that their own health and safety and that of other people are not affected by what they do.
- Report any unsafe or hazardous situations encountered during their working day.

The Company Safety Officer Will:

- Advise Management on:



- a) Preventing injury to personnel
  - b) Improvement in existing safe working methods
  - c) Legal requirement affecting safety, health and welfare
  - d) Provision and use of personal protective equipment
  - e) Changes in health and safety legislation.
- 
- Carry out site/factory inspections in association with other relevant Safety Advisers to discuss and agree safety measures to be implemented on site/in the factory where the health and safety of personnel or the public are affected. At all times, when work is being carried out on site, Monowa Operable Wall Systems Limited's Safety Officer or nominated deputy, will be available to take immediate action on safety matters.
  - Make recommendations for the prevention of any accidents, incidents or dangerous occurrences.
  - Keep detailed records of accidents, incidents, accident investigations
  - Prepare job specific Risk Assessments, Method Statements and COSHH Assessments

The Company will provide the names and telephone numbers of the personnel capable of organising remedial action in the event of an emergency occurring on the site outside normal working hours or when employees are absent from site.



### **3. GENERAL ARRANGEMENTS**

#### **3.1 Safety Committee**

Regular Staff meetings will take place involving both management and employees and will formally incorporate any discussion or problems relating to Health and Safety, monitoring the implementation of this policy and rectifying any shortcomings as and when discovered.

#### **3.2 Accident and Investigation Reporting**

All accidents/incidents that have caused or have potential to cause injury or damage to employees, visitors property are to be reported to the appropriate supervisor who will ensure that an Accident Report Form is completed. An investigation of each occurrence will be initiated and an accident investigation form completed.

#### **3.3 First Aid**

Adequate first aid equipment will be available on site/in the factory for all employees. This will be checked regularly and kept fully stocked.

#### **3.4 Emergency Procedures**

All work sites and the factory will be subject to regular inspections to ensure that fire prevention arrangements, fire fighting equipment and means of escape are maintained to the highest standards.

(As pre management Health and Safety at Work Regulations 1999).

An assessment will be made by the supervisor at the start of each contract, rating risks high, medium or low. For all operations of





medium and high risk, suitable preventative and protective measures will be adopted.

### **3.5 Machines, Equipment and Chemicals**

Where machines or similar equipment present a hazard to personnel, suitable guards and/or protective devices will be provided. These items will be regularly examined for correct operation. Any defect in machine, equipment, guard or other protective device will be reported immediately to management so that remedial action can be taken. Only authorised personnel may carry out repairs.

All portable electrical appliances will be tested every 12 months by a qualified electrician. Those appliances failing the test will either be repaired or disposed of correctly.

Appendix 1, referring to the Control of Substances Hazardous to Health regulations 2002 (COSHH), provides further information.

### **3.6 Safety Training**

All staff will be given training appropriate to their work and environmental, with particular reference to safety aspects.

Specialist safety training is provided for those with specific safety responsibilities.

Employees are made aware of the necessity to adhere to Method Statements and be aware of the potential risks involved in the job. Job specific Risk Assessments are carried out by the Contracts Manager prior to work starting; these may include manual handling, working at height, etc. Depending on the works to be carried out.

Where staff are required to use hazardous chemicals, they will be made aware of the risk involved and the precautions to be taken. Training includes first aid measures appropriate to incidents arising from the use of such materials.



### **Asbestos Awareness Training**

All staff upon employment at Monowa Operable Wall Systems Limited are required to read our internal Asbestos Awareness Programme. This identifies; what asbestos is, how to spot asbestos, types of asbestos, dangers of each type of asbestos and protection against asbestos.

### **Manual Handling Training**

All new employees are given in house training during there induction. This is conducted by our H&S Advisor who is NEBOSH qualified. They will be shown correct lifting techniques and advised of the equipment available for reducing manual handling.

### **3.7 Personal Protective Equipment (P.P.E)**

Personal Protective Equipment will be issued to employees in order to protect the wearer's person against injury, damage, contamination or abnormal weather conditions. This will include safety footwear, high visibility clothing, safety spectacles, gloves, safety helmets (in designated areas) and clothing for adverse weather conditions. All P.P.E will be regularly checked for service ability and good repair. Any defects will be immediately reported to the supervisor and replacements issued.

### **3.8 Access Equipment**

All types of portable ladders, towers, scaffolding and similar access equipment will be checked before use to ensure they are serviceable and in good condition. If work at heights cannot be safely carried out using the equipment supplied, this must be reported immediately to Monowa Operable Wall Systems Limited management.

### **3.9 Surveillance and Audit**



Company Safety Managers and if requires sub-contractors Safety Managers will carry out regular safety audits. This will view conditions and procedures from which management will act to maintain the highest safety standards. Action to rectify defects will be taken and rectification confirmed to Monowa Operable Wall Systems Limited management. If operations are found to be in process that could lead to an accident, they will be stopped immediately. Breaches of Health and Safety requirements will be dealt with through the standard disciplinary procedure.

### **3.10 Housekeeping**

Good housekeeping is a fundamental requirement for safety within each area and procedures will be established for regular cleaning and removal of rubbish. All employees will be required to co-operate by maintaining a high standard of house keeping, making full use of storage facilities.

### **3.10 Welfare Facilities**

Welfare facilities will be pointed out to employees during there site induction. These include; toilets, canteen (where hot and cold drinks are available free of charge), wash room facilities. All of these are regularly cleaned and there stocks checked and replenished.

### **3.11 Enforcing Authority and Safety Information**

An abstract of the Acts and Regulations applicable to health and safety (as required by the Health and Safety Information for Employees Regulation 1989) and showing the name and address of the enforcing authority will be prominently displayed in each area.

### **3.12 Sub-Contractors**

Where sub-contractors are engaged on premises occupied by or managed by Monowa Operable Wall Systems Limited, controls



are implemented to ensure that work is carried out safely and without putting staff or others at risk of injury or ill health. Appropriate safety provisions will be included in the contracts engaging and sub-contractors. Contract documents will also include specific provision to minimise noisy work. Appendix 2 gives detailed arrangements.

### **3.13 No smoking/No Radio**

Local “No Smoking” and “No Radio” regulations will be observed at all times. All areas within the Company’s factory/office premises are designated “Local No Smoking” areas.

### **3.14 Drug/Alcohol**

Any personnel employed by Monowa Operable Wall Systems Ltd found to be under the influence of drugs or alcohol will be immediately removed from site. A zero-tolerance policy is in operation and testing will be carried out randomly.

### **3.15 Monitoring**

Risks and hazards met during working activities will be monitored and reviewed regularly. Liaison will be maintained with companies located elsewhere to ensure that any company-wide system or work standards or knowledge of safety procedures are shared to benefit all.



## ENVIRONMENTAL POLICY

### Policy Statement

Monowa Operable Wall Systems Ltd is committed to conduct its business with respect and care for the environment.

The Directors of Monowa Operable Wall Systems Ltd regard the promotion of environmental measures as a mutual objective for management, employees at all levels and those working for or on behalf of the company, and are committed to providing the resources necessary to fully implement the Company's Environmental Policy which is designed to satisfy the requirements of the ISO 14001:2004 standard, and operate environmental best practice throughout the company.

Our company will carry out its activities with consideration for the environment as part of the process to prevent pollution and minimise waste.

In order to meet the above requirements, Monowa Operable Wall Systems Ltd will:

- Hold all employees and contractors accountable for environmental performance of their areas of responsibility;
- Monitor our use of energy, transport and natural resources with a view to reducing our impact on the environment;



- Support process modifications and products that reduce pollution and waste and encourage recycling;
- Maintain sufficient documentation to demonstrate compliance with the environmental requirements;
- Work with our contractors and suppliers to promote positive environmental actions in accordance with our stated objectives
- Comply with all applicable environmental legislation and recognise other relevant requirements that may be placed upon us by our customers.
- Assess, in advance where possible, environmental impact resulting from business operations and the environmental effects of any significant development, and adjust the company plans accordingly.
- Ensure that all incidents and non compliance situations are reported, recorded and root causes identified where environmental harm occurs or could have occurred and ensure that corrective and preventive actions are implemented.
- Demonstrate our commitment to continual improvement by setting targets and objectives for our products & services and Company activities and review these measures on a regular basis.
- Maintain an open communication environment, whereby, all employees can actively participate in the Environmental Management System. Managers and supervisors are encouraged to address employees' questions and concerns promptly and thoroughly.



- To communicate and provide the necessary information, instruction, supervision and training to enable all persons, affected by the Company's undertakings, to carry out their environmental duties.

This policy will be made available to our employees, to those working for or on behalf of the Company and provided on request to any other interested parties. This policy will be periodically reviewed in accordance with Company procedure. We also recognise that we have a responsibility to encourage our suppliers, to assist us in achieving our environmental objectives by providing products and services that are in-line with best environmental practice.

### **Responsibility**

Catherine Whelan has the overall responsibility for the Environmental Policy, implementation, review and continual improvement of the Environmental Management System. The Environmental Policy is reviewed quarterly by Directors and staff representatives. The review incorporates the co-ordination, implementation monitoring and continual improvement of the Environmental Review throughout the company. The Environmental Policy and Action Plan update will be communicated to all staff. Copies may be made available to customers on request.

Each employee is accountable for:



- Co-operating with the company to achieve safe, healthy and environmentally sound operations within our site and outside;
- Not interfering with, or misusing any device provided to meet our environmental obligations or policy;

The Company's Environmental Policy will play a key role in working toward sustainable development, because the health and well-being of our environment is crucial for providing us all with a good quality of life, both today and for the years to come.

*C. Whelan*

**Catherine Whelan  
Health and Safety Director  
Monowa Operable Wall Systems Limited**





## **APPENDIX 1**

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)**

These regulations are formulated to control the exposure of employees to any substance thought to be hazardous to health. They also require that suitable records of any exposure are initiated and maintained in order that any long term effects upon health can be investigated.

It is the policy of the Monowa Operable Wall Systems Limited that no employee will be exposed to hazardous levels of substances at any time during the course of their work. Therefore a complete survey of work processes will be undertaken and the assessment of hazard control, monitoring and recording procedures required by the regulations and Approval Codes of Practice instituted.

When the survey indicates the possibility of exposure to a hazardous substance including biological hazards the necessary action will be taken to avoid any exposure above the recommended safe levels. A COSHH Assessment will be carried out and documented.

Each employee involved will be informed regarding the potential hazard and be fully trained in all procedures to minimise exposure.



## APPENDIX 2

### SUBCONTRACTORS

If sub-contractors employed by Monowa Operable Wall Systems Limited have five or more employees, they will be asked to provide a written statement of their Health and Safety policy including Method Statements giving detailed working arrangements and relevant COSHH Assessments.

They will:-

- Provide and maintain plant and systems of work which are safe and without risks to health.
- Take steps to ensure safety and absences of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instructions, training and supervision necessary to ensure the health and safety at work of their employees.
- Maintain places of work that are safe and without risk to health and provision of a safe means of access to and egress from the workplace.
- Provide and maintain a working environment that is safe and without risks to health and is adequately provided with facilities and arrangements for employees' welfare at work.
- Provide copies of current Employers and Public Liability Insurance policies.