



Health & Safety Policy Statement & Responsibilities

Revised Edition

July 2008

Issued by: Health and Safety Dept

Health and Safety Policy Statement and Responsibilities

Saint-Gobain Building Distribution takes its responsibilities for the Health and Safety of its employees and customers very seriously. Safety must be an important part of everyone's job. We will only be successful in removing and reducing accidents by teamwork...good safety is a team effort.

In this revised document you will find a copy of Company's latest Policy Statement and details of the responsibilities we each have to ensure that Saint-Gobain Building Distribution is a safe place to work and visit. Please read the appropriate sections and ensure you play your part in the Safety Team.

If you are in any doubt about your role, please speak to the Health and Safety Department.

Peter Hindle,
Chief Operating Officer
SGBD UK, Ireland and USA

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GENERAL DUTIES AND RESPONSIBILITIES

Personnel with Special Responsibilities for Health & Safety

This section details the responsibilities of management and staff in ensuring compliance with the Company's policies. It contains the following subsections:-

1. Directors
 - 1.1 Managing Director
 - 1.2 Executive Directors/ Regional Managing Directors
 - 1.3 Directors of Purchasing
 - 1.4 Directors of Transport
 - 1.5 Director of Property/ Director Branch Development
 - 1.6 IT Director/Computer Services Manager
2.
 - 2.1 Area/Operations Directors
 - 2.2 Central Office Purchasing Managers/Distribution Managers
 - 2.3 Area Kitchen Managers/ Co-ordinators/ Specialists
 - 2.4 Office Supervisors
- 3.0 Branch Managers
- 4.0 Assistant Branch Managers/Supervisors
5.
 - 5.1 New Employees and Job Changes Students
 - 5.2 Training Scheme Placements and Work Experience Students
6.
 - 6.1 Group Safety Manager/Officers/ Trainers/ Safety Administration
 - 6.2 Group Environmental Manager
7. All Employees

1.1 Managing Director

The Managing Director will be responsible for the overall effectiveness of the Company's Health and Safety Policy ("the Policy" in future references), for maintaining an organisation that ensures that all requirements of statutory legislation, codes of practice and safe working conditions and practices are met in full and

- be directly accountable for the enforcement of the Policy
- provide adequate budgetary allowances to enable the Policy to be effective
- appraise the effectiveness of the Policy throughout the Company.

1.2 Executive Directors/ Regional Managing Directors must

- ensure Internal Auditors carry a basic audit of health and safety management systems.
- budgetary allowances are made for health and safety appropriate matters, as far as is reasonably practicable.
- be responsible for the enforcement and effectiveness of the Policy within their areas of responsibility and liaise with Area Directors to ensure that the Policy and safe systems of work are being adhered to.
- appraise the safety performance and ensure the correct use of resources
- ensure that accident reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is carried out.
- advise the Group Health and Safety Manager of matter or concern as they affect the health and safety of employees, contractors, customers and members of the public.
- ensure the proper lines of communication for relevant safety information to and from those who are exposed to the safety hazards.

1.3 Directors of Purchasing must

- ensure that files are kept of all relevant product Health and Safety data sheets particularly those of a hazardous nature purchased by the Company
- ensure all SGBD products have the correct Health and Safety labelling and Data Sheets (these must contain the headings as required by Section 6 of the CHIP Regulations)
- wherever possible purchase substitute items of a non or less hazardous nature
- ensure that no new hazardous products are introduced without relevant approval, proper assessment of any hazards, provision of Health and Safety Data sheets and labelling if applicable
- ensure that all purchasing personnel comply with the above.

1.4 Director of Transport must

- promote good transport safety practices.
- ensure all drivers hold the appropriate valid licences and competencies.
- investigate, monitor, and record accidents involving the Company's vehicle fleet.
- ensure appropriate accident preventative measures, including equipment, alarms etc. are in place at all times.
- ensure that statutory requirements are met including records of examination and maintenance.
- Maintain and monitor an effective authority to operate system for commercial vehicles and manual handling equipment.
- Administer training for mechanical handling and lorry loaders
- Promote specific safe working practises in relation to the use of lorry loaders

1.5 Director of Property/ Director Branch Development must

- ensure compliance with requirements of Workplace and Construction (Design and Management) Regulations and the Policy in respect of building and site design, layout and standards
- respond to building structural problems highlighted by audits and inspections
- ensure appropriate Health and Safety sign requirements are met in the new and refurbished branches
- ensure that all contractors appointed are vetted and comply with the Policy and legal requirements
- ensure that Asbestos Regulations are complied with
- ensure that mezzanine floors are built to the Company standard.
- new racking installations meet the requirements of the job and are clearly labelled with the safe working load.

1.6 Information Technology Director/Computer Services Manager must

- comply with the risk management requirements and Display Screen Regulations regarding protection and use of computer installations and operators
- ensure the equipment in use complies with the Display Screen Regulations
- ensure that installations comply with Electricity at Work and IEE requirements
- ensure the development of Company software gives adequate consideration to the reduction of operator stress.

2.1 Area/Operations Director must

- be directly responsible for ensuring the Policy is complied with in the regions/areas under their control
- take a direct interest in the Policy and support all persons carrying it out, regularly accompanying Branch Managers/Showroom Supervisors on inspection tours of branches, and generally demonstrate his/her personal involvement
- plan adequate budgetary allowances to enable the Policy to be implemented
- (Area/Operations Manager) review and monitor Accident Reports and Safety Audit Reports submitted by Branch Managers, take action to implement any reasonable recommendations and reduce any unfavourable trends and provide a progress report on those recommendations
- ensure that Health and Safety is included as an Agenda item at every Area/ Regional /Team meeting
- review any hazard and Environmental Health Officers reports as necessary and take action as required
- be responsible for the implementing of the Company's COSHH policies
- (Area/Operations Manager) ensure that assessments of hazardous Substances are carried out for all branches in conjunction with the management and staff of that branch
- consultation - ensure that consultation with Safety Representatives and staff on matters relating to safety takes place when there are plans to redevelop, introduce new departments or product ranges and make changes

2.2 Central Office Purchasing Managers/Distribution Managers must

- ensure that products stocked are within those ranges approved by the respective Director of Purchasing in respect of safety requirements
- ensure that the appropriate Health & Safety Data Sheets are *obtained* from new and existing Suppliers
- (Distribution) ensure proper provision of equipment to reduce manual handling and to improve efficiency
- (Distribution) ensure that goods are supplied to branches safely including safe packaging, safely loaded cages/vehicles, etc. along with the proper trolleys, pallet trucks, etc. to assist safe delivery.

2.3 Area Kitchen Managers/ Co-ordinators/ Specialists must

- be aware of and understand the Policy particularly in so much as it affects your work, the work of your staff and that of installers.
- ensure that all installers comply with the Company's health and safety requirements, in particular they receive the Company Compliance letter
- ensure that these installers understand and follow the requirements for safe kitchen fitting and implement the Kitchen Installation – Risk assessment.

2.4 Office Supervisors

It is the responsibility of Office Supervisors to be familiar with the Company Health and Safety Policy and ensure staff under their supervision understands the implications of the Company Health and Safety Policy. He/she must: -

- ensure all machinery equipment is serviceable and free from defect.
- obtain specialist advice on the condition of electrical equipment.
- ensure electrical systems are not overloaded.
- ensure wall furniture is safely positioned and securely fixed.
- organise office space effectively so as to ensure employees have maximum room and minimum obstruction.

- bring to the attention of the Operations Director or Health and Safety Manager, any matter that could affect the Health and Safety of any employee or machine.
- ensure that steps and ladders are the correct type and size for the work to be done
- ensure passageways and fire exits are free from obstruction at all times.
- ensure employees follow manufacturers' instructions on safe operation of machines.
- ensure members of staff do not lift objects of excessive weight or awkward shape, which could cause injury.
- ensure that lighting levels, ventilation and temperature are within the parameters set by the Workplace (Health Safety Welfare) Regulations.

3.0 Branch Managers will be responsible to the appropriate Director in ensuring that the Company's Health & Safety Policy is implemented and that a safe system of work is in being, and must:-

- Group Safety Policy - be fully aware of, be directly responsible for and enforce at all times. Display the Policy on the staff notice board
- maintain good housekeeping within the Branch at all times, and ensure that all defects and undesirable practices are promptly reported or rectified
- ensure that all staff are instructed in fire prevention, the fire drill and location of fire exits and equipment. Deal with Fire Authorities and ensure any certificates (where applicable) and assessments (all premises) are available and current.
- maintain fire and first aid supplies. Ensure that fire equipment is maintained annually, inspected and serviced as per the Company service agreement
- ensure all members of staff are informed and receive adequate training/ re-training in aspects of Health and Safety, under the guidance of the Training Dept. or Group Safety Manager. KEEP RECORDS OF TRAINING.
 - Induction
 - First Aid
 - Fire Fighting and Prevention
 - Handling of Substances Hazardous to Health
 - Manual Handling
 - Noise
 - Personal Protection Equipment
 - Plant and Machinery Operation
 - Traffic Hazards
 - Treatment Systems
- ensure that sufficient information and precise instructions for safe and correct working methods are given to staff to carry out their duties safely - Monitor and record any Health and Safety suggestions or complaints from supervisors and employees and implement improvement where reasonably practicable. Agenda Health and Safety issues at staff meetings
- ensure the Company Liability Certificate is displayed and current.
- investigate and complete the appropriate accident/incident reports, including major injuries/dangerous occurrences/ 3 day absence as specified by the RIDDOR Regulations, on Form F 2508 (RIDDOR) (some accidents involving major injury or worse have to be notified by telephone). Act to prevent a repetition
- ensure members of the public or contracted labour are not allowed to enter works areas that are not usually accessible to non-members of staff. If entry to these areas is required to undertake maintenance or inspection, the Manager may grant permission.
- ensure protective clothing, in accordance with Company policy, is worn by all staff in areas designated by the Branch Manager. Issue and obtain signatures for, with instructions on use.

- carry out / implement risk assessments. Implement improved safe working practises and control measures to reduce or remove hazards (refer to Risk Management: Risk Assessments and Safe Systems of Work, the Company's generic risk assessments).
- advise staff of dangers in respect of acts or omissions in their workplace.
- ensure major hazard plans are available to ensure correct action be taken in the event of fire, explosion, bomb scare, flooding, etc. Such plans should be prominently displayed on notice boards and all employees briefed.
- ensure compliance with the Company No-Smoking Policy
- maintain liaison with local enforcement agencies and escort them during their visits.
- conduct regular inspections to identify unsafe acts or omissions or unsafe machines or plant.
- organise the workplace so that work is carried out to the required standard, is of minimum risk to both employees and other persons.
- ensure equipment and materials are serviceable and free from defect and, where appropriate, incorporate safety instructions with records kept.
- ensure specialist hazard operations are carried out by trained employees under direct supervision or as directed by a permit to work.
- assist with the completion of a branch COSHH (Hazardous Substances) Assessment. Ensure the appropriate Safety Data sheets are available to all staff using products (particularly hazardous ones.) Ensure that all direct orders are endorsed requiring the supplier to forward the appropriate Health & Safety Data sheets direct to the customer with the goods and that enquiries from customers for data sheets are dealt with as an important legal and customer service requirement. The Data Sheet Library is located on the company intranet.
- ensure that all electrical equipment is properly wired to the mains supply and is serviced regularly by an Approved NICEE Contractor with proper maintenance records kept.
- ensure that all persons who drive company vehicles are qualified, authorised and familiar with both statutory regulations and the Transport Safety Policy.
- ensure that all records and licences pertaining to the Branch, e.g. vehicles and lifting equipment, chains, hoists, slings, forklifts, tail lifts, cutting machinery, electrical appliances, gas boilers, air compressors and other statutory requirements be maintained at branch level.
- ensure that the physical quantities for lifting equipment match the records of inspection, and any item which either cannot identify the SWL (Safe Working Load) or the equipment itself must be withdrawn from service until a competent person has inspected the item and awarded a lifting certificate for that item.
- maintain a separate register file for all crane and lifting equipment.
- ensure that only authorised personnel operate machinery.

4.0 Assistant Managers/Supervisors

are responsible to the Branch Manager to ensure that, in his/her absence, he/they will ensure that the Health and Safety Policy is observed and working practices are safe and free from danger and must: -

- ensure the behaviour of branch staff is of the highest standard, paying particular attention to horseplay and unauthorised operation of plant and machines.
- advise the Branch Manager on any matter, which could affect health and safety.
- accompany the Branch Manager on tours of safety inspection/ audit on regular occasions.
- provide adequate supervision to all branch employees, particularly young and inexperienced, and guidance by demonstration or instruction on safety procedures.
- escort new employees around the branch and identify hazards or processes, which could constitute a danger.
- ensure all employees have safety protection equipment in accordance with Company policy for the tasks they undertake.
- advise the Branch Manager if any employee is under the influence of alcohol or drugs, or, if in your judgement, he/she is impaired to carry out their duties safely and if necessary, suspend from work pending disciplinary procedures.
- assist the Branch Manager in accident investigation.
- monitor the Company rules, regulations and procedures and to ensure conformity to the rules, regulations and procedures by all employees under your direct supervision.
- advise the **Area/Operations Director** of any potential hazard or safety problem in the absence of the Branch Manager, or any health and safety training requirements.
- make regular checks on the condition of machinery guards and noise reduction enclosures, report infringements or unserviceable equipment to the Branch Manager.
- escort any enforcing officer on a tour of inspection.
- monitor fire and evacuation practices.
- promote co-operation between different job tasks to ensure they are carried out safely.

5.1 New Employees and Job Changes –

Health & Safety Induction Procedures

The induction training of all new employees using the H&S Induction Flip Folio checklist and TRAINING FOR NEW EMPLOYEES will include:

- A. tour of the premises which will indicate the location of all exit routes, fire drill assembly points, first aid facilities, fire extinguishers, toilets, and notice boards,

explanation of:

- health and safety and responsibilities for employees
- the procedure in case of accidents
- the fire regulations, fire drill and use of fire extinguishers
- No Smoking Policy
- correct lifting and manual handling procedures
- provision and mandatory use of protective clothing
- hazards within the work area and safe working practises
- authorisation system for use of machinery
- reporting defects.

As a minimum

- B. An introduction to the Safety Representative/ Officer and First Aid Person.
- C. The opportunity to read the Company's Health & Safety Policy statement and to ask questions.
- D. The issue of the appropriate Safety Rules and Regulations (also in the Company Handbook)
- E. The safe working practices of the Company's risk assessments, as appropriate if a display screen user) the completion of a Display Screen Assessment
- F. A similar induction process must be carried out for employees who transfer branch and those changing jobs within the same branch.

5.2 Training Scheme Placements and Work Experience Students

The company's insurance policy covers these placements. It is important that the requirements of induction training are met. An appropriate abridged version can be used for short period placements.

THE CORRECT PROTECTIVE CLOTHING MUST BE ISSUED, SIGNED FOR AND GUIDANCE ON SAFETY HAZARDS GIVEN.

The appropriate risk assessment – Young Persons/Work Experience must be implemented (located in section 11). It is important to ensure trainees do not do any work for which they have not been trained and spot checks must be made to ensure compliance.

6.1 Group Safety Manager/Advisors/ Trainers/Safety Administration must

- advise Management on any legally accepted or advisable standard of safety pass on all relevant safety and health information and update the H & S Policy and Reference Manuals as appropriate.
- attend all relevant meetings of safety organisations to which the Company belongs.
- maintain records of all accidents and provide statistical information, as required.
- assist in the investigation of serious accidents, and report accordingly and ensure appropriate steps are taken by Management to prevent a re-occurrence.
- ensure that all machine operators are properly trained in H & S aspects in conjunction with Managers
- provide information and training on health and safety regulations, including the Management of Health and Safety and the use of personal protective equipment.
- log and maintain records of work place monitoring and assessments under COSHH regulations and advise on the resulting control and safety measures that are required.
- log all RIDDOR (F2508) Accident reports and advise Management on trends and preventative action.
- log the receipt of COSHH assessments and maintain records.
- produce and keep records of generic risk assessments and circulate as appropriate.
- promote an pro-active preventative approach to health and safety at all levels of the Company
- liaise with H & S Inspectors following their inspections and any complaints

6.2 Group Environmental Manager/Director must

- be responsible for the Company's compliance with Waste, Packaging, and Environmental Regulations and with the Company's Environmental Policy.
- in conjunction with Health and Safety Dept. ensure that legal requirements are met including proper completion of COSHH assessments and proper environmental controls/safety measures taken.

7.0 All Employees -Responsibilities of Employees at Work

It is the legal duty of every employee while at work to:

- take reasonable care of the health and safety of himself or herself and of other persons who may be affected by his/her acts or omissions at work, and
- co-operate with the Company or any other person, so far as is necessary, to enable any legal duty or requirement to be performed or complied with
- be familiar with and comply with the Company's Health & Safety Policy at all times
- observe all safety rules and any instructions and advice given by those with responsibility for safety
- use and wear the appropriate safety equipment or clothing, where necessary, taking particular note of the change in requirements when visiting other areas.
- report immediately, any defect in the safety equipment and machinery to their supervisor, Safety Representative, Manager or other appropriate individual
- report all accidents, damage or hazards to their Manager whether or not an injury occurs
- not interfere with, intentionally or recklessly, or misuse anything provided in the interests of health, safety or welfare
- not operate any machinery without management authorisation. When authorised, to operate it as trained and to replace guards or other safety devices after they have been removed or made inoperative during the course of preparing for loading, maintenance, etc
- take positive steps to keep their own working area, in particular, clean and tidy, and other areas in the Company in general
- ensure that instructions given with regard to reducing or removing of potential hazards are followed
- ensure that Health and Safety information on packaging and Data Sheets (if hazardous) is complied with when handling and storing stock and removing spillage
- be aware of the sources of H & S information and pass this to customers in line with COSHH regulations and on request
- know the health risks and take all the required and necessary precautions.

