

# Universal Instrument Services

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## SECTION 15 - HEALTH AND SAFETY POLICY

### 1. POLICY STATEMENT

- 1.1 We are committed to ensuring the health and safety of our staff, customers, clients and anyone affected by our business activities and to providing a safe environment for all those attending our premises through regular assessments of risks in the workplace.
- 1.2 In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, provision and maintenance of safe plant and equipment, ensuring the safe handling and use of substances, consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.

### 2. WHO IS COVERED BY THIS POLICY?

This policy applies to those working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, apprentices, part-time and fixed-term employees, casual and agency staff (collectively referred to as **staff** in this policy).

### 3. WHAT IS COVERED BY THIS POLICY?

In accordance with our health and safety duties, we are responsible for:

- (a) Assessing risks to health and safety and identifying ways to overcome them;
- (b) Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed;
- (c) Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health;
- (d) Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided;
- (e) Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation;
- (f) Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

### 4. PERSONNEL RESPONSIBLE FOR IMPLEMENTATION OF THIS POLICY

- 4.1 The Managing Director has overall responsibility for health and safety and the operation of this policy. The General Manager is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

4.2 All staff must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. You must consider the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others.

4.3 Any health and safety concerns should be reported to the Principal Health and Safety Officer.

## **5. STANDARDS OF WORKPLACE BEHAVIOUR**

5.1 You must co-operate with the Principal Health and Safety Officer, on health and safety matters and comply with any health and safety instructions.

5.2 You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment (including safety equipment and protective clothing).

5.3 Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to the Principal Health and Safety Officer.

5.4 You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.

5.5 Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

## **6. INFORMATION AND CONSULTATION**

We are committed to providing information, instruction and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.

## **7. EQUIPMENT**

7.1 All staff must use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault with, damage to or concern about any equipment or its use must be reported to the Principal Health and Safety Officer immediately.

7.2 Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.

7.3 No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

## **8. ACCIDENTS AND FIRST AID**

8.1 Any accident at work involving personal injury should be reported to the Principal Health and Safety Officer so that details can be recorded. All staff must cooperate with any resulting investigation.

- 8.2 Details of first aid facilities and trained first aiders are displayed on the notice boards or are available from the Principal Health and Safety Officer.
- 8.3 If you suffer an accident at work you (or someone on your behalf) must report that fact to the Principal Health and Safety Officer and your line manager as soon as possible. All accidents should be reported, however trivial. The accident must be recorded on the accident/incident report held on the BMS.

## **9. NATIONAL HEALTH ALERTS**

- 9.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line manager.
- 9.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure.

## **10. RISK ASSESSMENTS AND MANUAL HANDLING**

- 10.1 General workplace risk assessments are carried out when required or as reasonably requested by members of staff or management. Management are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.
- 10.2 Information on the regulation of manual handling can be obtained from the Principal Health and Safety Officer.

## **11. COMPUTERS AND DISPLAY SCREEN EQUIPMENT**

- 11.1 If you habitually use a computer screen or other display screen equipment (DSE) as a significant part of your work:
- (a) you should try and organise your activity so that you take frequent short breaks from looking at the screen;
  - (b) you are entitled to a workstation assessment, these are carried out annually.

## **12. REVIEW OF POLICY**

- 12.1 The Principal Health and Safety Officer and the Managing Director will ensure that this policy is reviewed on an annual basis. Recommendations for any amendments should be reported to the Principal Health and Safety Officer.
- 12.2 We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.

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