



# ACROPOLIS FLOORING Co LTD

## HEALTH & SAFETY POLICY

### RULES, PROCEDURES

&

### SAFE WORKING METHODS

## PART 2

### HEALTH AND SAFETY IN THE OFFICE

&

### WAREHOUSE

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# **HEALTH & SAFETY RULES, PROCEDURES AND SYSTEMS OF WORK**

## **PART 2 HEALTH AND SAFETY IN THE OFFICE and FACTORY**

### **2.1 Introduction**

This part of the Health and Safety Manual deals solely with the maintenance of health, safety and general welfare arrangements at the Innsworth Technology Park premises.

The following rules, procedures and systems of work apply to all employees, contractors, visitors and others whilst they are on the premises.

### **2.2 Organisation**

#### **2.2.1 Overall Responsibility**

The Managing Director has the overall responsibility for health, safety and general welfare at work whose duties are described in Part 1 of this manual.

Should an emergency occur in the absence of the Managing Director the next Senior Manager on site at the time will take charge of the emergency.

#### **2.2.2 Other Managers**

The responsibilities of all other managers for health, safety and general welfare arrangements are dealt with in Part 1, of this manual.

### **2.3 First Aid Arrangements**

#### **2.3.1 First Aiders**

At least one employee must be appointed, trained and certificated as an occupational First Aider. If the appointed person has duties outside of the premises or if employees are regularly at work at the premises at times when the appointed person is absent then a second person must be appointed, trained and certificated.

#### **2.3.2 First Aid Facilities**

The following facilities are provided for the provision of first aid treatment.

##### **First Aid Box in the Factory**

- ◆ An adequate supply of hot and cold running water.
- ◆ A facility to rest.
- ◆ A First Aid Box clearly marked with a white cross on a green background containing:
  - A treatment guidance card;
  - twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment;
  - two sterile eye pads, with attachment;
  - six individually wrapped triangular bandages;
  - six safety pins;
  - six medium sized individually wrapped sterile unmedicated wound dressings (approx. 10 cm x 8 cm).
  - Two large sterile individually wrapped unmedicated wound dressings (approx. 13 cm x 9 cm).
  - Three extra large sterile individually wrapped unmedicated wound dressings (approx. 28 cm x 17.5 cm).
  - A blanket sealed in a polythene wrapper.
  - A pair of blunt-ended stainless steel scissors (minimum length 12.7 cm).
  - A supply of plastic disposable gloves and aprons.
  - A supply of disposable bags for soiled or used dressings.
  - A sterile Eye-wash station with at least 900ml in 300ml sterile water containers (not to be re-used once opened).
  - Bleach for de-contamination of blood spills.

##### **Note**

Disposal bags of soiled dressings must be sealed and the local; authority must be contacted for guidance on disposal.

### First-Aid Boxes in Vehicles

- A card giving general first-aid guidance.
- Six individually wrapped sterile bandages.
- One large sterile unmedicated dressing.
- Two triangular bandages.
- Safety Pins.
- Individually wrapped moist cleaning wipes.

## 2.4 **Display Screen Safety**

Employees whose work involves the regular operation of a computer are covered by the Health and Safety (Display Screen Equipment) Regulations 1992.

Regular operation is not defined in the regulations but the yardstick of an average of 40% plus of the working day operating a computer is generally considered to be regular. Below this figure would normally be classed as occasional use.

Employees classed as regular operators are given a Display Screen Operator Assessment in accordance with the regulations. This is to ensure that your workstation chair, desk, computer and lighting meet with the conditions defined in the regulations.

However, given that these conditions are correct there are still some things that you can do personally to avoid upper limb disorders. These are listed below.

Check out your workstation and report any problems to your Department Manager.

In respect of eye strain: if you consider that work with a computer is affecting your eyesight you should report this to your manager who will arrange for an eye test paid for by the company. If the optician gives you a prescription for spectacles or corrective lenses you will need to arrange for this at your own expense.

1. Seat and desk height must be adjusted so that your forearm and hand are horizontal when using the keyboard.
2. Seat height must be fully adjustable so that you can get the forearm and hand line horizontal.
3. Feet must be firmly on the floor. If the seat height does not allow for this you should be supplied with a footrest.
4. Your seat back must be adjustable and should be able to tilt backwards. Adjust the back so that your trunk is supported in an upright posture.
5. The seat should have a cascade front (rounded downwards) so that you do not experience pressure under the thighs and knees.
6. There should be space in front of the keyboard to support the hands and wrist when not keying.
7. The screen must be fitted with a tilt mechanism. The height of the screen should be adjusted to allow a comfortable head position. The face of the screen should be tilted to remove any glare or reflection from lighting or windows.
8. The chair must stand on a flat surface and have a five castor stand for stability.
9. Cables must be tidy and not cause an obstruction to the feet and legs.
10. Try and vary your tasks throughout the working day so that you are not keyboarding, mouse manoeuvring or screen gazing for prolonged periods.

### 2.4.1 Assessments

All display screen workstations must be assessed for safe working conditions in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 :

- ◆ On the first instance.

- ◆ On a change of operator.
- ◆ If there is a change of equipment, desk, operator chair or lighting.
- ◆ If the workstation is re-sited or the workspace layout is significantly changed.

#### 2.4.2 Records

Records of assessments must be retained for two years.

#### 2.4.3 Operators requiring corrective prescription lens spectacles.

Employee display screen operators may request an eye test at the company expense if they genuinely believe that screen operation is affecting their eyesight.

Employees requiring corrective lens spectacles as a result of the above eye test are personally responsible for their purchase.

## 2.5 Manual Handling Operations

Where a manual handling operation is judged to be hazardous a full assessment will be carried out in accordance with the Manual Handling Operations Regulations 1992.  
(See Safety Memo No. 12)

### 2.6 Risk of Fire

A Fire Risk Assessment using the standard Fire Protection Association assessment format has been carried out and recorded for the Innsworth Technology Park premises.

### 2.7 Fire and Emergency Procedures

#### 2.7.1 Discovery of a fire in the Innsworth Technology Park premises.

In the event of a fire or other emergency requiring an evacuation, the Senior Manger present will take charge and carry out the following action:

- ◆ order an evacuation.
- ◆ close doors, windows and open main electricity breaker if time allows.
- ◆ arrange for the building reception office to call the appropriate emergency services.
- ◆ account for all persons who were present at the time, including members of the public.
- ◆ make sure the emergency services have clear access to the fire.

2.7.2 Company employees and any visitors are to remain outside of the building until given approval to return to the building by the Senior Fire Officer present or, if the emergency services have not been called out, by the Senior Manager present at the time.

### 2.8 Fire and Emergency Facilities

#### 2.8.1 Hand Held Fire Extinguishers

The following hand held fire extinguishers are provided in the office area:

Water filled extinguishers - provided for use on burning solids such as paper, wood etc,

Co2 filled extinguishers - provided for use on burning materials where electricity is present.

Chemical Foam extinguishers- provided for use on burning liquids.

#### 2.8.2 Escape Routes

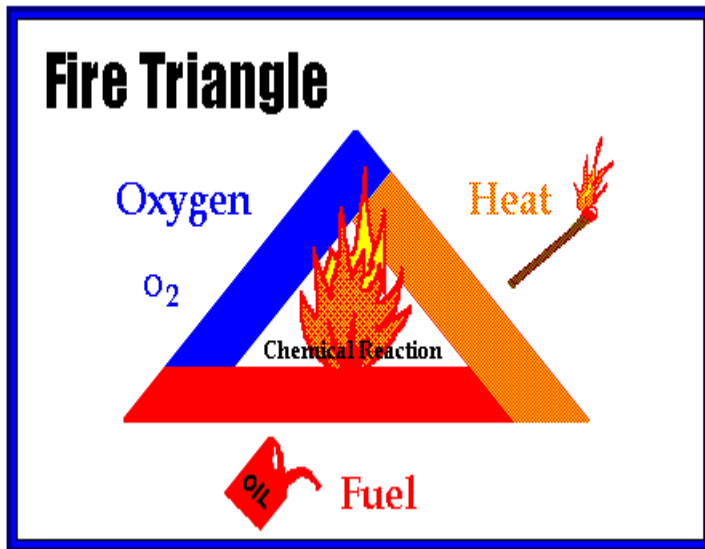
The building has two escape routes as follows:

- ◆ The main entrance door.
- ◆ A second exit via the warehouse.

### Notes.

1. Both of these exits must be kept free of obstruction at all times.
2. Exit from the first floor is via the main staircase.

### 2.8.3 Fire Prevention



### 2.9 General Office Safety Rules

The following general rules are imposed in the office area to prevent situations where accidents and injuries are likely:

- (i) To prevent filing cabinets toppling, only one draw should be open at a time.
- (ii) Computer and other electrical cables running across floors and gangways must be enclosed in anti-trip sheathes.
- (iii) When handling or lifting objects:
  - ◆ Use gloves if the object has sharp, rough or jagged surfaces.
  - ◆ Test the weight to ensure it is within your personal lifting ability before moving the load.
  - ◆ If the weight is above your personal lifting ability get help.
  - ◆ Ensure the route along which you are to carry the load is clear of obstructions and tripping hazards before moving the load.
  - ◆ Grip the load firmly, position your body in a balanced manner and raise the load using arms and legs avoiding bending the back.
  - ◆ Take frequent rests if you are carrying the load over a long distance.
- (iv) Never use improvised steps.
- (v) Electrical equipment not required for use must be switched off and isolated from the mains supply particularly overnight.
- (vi) Regularly examine the power cables and casing of portable electrical equipment for damage and report any defects immediately.

### 2.10 Warehouse Safety Rules

#### 2.10.1 Machinery and Portable Tool Hazards

The risk of injury due to the various hazards associated with machinery and portable tools is assessed for the degree of risk and a range of preventative measures are in place to avoid exposure to the hazard.

**Safety measures in place on machinery and portable tools are there to ensure that the risk of injury is prevented. These safety measures must always be in place when a machine or portable tool is available for use. If a safety measure is defective or not in place the machine or portable tool must be removed from use and isolated by a "Lock-Off" from all sources of power.**

**No employee may use or operate any machine or portable tool unless authorized as competent to do so by a member of the management.**

### **2.10.3 Portable Equipment Provision – Flooring Fitters**

There are special rules for portable equipment used by Fitters. These are detailed in Part 3 of this Manual.

### **2.10.4 Flammable materials**

Flammable materials not actually in use must be stored in a lockable steel container or cupboard clearly marked by a **Flammables** sign.

### **2.10.5 Personal Protection**

The following personal protection equipment is provided by the company and must be used as directed by the management and by safety signs which are rectangular with a white symbol on a blue background.

- Hearing protection      Fitters – Personal issue.