

25/03/21

# Health & Safety Safe Working Practice Manual

Office

Employee  
name:.....  
.....

Date  
given:.....  
.....

## Health and Safety Information that ALL Employees need to know

**It is the policy of our company to ensure the health and safety of employees at all places of work and to promote awareness of health and safety among employees. We seek to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, visitors and others who work in the premises and to provide such information, training and supervision needed for this purpose.**

Read each section of the manual to gain understanding of your responsibilities to work in a safe manner and in accordance with safe working practices of Frenni transport Ltd.

1. Acknowledge that you have read and understood each section by completing and signing.
2. If you have any questions regarding anything in this SWP manual then please speak to: your manager.
3. Periodic updates to this SWP manual will be made and you will be required to update documents in your copy of the manual and sign a record of receipt.

## The Health and Safety at Work Act (1974)

The Health & Safety at work Act (HASWA) 1974, stemmed from a report of the committee of enquiry on Safety and Health at work (The Robens Committee) which was commissioned to look into matters effecting the health and safety of people at work and other people affected by industrial and commercial activities.

The Act created CRIMINAL liabilities on employers and employees alike.

There is little doubt that the management bears the main brunt of the requirements under the Act. However, it must be clearly understood that everyone connected with work activities has duties placed upon him / her and will be liable to prosecution for failure to discharge those duties in the correct manner.

## **Duties of the Employer**

1. Must provide and maintain plant, equipment and systems that are safe and without risk to health
2. Must make arrangements for ensuring the safety and absence of risks to health in connection with the USE, HANDLING, STORAGE and TRANSPORT of articles and substances.
3. Must provide INFORMATION, INSTRUCTION, SUPERVISION, and TRAINING to ensure the Health & Safety of employees.

## **Duties of the Employee's**

1. Must take reasonable care for the Health & Safety of themselves and others.
2. Must co-operate with employers and others in meeting statutory requirement.
3. Must not interfere with or misuse anything, which is provided for Health, Safety or Welfare.

OFFENCES (Some major offences under the Act are as follows):

- Failure to comply with a duty imposed by the act.
- Interfere with or misuse anything, which is provided for under the Act.
- Contravention of a regulation.
- Contravention of laws by employees.
- Failure to provide INFORMATION, INSTRUCTION, SUPERVISION, and TRAINING.

## **Penalties**

- Under the Health and Safety (Offences) Act 2008 that came into force on the 16 January 2009, the effect of the Act is to:
- raise the maximum fine which may be imposed in the lower courts to £20,000 for most health and safety offences;
- make imprisonment an option for more health and safety offences in both the lower and higher courts;
- Make certain offences, which were previously triable only in the lower courts, triable in either the lower or higher courts.

## **Summary**

As employees we have a specific legal duty and responsibility to avoid causing injury to others and ourselves. We are liable to personal prosecution if we contravene the law by our acts or omissions.

## **First Aid Procedures**

Frenni Transport Ltd have trained First Aiders, a First Aider must attend every accident that occurs however minor and must examine the injured person on every occasion.

Remember: DO NOT MOVE the injured person if they have fallen, but keep them still until you have ascertained the extent of their injuries.

### **THE FIRST AID KIT IS LOCATED:**

BAGLAN – traffic office & outside driver toilets

CRYMYCH – in foyer and head office hallway

If it is identified that the injured person needs to go to hospital the following procedure must be adhered to;

### **Head injuries:**

You must always call an ambulance for any one suffering from a head injury, or you suspect that they may have lost consciousness for any length of time. The injured person must be accompanied to hospital by a member of staff.

### **Walking wounded:**

The injured person must be taken to hospital in a company car, (a private car may not be insured), or a Taxi, only in exceptional circumstance may you transport them in a private car.

The injured party must be accompanied to hospital by a member of staff, when all personal details have been given to the hospital, you may leave them providing that they are being attended to / cared for. Ensure that they have the means to contact the office to arrange transport either home or back to the Depot.

**IF IN ANY DOUBT CALL FOR AMBULANCE IT IS BETTER TO BE SAFE THAN SORRY!**

### **Completion of the accident book:**

The accident book must only be completed by a Manager, Supervisor or First Aider; under no circumstances should the injured person complete the accident book.

It is essential that this information is completed accurately and in as much detail as possible in order to aid any investigations that may subsequently take place.

## **Completion of the first aider statement:**

Examine the site of injury, you must record what you see e.g. “the leg was red and swollen but no puncture wounds, the injured party felt pain in back but there was no visible injury, the knee was grazed – I saw no visible injury but the finger was red”.

Record the condition of the injured person, are they confused, in shock etc.

If no first aid is given record this, if you only clean the wound or administer eye wash this must be recorded on the first aid statement.

The First Aider is responsible for completing the First Aider Statement

## **LOCAL HOSPITAL:**

BAGLAN - Neath Port Talbot Hospital, Baglan Way, Port Talbot SA12 7BX, Phone: 01639 862000

CRYMYCH – Withybush, Fishguard Road, Haverfordwest, SA61 2PZ Phone: 01437 764545

*Dial 999 in an emergency*

## **Social Distancing**

### **Remember:**

- Regularly wash your hands and wipe down surfaces/equipment and think are you doing everything you can to minimise the spread of the virus? Use sanitiser on entry to the buildings.
- Always follow current government guidance
- If you start to feel unwell or present any symptoms then contact your supervisor, preferably by phone. If you have to speak to them in person then ensure you maintain social distance according to current government guidelines
- Wear PPE when required
- We are all responsible for protecting the health and safety of staff and members of the public who may be affected by our activities. Maintain a 2m distance where possible. If this distance cannot be maintained, masks are available and to be worn at the users discretion. Avoid sharing a vehicle or desk, if this is not possible, staff are to clean the cab/desk area before and after duty.
- Where possible work from home and avoid unnecessary office/depot visits

- If you have to speak with or contact a customer – call them, explain they don't need to come outside, if you have to knock on the door wear protective gloves or use hand sanitiser, step back from the door once you have knocked and follow current government advice on distance, take a photograph of where you left the delivery.

**We will ensure that those who remain in both offices and depots receive the health, safety and wellbeing support they need to carry out their roles. We will continue to provide support and guidance for those staff working from home.**

## **Fire Safety Arrangements**

- Fire evacuation response shall be in accordance with the "FIRE ACTION" notices, as displayed on placards across the site.
- All Employees have a duty to familiarize themselves with the "Fire Evacuation Plan" as displayed on the Fire Action Notices.
- Adequate firefighting equipment shall be supplied and maintained. In the event of any person having reason to discharge or otherwise interfere with an extinguisher then it shall be the responsibility of that person to report such to a Manager who shall take the extinguisher out of use and arrange for prompt re-charge or replacement.
- Fire extinguishers, alarm system and emergency lighting (where installed) shall be the subject of maintenance contracts by companies competent to carry out such work.
- All staff shall be informed of the nature of the fire alarm signal and what action to take on discovering a fire.
- All staff shall be shown the method of identification and operation of fire extinguishers, at commencement of employment, or as soon as practicable for existing employees.
- Emergency exit doors shall have approved signs mounted above them.
- Fire extinguisher locations shall be indicated by approved signs.
- These are strictly NO Smoking sites other than in the designated areas.
- Fire exits and passageways shall not be obstructed at any time by any object.
- Portable heating appliances shall be kept away from combustible substances and materials.
- Emergency evacuation drills will be held on a periodic basis and records of such drills shall be kept. The target evacuation time is less than 3 minutes.
- Fire alarms shall be tested periodically and records of such tests shall be kept.
- All fire doors shall be appropriately identified on each side, bear the instruction to keep closed. Fire doors may not be wedged open e.g. to provide additional ventilation.

**The emergency assembly point in cases of building evacuation is located:**

BAGLAN – By the main entrance gate

CRYMYCH 21 yard – By the main entrance gate

CRYMYCH HEAD OFFICE – Muster point B, workshop yard

CRYMYCH WORKSHOP – Muster point A, outside office

**Smoke-free Policy**

**Purpose**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

**Policy**

It is the policy of Frenni Transport Ltd that all of our workplaces are smoke free and all employees have to work in a smoke free environment. The policy shall come into effect from the 1st March 2007.

**Implementation**

All staff are obliged to adhere to, and facilitate the implementation of the policy.

Appropriate “No Smoking” signs will be clearly displayed at the entrance to and within the premises.

**Non-compliance**

Disciplinary action will be taken against any member of staff, including temporary /agency staff and sub-contractors, who do not comply with this policy.

**Help to stop smoking**

The NHS offers the following free services to help smokers give up:

Local NHS stop smoking services – you are four times more likely to give up smoking with the support of your local NHS stop smoking service and nicotine gum and patches.

The NHS stop smoking helpline – you can speak to a specialist advisor or request resources by calling 03001 231044.

[www.nhs.uk/smokefree](http://www.nhs.uk/smokefree) is an online resource for all advice, information and support you need to stop and stay stopped.

This support programme is free to join and is designed to help you stop smoking using both medical research as well as insights from ex-smokers.

### **Safe Working Practice eyesight, cpc, driving license checks (SWP39)**

It is a Frenni Transport LTD company policy that on commencement of employment, and every 6 months thereafter that all LGV Drivers (including Agency Drivers) are required to undergo an eyesight check given by the company; to ensure that they have adequate eyesight for driving. Anyone that does not pass the number plate test should not be driving and will be requested to see a qualified optometrist for an eyesight test and will be suspended from driving company vehicles until an optometrist report is received. The check is done by reading a UK standard regulation number plate over a specified distance. The results of the test will be recorded and kept on the employees personnel file.

**The law states that driver's must be able to read a clean number plate You must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.**

**Pre 1<sup>st</sup> September 2001 number plates were a little larger and should be read from a distance of 20.5 metres.**

This is not a difficult standard to attain, and most people should be able to pass this test with ease. Each driver will be offered three chances at correctly reading the number plate during the eyesight check. If the driver fails the first attempt, the Manager (or delegate) will request that he / she try reading an alternative number plate. If on the second attempt the driver failed, the Manager will measure the distance to ensure accuracy and he / she will be offered a third and final attempt.

**Failure on the third attempt will result in the driver not continuing with normal driving duties until after they have seen a qualified optometrist for an eyesight test and subject to supplying HR with a favourable optometrist report.**



### **Method – Eyesight check outside in the car park over a measured distance**

- i. Transport operations manager (or delegate) requests the LGV driver to stand at a specified distance from a vehicle and read a car number plate accurately. When using this method the distance must be accurately measured with a tape-measure and a point clearly marked where the driver must stand. This specified distance is:
  - 20 metres for a car number plate made after 1<sup>st</sup> September 2001
  - 20.5 metres for car number plates made before 1<sup>st</sup> September 2001
- ii. If the Driver needs to wear spectacles or contact lenses to read the number plate then the Driver must also wear them whilst driving. Driver completes the eyesight check and the results need to be recorded on the Eye-test check form. Copy of eyesight check forms completed at induction must be sent back to HR department, the six monthly eyesight check forms must be kept on file locally at the Depot. HR must be informed immediately if any Drivers fail the eyesight check and suspended from driving company vehicles

### **Procedure for checking Drivers Licence**

Driving Licence Checks are an essential part of our risk assessment and duty of care policy, and it is also a requirement of FORS Bronze accreditation to ensure that all LGV Driver's (including Agency Drivers) Licences and Qualifications are checked by a competent person before driving company vehicles, and then every 3 months thereafter.

#### **To check a Drivers Licence on-line:**

- i. Go to the DVLA website where driving licences can be checked free of charge:  
[www.gov.uk/view-driving-license](http://www.gov.uk/view-driving-license)
- ii. Enter the following information: Driver License Number, National Insurance Number, the Postcode as shown on the Driving Licence
- iii. Check the Drivers Licence information as shown on screen, check for any Penalty points and the Driving Licence codes. Print-off a copy of the Licence information and place in the driver personnel form
- iv. If there are any discrepancies that could affect eligibility to drive then the Driver must be informed at the time, the HR department must also be informed. If any Drivers fail the Licence check and suspended from driving company vehicles.

## **Frenni Transport site rules**

1. Hi-Visibility clothing and safety footwear must be worn at all times.
2. The site Speed limit is 10mph.
3. Drivers must switch-off the vehicle ignition when they are not in the cab. Vehicles must not be left unattended with keys in the ignition.
4. Pedestrians must observe and be aware of moving vehicles on site and remain a safe distance away i.e. 3 metres
5. Forklift trucks to stop any operation if pedestrians pose a danger/ are standing too close to moving vehicles.
6. Observe the SMOKING policy: Smoking is only allowed outside in the designate smoking area.
7. It is strictly forbidden for anyone to stand-on or walk under the forks of a Fork-Lift Truck.
8. Fork-lift operators must sound their horns when entering or exiting the warehouse and when approaching pedestrian s.
9. Vehicles should their use all audible and visual alarms (if fitted) when reversing.
10. All accidents and incidents, however minor must be reported immediately to: your manager and entered into the accident report book

## **Display Screen Equipment**

### **Display Screen Equipment Policy 17/01/2018**

It is the policy of Frenni Transport LTD to ensure, so far as is reasonably practical, no harm occurs to employees as a result of their use of Display Screen Equipment (DSE). DSE are devises or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screen and other similar devices

### **Who is a DSE user?**

An employee who:

- Is dependent on a computer to do their job
- Have no discretion on the use of a computer
- Needs significant training and skills

- Uses a computer for an hour or more at a time as part of their work
- Uses a computer more or less daily
- Needs rapid input and output information
- Needs high levels of attention and concentration

## Organisation

Where users of DSE are identified managers and supervisors are to:

- Arrange for a suitable assessment to be conducted by a competent person
- Ensure all personnel are properly supervised and arrange their working day appropriately
- Ensure each individual is provided with the necessary information, instruction and training regarding the hazards, risks and controls associated with DSE
- Consider any special arrangements that may be necessary for those individuals with an existing/developing health condition or disability
- Investigate any complaints of discomfort or ill health relating to DSE

Employees must:

- Report any concerns (headaches, eye condition, back problems, upper limb disorders, stress) you may have to your supervisor or manager
- Arrange your working day to ensure regular breaks away from DSE
- Correctly use the equipment provided
- Comply with instructions and training
- Keep your desk clutter free

## Getting comfortable

The following may help you as a DSE user:

Soft incoming light	Display screen at eye level or slightly below	Keyboard at elbow height
Thigh parallel to floor	Feet flat on floor or on a foot rest	Sufficient work space

## Well-designed work stations

Keyboards:

A space in front of the keyboard can help you rest your hands and wrists when not typing, try to keep wrists straight when typing, keep a soft touch on the keys and don't overstretch your fingers

Using a mouse:

- Position the mouse within easy reach, so it can be used with a straight wrist
- Sit upright and close to the desk to reduce working with the mouse arm stretched
- Move the keyboard out of the way if it is not being used
- Support the forearm on the desk and don't grip the mouse too tightly
- Rest fingers lightly on the buttons and do not press them too hard

Reading the screen

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do DSE may need servicing or adjustment
- Adjust the brightness and contrast controls on the screen to suit the lighting conditions in the room
- Make sure the screen surface is clean
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position
- Select colours that are easy on the eye

### **Changes in activity**

Breaking up long spells of DSE work helps prevent fatigue, eye strain etc. The following may help you:

Stretch and change position	Look into the distance from time to time	Blink often
Change activity before you get tired	Short frequent breaks	Avoid prolonged periods looking at a screen

### **Assessments**

Assessments are to be conducted by a competent person. Where an assessment identifies risk to an individual or group remedial measures will be taken to:

- Eliminate those risks by organisational measures

- Where the elimination of risks is not possible suitable control measures will be adopted, reviewed and monitored to ensure there is no adverse effect to an individual's health.

## **Software**

Frenni Transport LTD will ensure that the software provided for use is suitable for the task and will, where necessary, provide appropriate training.

## **Eye tests**

Identified users may undertake eye tests at company expense to establish any issues relating to DSE use. All personnel wishing to undertake an eye test should inform the HR department prior to the event to ensure they comply with current arrangements.

## **Manual Handling (SWP 13)**

Frenni Transport Ltd core business activity is delivering and collecting palletized freight. Office workers may be required to use a form of manual handling during their working day.

**When Manual Handling is unavoidable, we expect all employees to use:**

**Kinetic Lifting methods as outlined below:**

- 1) Preparing to lift: feet apart, one foot slightly forward knees bent, load close to the body, back straight, plan the route*
- 2) Grasp the load: secure grip, tilt load slightly towards you, keep load close to the body, arms in*
- 3) Lift using legs: body and load as one, no jerks, snatches or twists, look up*
- 4) Move off: momentum of lift, load close to body, smooth movements*
- 5) Plan setting load down: bend knees, keep back straight*

## **Assessment and Risk Control**

**Before doing any lifting you need to do an assessment. Think: am I capable of doing this task?**

**T.I.L.E principles:** Task, Individual, Load, and Environment all need to be considered:

**Task:** does it involve twisting, stooping, reaching upwards. All of which put stress on your back.

**Individual:** does it require unusual capabilities? Is it hazardous to those with a health problem?

**Load:** is what you're lifting heavy, bulky, unwieldy, difficult to grasp, unstable or unpredictable?

**Environment:** are there constraints in posture, variations in levels, obstructions?

**Ask yourself: do I have to lift it? Can I get a mechanical aid to help with the lift?**

### **Back Exercises**

The key to looking after your back is good health. Try to get plenty of exercise when you are not at work. By keeping in good shape and leading a healthy lifestyle you will be doing your back a big favour. Before attempting to lift a load you should warm up and gently stretch your muscles.

### **ISSUES TO RAISE?**

**If you have any Health and Safety problems or queries that you need to discuss, please contact your manager.**

### **Safe Working Practice for the Use of Personal Protective Equipment (SWP25)**

There are a number of specific types of PPE issued to employees of Frenni Transport Ltd, as follows:

***Hi-vests and jackets, safety footwear, hard hats, gloves, safety glasses and dust masks***

The type of hazards and general requirements for the use of PPE are detailed below:

#### **Eyes**

Hazards: chemical or metal splash, dust, projectiles, gas and vapour, radiation.

Options: safety spectacles, goggles, face shields, visors.

#### **Head**

Hazards: impact from falling or flying objects, risk of head bumping, hair entanglement.

Options: a range of helmets and bump caps.

### Breathing

Hazards: dust, vapour, gas, oxygen-deficient atmospheres.

Options: disposable filtering face piece or respirator, half- or full-face respirators, air-fed helmets, breathing apparatus.

### Protecting the body

Hazards: temperature extremes, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing.

Options: conventional or disposable overalls, boiler suits, specialist protective clothing, eg chain-mail aprons, high-visibility clothing.

### Hands and arms

Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination.

Options: gloves, gauntlets, mitts, wrist cuffs, armllets.

### Feet and legs

Hazards: wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion.

Options: safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings, spats.

### Noise at Work

Exposure to noise can lead to hearing loss, PPE must be provided where the daily or weekly personal noise exposure (LEPd or LEPw) is at or above the first action level (80db). It is Mandatory to wear hearing protection at and above the second action level (85db)  
Examples of PPE are: Ear-muffs and Ear-plugs.

### COSHH (Potential for damage to health from harmful substances)

PPE must be provided “where adequate control of exposure cannot be achieved by other means” as additional protection should any of those measures fail. Examples:  
Chemical-resistant gloves, dust masks.

### Maintenance

Make sure equipment is:

- well looked after and properly stored when it is not being used, for example in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case;
- kept clean and in good repair - follow the manufacturer’s maintenance schedule (including recommended replacement periods and shelf lives). Simple maintenance can be carried out by the trained wearer, but more intricate repairs should only be done by specialists. Make sure suitable replacement PPE is always readily available.

### CE marking

Ensure any PPE you buy is ‘CE’ marked and complies with the requirements of the Personal Protective Equipment Regulations 2002. The CE marking signifies that the PPE satisfies certain basic safety requirements and in some cases will have been tested and certified by an independent body.

### Key points to remember

Are there ways (other than PPE) in which the risk can be adequately controlled, e.g. engineering controls? If not, check that:










- PPE is provided
- It offers adequate protection for its intended use
- Those using it are adequately trained in its safe use
- It is properly maintained and any defects are reported
- it is returned to its proper storage after use.

**It is important for your safety and the safety of others that you report**



defective equipment as soon as it becomes apparent.

## COSHH Awareness

<b>COSHH</b> Guide to Hazard Symbols	
Since 2009, new international symbols have been gradually replacing the European symbols. Some of them are similar to the European symbols, but there is no single word describing the hazard. Read the hazard statement on the packaging and the safety data sheet from the supplier.	
SYMBOL	MEANING
	<b>Toxic/Danger</b> Can cause death or chronic damage to health if swallowed, breathed in or absorbed by skin Do not swallow the material, allow it to come into contact with skin or breathe it.
	<b>Warning</b> May cause irritation (redness, rash) or less serious toxicity. May damage the ozone layer. Keep away from skin and eyes Avoid release to the environment
	<b>Sensitiser/Carcinogen/Mutagen</b> May cause serious and prolonged health effects on short or long term exposure. Do not swallow the material, allow it to come into contact with skin or breathe it
	<b>Aquatic Toxicity</b> Toxic to aquatic organisms and may cause long lasting effects in the environment. Avoid release to the environment
	<b>Corrosive</b> Corrosive material which may cause skin burns and permanent eye damage. May corrode metals. Avoid contact with skin and eyes Do not breathe vapours or sprays Wear protective clothing Keep away from metals
	<b>Flammable</b> Flammable if exposed to ignition sources, sparks, heat. Some substances with this symbol may give off flammable gases in contact with water. Avoid ignition sources (sparks, flames, heat) Keep your distance Wear protective clothing
	<b>Oxidiser</b> Can burn even without air, or can intensify fire in combustible materials. Avoid ignition sources (sparks, flames, heat) Keep your distance Wear protective clothing
	<b>Explosive</b> May explode if exposed to fire, heat, shock, friction. Avoid ignition sources (sparks, flames, heat) Keep your distance Wear protective clothing
	<b>Compressed or liquefied gas</b> Contains gas under pressure. Gas released may be very cold. Gas container may explode if heated. Do not heat containers Avoid contact with skin and eyes

**UN numbers or UN IDs are four-digit numbers that identify hazardous substances, and articles (such as explosives, flammable liquids, toxic substances, etc.) Please call the office if you notice these numbers on the goods you are collecting or delivering.**

### **Spill Procedure (SPW 14)**

On identifying a spillage the affected area must be safely quarantined off or guarded to prevent entry to the spillage area – Strictly NO SMOKING in area. Before any action can be taken the spillage must first be identified for safety reasons and the supervisor / manager must be informed. Operatives must ensure that they are wearing suitable PPE before attempting to tackle the spillage. A supervisor will attend to cleaning up the spillage. If the spilled substance cannot be identified or the attending staff are not sure how to deal with the spillage; they should phone the 24/7 Helpline for assistance: **0844 560 1983**.

#### **In the event of a small spillage:**

Use the socks as shown to prevent the spill from spreading. Lay the pads on top of the spill and allow the pads to soak, if Absorbent Granules are available then these can also be used. Once you are satisfied that the spill has been contained and dealt with then the next step is to dispose of the contaminated materials and waste. Open the plastic bag and with some help shovel the waste into the bag, sweep up after making sure no waste is left. Before disposing of the bag ensure the surface is dry and not being left in a slippery condition, if so use more mats or granules until the surface is made safe.

#### **Glass breakage**

FLT Sweeper / shovel attachments to be used wherever possible to avoid excessive manual handling. Start to shovel the remaining bottles from the tip up into the bin. Be conscious that when glass is put into skip that cullet may shatter causing fragments of glass.

#### **Surface Water Drainage Systems:**

The first procedure in any spill situation is to assess if the flow will reach any surface water drains. Drainage systems may be connected directly to rivers and streams so it's essential that you prevent any spills from entering the drains. If the spill is flowing towards any drainage system then the grate itself can be sealed by a drain cover mat.

#### **Disposal of Spillage Waste:**

Dry spillage waste should be dumped into one of the large bins. Wet spillages / damaged containers; 205L Drums, Canisters, Paint Pots etc. should be placed on a "Drainage Bund" to contain the spilled liquid. When the containers have finished draining off, they can be

disposed of. Any bagged waste should be clearly marked before disposal with the type of spill and contents.

**After the Spillage has been cleaned up:**

Check and clean your PPE, after use. Change PPE for new if necessary. Complete a Spill report and send give to your supervisor. Spill report should include details of how the spill occurred and how it was dealt with.

**Please sign and remove this page from your manual and give to your manager. Retain the manual for future reference. If you have any concerns please speak to your manager.**

**I acknowledge that I have read and understood the Safe Working Practice Manual for Office workers**

**Signature:**

**Print Name:**

**Date:**