

# SURPLEX UK LIMITED – JANUARY 2017-01-28

## HEALTH AND SAFETY FOR WEEE COLLECTIONS

### “A Safe System of Work”

Surplex UK Limited intend as a company to “provide systems of work that are as far as reasonably practical, safe and without risk to health”, Surplex UK Limited operate a “safe system of work” so that work is done safely. In order to enable WEEE Collection to be done without incident: All employees and sub-contractors will:

1. Wear protective clothing for WEEE Segregation and WEEE Collections
  - a. Steel Boots for WEEE Stream 1,2,3,4,5 & 6
  - b. Hard Hat when loading WEEE Containers
  - c. Protective Glasses for WEEE Stream 4
  - d. Protective Gloves for WEEE Stream 1,2,3,4,5 & 6
2. Make it their responsibility to understand and follow safety instructions
3. Adhere to all local relevant management procedures whilst present on site
4. Know appropriate methods and procedures including manual handling
5. Are certain that any lifting equipment or tools used are properly maintained?
6. Report immediately all accidents, injuries, cases of illness, damage to property and near misses.

Surplex UK Limited has developed and adopts the following checklist to ensure a safe system of work.

1. Who is in charge of the job/site?
2. Who else is working on the site?
3. Are there codes of practice that need to be adhered to, e.g. loading a wagon?
4. Should protective clothing be worn in addition to above?
5. Have people working on the job/site been instructed on any special features dangers etc.?
6. Are the correct tools and equipment being used for the job?

Surplex UK Limited will work to these four elements:

- competence
- control
- co-operation
- communication

## **Competence**

Competence is about ensuring that all our employees, self-employed people, contractors and subcontractors working on your site have the necessary training, experience, expertise and other qualities to carry out the work safely. Competence is also about ensuring the right level of expertise is available, particularly in relation to WEEE. Surplex UK Limited ensure that the contractors or subcontractors are competent in the management of their own health and safety when working on site.

## **Control**

Establishing and maintaining control is central to all Surplex UK Limited management function. Control starts with the production of a health and safety organisational structure, which details specific health and safety responsibilities and that they know what they must do and how they will be held accountable for safety on site. It is important Surplex UK Limited to make sure that our contractors understand how health and safety will be controlled and monitored before they begin work on site.

## **Co-operation**

Surplex UK Limited effective co-operation relies on the involvement of employees, contractors, and others, in the planning, standing setting, operation procedures and instructions for risk control as well as involvement in monitoring and auditing. Co-operation enables the risks to be suitably controlled by allowing the exchange of information. Contractors, subcontractors and self-employed people need to appreciate the hazards and risk to others working on site and to co-operate with each other to minimise identified risks.

## **Communication**

Effective communication ensures that all those who are to work on site understand the importance and significance of the health and safety objectives. Surplex UK Limited make sure we keep contractors, subcontractors, and others informed of safety matters and procedures to be followed on site. Monitoring safety performance Monitoring is essential to maintain and improve health and safety performance. There are two ways Surplex UK Limited generating information on safety performance:

- active monitoring systems; and
- reactive monitoring systems.

Active monitoring systems give feedback on safety performance before an accident or incident happens. Active monitoring is achieved by carrying out inspections of the contractors on site during the set-up and WEEE collections by checking the contractors' safety method statements for carrying out work against their actual work on site.

Reactive monitoring systems are triggered after an accident or incident has occurred. They include identifying and reporting injuries, ill health, other losses such as damage to property, incidents with the potential to cause injury, and weaknesses or omissions in safety standards. Information obtained during inspections as well as a result of incidents or property damage are recorded in the WEEE

collections logbook. This book is used to keep other records and the information used to audit and reviews the WEEE collection procedures at a later date. With information from both systems, it is possible to assess safety performance against our safety standards set in the safety policy.

# SURPLEX UK LIMITED - General Policy Statement

## HEALTH & SAFETY

Surpex UK Limited recognises its statutory duties under the Health & Safety at Work Act 1974. To this end, the Health & Safety Manager is responsible to the Director for ensuring the Health, Safety and welfare of all employees throughout the country.

To keep work place procedures relating to Health & Safety under constant review and to keep the board of Directors and employees updated on changes in Legislation that may affect them. In addition, the Company shall, so far as reasonably practical

Provide and maintain a safe place of work and a healthy environment for all employees.

Provide such information and instruction as maybe necessary to ensure compliance with Health & Safety at work of all its employees.

All employees of the Company shall comply with their responsibilities to ensure the Health, Safety and welfare of themselves and the Health, safety and welfare of those in the vicinity that may be affected by their acts or omissions. Further more, all employees shall co-operate with their employer so as to enable the employer to carry out its Health & Safety duties towards them.

To recognize its duties towards the General Public and users of the Companies services, general public are under a statutory duty to take reasonable precautions for their own Health & Safety. Failure to do so will be regarded as a breach of Company Policy, entitling the Company to take such measures as it considers appropriate (including asking the user to leave the Unit/Premises/Collection Area).

This policy has been prepared in support of the Health & Safety at Work Act 1974 and applies to all Directors, Managers, Employees and visitors of the Company.

Mark Willis – Managaing Director

SURPLEX UK LIMITED