



HEALTH AND SAFETY POLICY MANUAL

<u>Section</u>	<u>Contents</u>	<u>Page</u>
1.0	Manual Administration	2
2.0	Company Profile	3
3.0	Occupational Health and Safety Management System Elements	3
3.1	General Requirements	3
3.2	Health and Safety Policy	4
3.2.1	Responsibilities for Health and Safety Policy	5
3.2.2	Health and Safety Management Structure	11
3.2.3	Operation of Health and Safety Policy	11
3.3	Planning	12
3.4	Implementation of Operation	12
3.5	Checking and Corrective Action	13
3.6	Management Review	13



1.0 Manual Administration

The purpose of this section is to ensure that all issues associated with this Policy are uniquely identified, and that changes to the manual, and subsequent reissue are properly controlled.

Changes to the manual content will only be made by the Health and Safety Officer or the General Manager. All issue changes will be recorded.

All persons that receive a copy of this Manual will be entered onto the Health and Safety Manual Distribution and amendments register.

This document and its contents are Private and Confidential and may not be copied, loaned or otherwise communicated to a third party without the prior consent in writing of Pro-Align Ltd. Any such request should be directed to the Health and Safety Officer or The General Manager.

One master copy of all superseded Manuals shall be filed and retained by the General Manager.

This copy of the Pro-Align Ltd Health & Safety Manual is issued to:

Name:	
Company	
Date:	

This copy is a controlled issue, and is registered as copy number [] and may be subjected to updating.

Revisions of this Manual will be with express authority/approval of the Managing Director.

PRO-ALIGN

2.0 Company Profile

The Company, established in 1992 has grown to become one of the leading Wheel Alignment Equipment suppliers in the UK.

Pro-Align Ltd is situated at 27 Ross Road Business Park, Ross Road, Northampton. Pro-Align Ltd sell wheel alignment equipment through the Motor Industry from sole trader operated garages through to Motor Manufacturers. Throughout this process the core operations are as follows:

- Area Sales Managers attend prospect/customer sites
- Importing/delivery of equipment
- Storage of equipment and supplies
- Service engineers attending sites to calibrate/service/repair equipment
- Administration support

This manual describes how the activities of Pro-Align Ltd meet the requirements of the standards. Where relevant, appropriate sections of the Quality Management System are referenced.

3.0 Occupational Health and Safety Management System Elements

The Pro-Align Ltd Health and Safety Management System shall comprise the following key elements:

- Health and Safety Policy
- Health and Safety Planning
- Health and Safety Implementation and Operation
- Health and Safety Checking and Corrective Action
- Health and Safety Management Review
- Health and Safety Continual Improvement

The documentation that forms the basis of this Health and Safety Management System comprises of the Health and Safety Policy Manual, Health and Safety Operating Procedures Manual (HSOP's) and Health and Safety Operational Controls (HSOC's).

3.1 General Requirements

Pro-Align Ltd shall establish and maintain a Health and Safety Management system as per the requirements stated above in clause 4.

PRO-ALIGN

3.2 Health and Safety Policy

Pro-Align Ltd will manage its activities to continuously improve its health and safety performance.

It is the policy of Pro-Align Ltd to carry out its operations in such a manner as to ensure the health, safety and welfare of all its employees, and others (including visitors, contractors and the public) who may be affected by its operations.

Pro-Align Ltd shall ensure, as far as is reasonably practicable, that this will be achieved by the following:

- Acquire as required the services of a qualified and experience safety advisor
- The provision of premises, plant, equipment and safe systems of work that are safe and do not involve risks to health;
- The provision of sufficient instruction, information, training and supervision to all employees;
- The provision of adequate arrangements for negotiation and consultation on measures for ensuring health and safety at work;
- The carrying out of comprehensive risk assessments to develop safe systems and procedures;

The promotion of safety and health measures is regarded as a mutual objective of management at all levels. The company policy is that safety, health and production are a partnership and as such is line management's responsibility.

The company demands a high standard of health and safety from all concerned and will maintain these standards, and wherever possible they will be measurable and continuously improved.

The responsibilities of employees from the managing director to employees in general are detailed in the health and safety manual. Pro-Align expects those who have been given duties to implement this policy will discharge them diligently.

This health and safety policy statement shall be displayed at all Pro-Align Ltd working locations. An electronic copy of this policy is also available at the following web site address: www.pro-align.co.uk

This policy and its implementation will be reviewed as necessary, but in any event, at least every six months, taking into account changing business and regulatory needs. This review shall take place as a management review activity and as part of the internal audit schedule.

Signed:	Paul Beaurain, Managing Director	Date:	4 January 2005
---------	----------------------------------	-------	----------------



3.2.1 Responsibilities for Health and Safety Policy

Pro-Align Ltd recognises that all its employees can make a valued contribution to improving the Health and Safety Performance through the successful implementation of the Health and Safety Policy.

Failure to comply with the Pro-Align Ltd Health and Safety Policy will lead to disciplinary action.

Resources essential to the implementation, control and improvement of the Health and Safety Management System shall be identified in the Health and Safety Improvement Plan.

Management's commitment to the continual improvement of the health and safety performance is demonstrated in their involvement in the undertaking of risk assessments, health and safety audits, health and safety inspections, resulting in the elimination and reduction of hazards and reduction in lost time accidents.

All employees should ensure they understand their duties and responsibilities to comply with the requirements of the Pro-Align Ltd Health and Safety Policy and Improvement Plan.

These duties can be read as follows:

1.0 The Managing Director

Named Employee(s): Paul Beaurain
Deputy: Kathryn Beaurain

Will have the overall responsibility for safety, which includes the following:

- (a) Ensuring that competent staff, adequate materials and safe plant are available to meet the needs of safety and health at all times (Ref: HSOP**).
- (b) Ensure adequate resources are provided for health and safety (Ref: HSOP**/HSOP**).
- (c) Ensure health and safety responsibilities are identified and allocated to appropriate employees (Ref: Policy Manual)
- (d) Ensure the health and safety policy is kept under review (Ref: HSOP**).
- (e) Provide organisation to implement the policy objectives (Ref: SOP**).

2.0 The Health and Safety Officer

Named Employee(s): Kathryn Beaurain
Deputy: Carl M Potter

Will:

- (a) Ensure that an effective safety policy is enforced, issued and periodically appraised and any necessary changes made (Ref: HSOP**).

PRO-ALIGN

- (b) Ensure that accidents and dangerous occurrences are investigated so that causes may be established and corrective/preventative measures are established (Ref: HSOP**).
- (c) Prepare statistics on Health and Safety performance (Ref: HSOP**).
- (d) Have the authority to cease any activity on Pro-Align LTd property considered giving rise to risk of imminent danger to any person, and report the action to the Managing Director and relevant Departmental Manager (Ref: HSOP**).
- (e) Periodically carryout safety audits to monitor the implementation of the safety policy (Ref: HSOP**).
- (f) Provide safety advice, including advising on and should be consulted on the installation of new plant etc (Ref: SOP01).
- (g) Ensure the Managing Director and others are kept informed of new legislation, codes of practice etc (Ref: HSOP**).
- (h) Advise on safety training requirements (Ref: HSOP**).

3.0 The General Manager

Named Employee(s): Carl M Potter

Deputy: Colin Avis

Will:

- (a) Ensure that departments adhere to Health and Safety Policy (Ref: Policy Manual).
- (b) Co-ordinate the implementation of safety objectives set by the safety committee (Ref: HSOP**).
- (c) Initiate measures to eliminate/control risks to Health and Safety (Ref: HSOP**).
- (d) Ensure in consultation with the Health and Safety Officer that training needs are assessed and necessary training provided (Ref: HSOP**).
- (e) Ensure emergency plans are developed and maintained (Ref: HSOP**).
- (f) Ensure suitable and sufficient welfare facilities are provided and maintained to an appropriate standard (Ref: HSOP**).
- (g) Ensure maintenance of an accident/incident recording system (Ref: HSOP**).
- (h) Ensure risk assessments associated with visual display units, noise and manual handling are carried out (Ref: HSOP**).

PRO-ALIGN

- (i) Ensure personnel are competent to do their work (Ref: HSOP**).
- (j) Ensure fire-fighting equipment, first aid and emergency arrangements are in place (Ref: HSOP**).
- (k) Take personal action to suspend or stop activities that are dangerous or not carried out in accordance with Pro-Align Ltd's policy (Ref: HSOP**).
- (l) Establish good lines of communication between all persons concerned (Ref: HSOP**).
- (l) Make full use of technical knowledge, professional advice and skills available (Ref: HSOP**).
- (m) Ensure training records are kept and procedures are in place to ensure individual training requirements are appraised (Ref: HSOP**).
- (n) Ensuring that all employees know what to do in case of fire or other emergency and know the location of and how to use emergency and first aid equipment (Ref: HSOP**).
- (o) Ensure that adequate supervision is available, in particular where young or inexperienced workers are concerned (Ref: HSOP**).
- (p) Ensuring that work necessary for safety and health is carried out promptly (Ref: HSOP**).
- (q) Ensuring that good housekeeping standards are maintained at all times (Ref: HSOP**).
- (r) Ensuring copies of the safety policy, employees' liability insurance certificate, risk assessments and statutory regulations are displayed (Ref: HSOP**).
- (s) Ensuring training records are kept and procedures are in place to ensure individual training requirements are appraised (Ref: HSOP**).
- (t) Ensuring operatives under their control are made aware of relevant health and safety issues (Ref: HSOP**).
- (u) Ensuring all accidents / incidents are reported to the Health and Safety Officer so that a thorough investigation can be carried out (Ref: HSOP**).
- (v) Ensuring that welfare facilities are kept in a clean condition (Ref: HSOP**).
- (w) Ensuring that all employees in their working area carry out the safe systems of work laid down (Ref: HSOP**).

PRO-ALIGN

- (x) Ensuring that personal safety equipment is worn (Ref: HSOC**).

4.0 The Aftersales Manager

Named Employee(s): Colin Avis

Deputy: Carl M Potter

Will:

- (a) Ensuring that risk assessments are carried out/recorded prior to any new work activity and that the safe systems of work/method statements laid down are in operation (Ref: HSOP**).
- (b) Ensuring that all persons under their charge are adequately trained and are fully aware of any known hazards and risks (Ref: HSOP**).
- (c) Ensuring operatives under their control are made aware of relevant health and safety issues (Ref: HSOP**).
- (d) Ensuring that assessments are carried out of any hazardous substances to be used and that the necessary precautions are taken and the relevant safety data is maintained and communicated (Ref: HSOP**).
- (e) Ensuring that good housekeeping standards are maintained at all times (Ref: HSOP**).
- (f) Ensuring that the supplies of personal safety equipment are available and a record of issue is maintained (Ref: HSOC** / HSOP**).
- (g) Ensuring that visitors are supervised and provided with any necessary personal safety equipment (Ref: SOP** / SOC**).
- (h) Ensuring that the necessary statutory tests and examinations have been carried out on plant and that up to date certificates and records are available (Ref: HSOC** / HSOP**).
- (i) Ensuring all necessary equipment, plant and tools, are in a safe condition and that safe access to and egress from places of work are always maintained (Ref: HSOC**).
- (j) Ensuring all accidents / incidents are reported to the Health and Safety Officer so that a thorough investigation can be carried out (Ref: HSOP**).
- (k) Ensuring that plant and machinery is only used when the appropriate safety devices are fitted and working (Ref: HSOC**).
- (l) Ensuring that portable hand tools are serviced / inspected on a regular basis (Ref: HSOC**).

PRO-ALIGN

- (g) Ensuring that regular housekeeping inspections are carried out on working areas on a regular basis so that good standards can be maintained (Ref: HSOP**).
- (h) Ensuring that all employees in their working area carry out the safe systems of work laid down (Ref: HSOP**).
- (i) Ensuring correct methods of manual handling are adopted by all operatives under their control (Ref: HSOP 01 / HSOC**)
- (j) Ensuring that personal safety equipment is worn (Ref: HSOC**).
- (k) Ensuring that ladders are checked where they are used and that they are in a safe working order (Ref: HSOP**).
- (l) Ensuring that any person working at height follows the safe system of work laid down for that activity (Ref: HSOC**)

5.0 Project Manager

Named Employee(s): Paul Beaurain, Kathryn Beaurain

Deputy: Carl M Potter

Will be responsible for:

- (a) Ensuring competent persons carry out project specific risk assessments and implement safe systems / methods of work. (Ref: HSOP**).
- (b) The project health and safety performance is monitored effectively (Ref: HSOP**)
- (c) Take personal action to suspend or stop activities that are dangerous or not carried out in accordance with Pro-Align Ltd policy (Ref: HSOP**).
- (d) Ensuring appropriate information is compiled for inclusion into the Clients project health and safety file (Ref: HSOP**).
- (e) Establish good lines of communication between all persons concerned (Ref: HSOP**).

6.0 Safety Committee

Named Employee(s): (TBC)

Will:

- (a) Meet on a regular basis (at least every * months) to discuss departmental safety and health performance (Ref: HSOP**)
- (b) Review effectiveness of policy (Ref: HSOP**)

PRO-ALIGN

- (c) Determining the Health and Safety priorities for the company and making recommendations for implementing plans to improve Health and Safety conditions (Ref: HSOP**)
- (d) Review accident statistics and propose preventative actions (Ref: HSOP**)

6.0 The Employees' Safety Representatives

Named Employee(s): (TBC)

Will:

- (a) Assist in the investigation of accidents, incidents, industrial disease or dangerous occurrences (Ref: HSOP**).
- (b) Represent the Health and Safety interests of their fellow employees on a continuing day to day basis (Ref: HSOP**).
- (c) Investigate potential hazards and employee complaints (Ref: HSOP**).
- (d) Assist with the transfer on internal safety information (Ref: HSOP**).
- (e) Represent the employees in consultation with the Health and Safety Executive inspectors, and to receive information from them (Ref: HSOP**).
- (f) Attend and represent employees at safety committee meetings (Ref: SOP06).
- (g) Conduct health and safety inspections of the workplace (after giving reasonable written notice to the employer) (Ref: HSOP**).

9.0 Area Sales Managers, Workshop/Stores Operatives, Service Engineers and Office Employees

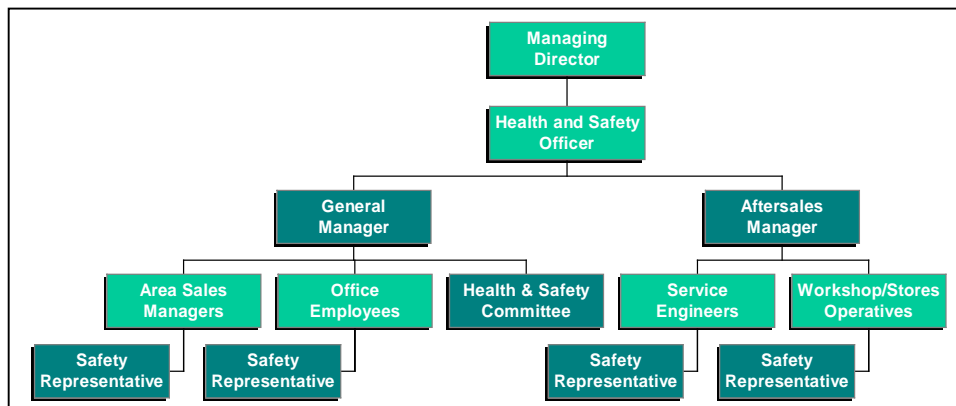
Will:

- (a) Take reasonable care to ensure that they do not endanger themselves or anyone else.
- (b) Observe all instructions, whether written or verbal, given to ensure personal safety and safety of others.
- (c) Be sensibly and safely dressed for their particular working conditions.
- (d) Conduct themselves in a safe manner and refrain from horseplay.
- (e) Maintain tools and equipment in good condition and report all defects to immediate supervisor.
- (f) Not misuse anything provided in the interest of safety and health.

PRO-ALIGN

- (g) Report all accidents to their immediate supervisor.
- (h) Be familiar with the emergency and evacuation procedures.
- (i) Co-operate with their employer and others in carrying out statutory requirements.
- (j) Bring to the attention of their supervisor or safety representative anything that may lead to accident or injury.
- (k) Where a person identifies a dangerous occurrence or near miss situation which could lead to serious or imminent danger they are to comply with the following:
 - Cease work immediately
 - Alert other operatives in the immediate vicinity of the hazard
 - Move to a safe location
 - Report occurrence to immediate supervisor.

3.2.2 Health and Safety Management Structure



3.2.3 Operation of Health and Safety Policy

In implementing this policy Pro-Align Ltd will:

Ensure that Management Organisation and arrangements are established and maintained to implement and promote the provisions of this Policy.

Ensure that all employees are aware of their statutory duties, their requirements of the Policy, the management organisation and arrangements in place for its implementation and promotion and they understand their individual responsibilities for Health and Safety.

Ensure that adequate resources are provided, hazards are identified, employees are informed of the hazards associated with their work operations, employees receive appropriate information, instruction, training and supervision to competently carry out their duties and tasks safely, efficiently and without risk to health.

PRO-ALIGN

Ensure that throughout each of our operations, suitable and appropriate assessments of Health and Safety and Environmental risks are carried out and that appropriate risk management, loss control and accident prevention measures are incorporated to prevent, where reasonably practicable incidents which may result directly or indirectly to injury to people, damage to plant and equipment or impairment to the environment.

Establish arrangements to ensure that all plant and equipment used is properly inspected, serviced and maintained and safe to use.

Ensure arrangements are in place for the safe, storage and transportation of materials and equipment at work.

Ensure that adequate health and safety, welfare and first aid arrangements and facilities are available at working locations in accordance with relevant legislation.

Ensure that all records of all accidents / dangerous occurrences, etc, are maintained and periodically analysed to be taken in event of an emergency at their work location, e.g. fire, etc.

Create a working environment, which maintains a pro-active approach in improving Pro-Align Ltd's health and safety performance and promotes high standards of health and safety among employees and others associated with the operations.

Ensure arrangements are in place for effective consultation and communication with employees on matters of health and safety.

Ensure that close contact is kept and appropriate advice, guidance is sought from outside centres of expertise on health and safety (e.g. Health and Safety Executive), thereby keeping itself abreast of relevant health and safety legislation, legislative developments and practices to help improve the company's safety performance.

Ensure that the operation of the Policy is reviewed at least every six months, and any resultant improvements considered necessary are implemented.

The policy shall be applicable to all contracts carried out by the company and at all premises used by Pro-Align Ltd.

3.3 Planning

Planning for Health and Safety shall take into account Policy, performance measurement results, Audits and the on-going operational activities.

3.4 Implementation and Operation

Pro-Align Ltd shall take into account planning, performance measurement results, audit, checking and corrective action during the implementation and operation of the Health and Safety Management System.



3.5 Checking and Corrective Action

Pro-Align Ltd shall take into account implementation and operation, performance measurement results audits and management review when implementing its policy via the relevant procedures.

3.6 Management Review

Pro-Align Ltd shall take into account checking and corrective action, external factors, Health and Safety Policy and internal factors whilst undertaking a Management Review.