



REFRIGERATION FOR THE NATION

## Health & Safety Handbook

**Name**.....

**Function**.....

I have read this handbook and understand my responsibilities

**Signature**.....



## **Company Policy Statement on Health and Safety at Work**

Capital Cooling Ltd recognises its duties under the Health and Safety Work Act, and related legislation for the health and safety of its employees, members of the public and others who may be affected by the Company's operations.

We provide safe places of work, safe systems of work, adequate information and training for employees to ensure their health and safety and to safeguard members of the public and others.

While all levels of management are aware of their personal responsibilities for the implementation of this policy, all employees have a duty to take reasonable care to avoid injury to themselves and others by their work activities and to co-operate with the Management in meeting statutory requirements.

We at Capital Cooling Ltd regard statutory obligations as a minimum standard to be achieved throughout the Company's undertakings and require all staff to accept and implement the promotion of high standards in health and safety as a fundamental objective.

To fulfil our policy we are committed to the following objectives: -

- The recognition of Health and Safety as an integral part of all aspects of the work we undertake;
- The nomination of specialist staff to assist and advise line management on the safe conduct of activities;
- A systematic approach to identifying hazards and risks;
- The elimination or minimisation of all risks associated with work hazards;
- The provision of Health and Safety advice and facilities;
- The motivation and empowerment of employees to work safely;
- To seek to continually improve our facilities and methods of working for Health and Safety.

This policy is reviewed at our annual Management Review Meeting.

# General Introduction

This Health & Safety Handbook sets out the controls required for all personnel within Capital Cooling Ltd in health and safety matters. It uses these Safety Instructions set out the measures that must be adhered to in order to prevent injuries and harmful effects to self and others.

The Safety Instructions were developed from the comprehensive evaluation and risk assessment of the whole of Capital Cooling Ltd operations including the installation, servicing, repair of refrigeration systems, plus offices and associated support practices.

- Why have Health and Safety?
- Legislation
- Accidents, Incidents and Injuries
- Basic Responsibilities
- What Must We Do?

## Why have Health and Safety?

When there is an accident or incident which causes injury or harm to anyone in the organisation the cumulative effects are very wide. Even ignoring the costs and financial losses to both the employer and employee the stress and strain on both parties can be tremendous. Apart from the worse case where the result of the accident or incident is fatal the consequences are far reaching

### Impact on Employer

- Lose the skills and input of the person
- Low morale of employees
- Poor employee / employer relationships
- Lost time through work stoppages
- Lost time through investigation of the causes
- May lose orders or contracts
- May have to lay people off either temporarily or permanently

### Impact on Employee

- Suffer pain and shock depending on the severity.
- Loss of confidence
- They may be unable to work for a period of time
- May not be able to continue working in the same function or at all
- May not be able to continue in the same work role

### Impact on Others (Work Colleagues / Family)

- Affect the way people will continue to work
- Work colleagues may feel blame and guilt for the accident Family life styles may be totally changed
- Family concerns and worries

## Legislation

There are a series of laws which have been introduced which are compulsory for both employers and employees. These laws are often policed by the Health and Safety Executive who have the authority to prevent work from continuing and even closing down an organisation's operations. The legislation sets out many conditions relating to work and is primarily there to ensure the workplace and methods used ensure the safety of everyone.

There are numerous laws which must be applied to an organisation, but one of the main ones is the Health and Safety at Work Act which places the requirement of **Duty of Care** on both the **employer** and **employee** to ensure safety measures are in place and consistently implemented.

## Accidents, Incidents and Injuries

Accidents and incidents their subsequent injuries or harmful effects can be the result of :

- Equipment failures
- Structure failures
- Work environment and area conditions
- Incorrect use or operation of equipment etc. by people
- Effects of chemicals, biological matter and non visible agents (e.g. radio activity)
- Physical and mental state of the person (e.g. drunk or under the effects of drugs)

The effects of injury or harm may often be apparent (cuts, bruising, burns etc.) but some are not so obvious and may take affect over a long period (e.g. Repetitive Strain injury)

## Basic Responsibilities

The Health and Safety at Work Act which places the requirement of **Duty of Care** on both the **employer** and **employee** to ensure safety measures are in place and consistently implemented.

### Employer

- To ensure the work place is safe
- To identify any potential hazards which may cause injury or harm to employees and other third parties
- To put in safeguards and procedures to prevent injury and harm
- To constantly check that the safeguards and procedures are effective and are being implemented
- To report any injury or harm to employees or third parties as defined by law

### Employee

- Duty of care to look after yourself and others by what you do or don't do
- To ensure you work within the safeguards and procedures
- To report to management any injuries or harm which occur
- To feed back any information which will help in improving safety
- To report any faulty equipment, machinery, safety problems