

**ULTRA CLEAN****Contract Cleaning
Carpet & Upholstery Cleaning****Original**

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Authorised by	Name Phillip Evans Managing Director	Signature
Date		

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HEALTH & SAFETY POLICY STATEMENT

Ultra Clean (Oswestry) Ltd is responsible and committed to conduct its business, be it on a clients site or on any other establishments, in such a way which ensures, so far as is reasonably practicable, the health, safety and welfare of all its employees, visitors and all those who may be affected by the Company's activities in accordance with the guidelines and procedures in the Health and Safety Manual to ensure that our statutory duties are met at all times.

It is a condition of employment that every employee of the Company, including sub-contract labour, observe the Company's Health and Safety Policy and that they are responsible through their actions for their own safety and the safety of others at work.

To meet these responsibilities and to comply with the relevant legislation, the Company has set down the following objectives -

- Management are committed to the provision of a work environment that is safe, to this end the prevention of injury and ill health through the continual improvement in H&S management and performance is a priority.
 - Encourage the involvement of employees, through its consultation policy in all health and safety matters by promoting a safety culture and setting health and safety objectives and targets for the company.
 - Undertake risk assessments to identify reasonable hazards and take reasonable and appropriate control measures to reduce risk to the health and safety of employees, visitors, and all those affected by the company's activities in accordance with applicable health and safety legislation.
 - Comply with the requirements of the Health and Safety at Work Acts 1974, and all subsequent legislation applicable to the company's activities, together with any other requirements or agreements that the Company has entered into.
 - Provide information, instruction, training and supervision for all employees to ensure that all tasks are undertaken in a safe manner and that all employees understand the company's health and safety standards and their role in achieving them.
 - Develop safe systems of work comparable with the experience and training of the employees involved.
 - Regularly audit health and safety standards and the operation of safe systems of work to ensure that standards are being achieved, maintained, are relevant and appropriate to the company.
- Non-conformities are to be investigated and positive remedial action implemented.
- Investigate and record all incidents occurring at work and take all reasonable action to prevent its recurrence. Incident statistics are maintained and analysed to provide data which is to be reported to the Board of Directors to identify any potential health and safety short comings in the company's activities in order to continually improve the health and safety management system and performance.



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- Provide a suitable and safe place of work and maintain welfare facilities to a reasonable standard.
- Provide one or more competent persons to assist him in his undertaking with regards to Health and Safety.

The Directors and Managers of Ultra Clean Contract Cleaning Services give their full support to this policy in ensuring that Health and Safety is an integral part of its operational and management functions.

The Health and Safety Policy will be regularly updated to take account of legal and best practice amendments.

Environmental Policy

It is the policy of Ultra Clean (Oswestry) Ltd to

- Seek to minimise the potential and disruption generated by our activities.
- Work to prevent pollution through the implementation of robust operational controls and by reducing the pollution risks associated with our activities.
- Employ systems and procedures that ensure the Company's compliance with all relevant laws, regulations and other requirements relating to the environment.
- Promote sustainable development by conserving energy, materials and resources through minimising consumption, maximising efficiency and effectively managing wastes.
- Provide employee training to enhance environmental awareness of the potential impacts from operations and the use of suitable control measures.
- Implement facility plans and site specific project plans to minimise environmental impacts.
- Put in place audit/inspection regimes to monitor the effectiveness of control systems.

Phillip Evans

Managing Director

Review Date: 27th June 2014



2. ORGANISATION

OVERALL RESPONSIBILITY

The Board of Directors accept overall responsibility for all health and safety matters as per the Health and Safety Policy and to:-

- Appoint the Health and Safety Advisor as the competent person to assist in fulfilling the duties of the Health & Safety at Work Act.
- Provide such information, training and supervision as is necessary to ensure, as far as is reasonably practicable, the health & safety at work of employees.
- Initiate, co-ordinate and monitor the Company's policy and performance for the prevention of injury, damage and loss.
- Know the requirements of current legislation and other appropriate recommendations and codes of practice and ensure that they are observed.
- Ensure that all levels of staff receive adequate and appropriate training, and that funds and facilities are readily available to meet the requirements of the policy.
- Ensure that sound working practice is observed by following documented method statements.
- Ensure that in tendering, at planning stages and in production processes, allowance is made for adequate health, safety and welfare facilities and equipment to avoid injury, damage or loss by undertaking hazard and risk assessments.
- Create policy to co-ordinate safety activities between clients and employees or subcontractor and any third party or individual contractors who may be working on the same site.
- Institute proper reporting, investigation and costing on injury, damage and loss and initiate analysis to discover accident trends.
- Reprimand any member of the staff failing to discharge satisfactorily the responsibilities allocated to them.
- Set a good personal example to all employees.

RESPONSIBILITIES of the Directors

The Directors of Ultra Clean Contract Clean responsibilities include but are not limited to the following specific areas:-

- Understand and implement the Company's policy and appreciate the responsibility allocated to each person within the organisation.
- Institute systems of safety and environmental planning that highlight potential hazards by assessing risk and providing a safe system of work.
- Check over working methods statements and precautions with site supervisor and the health and safety advisor when necessary before work starts.
- Ensure that work, once started, is carried out as planned and that current legislation and recommended codes of practice are observed on site. this is to include the various sites that the cleaning services are provided.



- Set a personal example on site visits by wearing appropriate personal protective clothing.
- Ensure that site supervisors and all cleaning operatives understand the principles of the safe working methods and that injuries and equipment damage are to be reported immediately.
- Advise all cleaning operatives of appropriate plant and machinery highlighted on the site specific risk assessment that will enable them to undertake their duties in a safe manner.
- Ensure that all plant sent to site is safe, fully efficient and fit for purpose; is guarded and equipped with safety devices and is tested in accordance with current regulations. Copies of current test certificates are produced to the Site Supervisor for inclusion in the site information pack.
- Check that periodic tests, inspections and maintenance are carried out and documented and the machinery has an up to date test certificate clearly displayed.
- Ensure that all repair and maintenance work carried out on site is done in a proper manner and that emergency repairs are dealt with properly as soon as possible afterwards.
- Attend promptly to all plant defects notified or draw the attention of site management to the need for dangerous plant to be put out of service until it can be properly repaired.
- Ensure that suitable personal protective clothing is available where appropriate and that it is used.
- Ensure that a qualified first-aider and all items of first aid equipment are available and their location known to employees, as required by construction regulations.
- See that proper care is taken of casualties and know where to obtain medical help and ambulance service in the event of a serious injury.
- Accompany Health and Safety Executive in site visits and act on his recommendations.
- Provide adequate resources to be able to provide suitable and sufficient health and safety provision for the business to maintain a safe environment.
- Release employees, where necessary, for on or off site safety training.

The Contract Director with the assistance of the Health and Safety Advisor when required.

The Contracts Director's responsibilities include but are not limited to the following specific areas:-

- Initiate and maintain personal safety training programme, identify training requirements, organise and facilitate training from accredited safety course providers and maintain training records of all Company employees.
- Undertake safety induction to all new employees to the Company at all its worksites and in particular, tuition in the contents of this policy document.
- Ensure that appropriate accident reports are submitted to the Health and Safety Executive within the specified timeframe as required by RIDDOR 1995, as amended 2013
- Investigate, analyse and maintain accurate records of any accidents or dangerous occurrences, ascertain their cause, propose measures to reduce the probability of repetition and report the statistics and findings to all personnel.



- Produce reports for the other Director for presentation on all health and safety issues resulting from audits and site safety meetings.
- Visit all new sites prior to work commencing and in conjunction with the other Directors prepare a site-specific safety and environmental survey comprising risk assessments in accordance with the requirements of The Management of Health and Safety at Work Act and associated Regulations.
- Visit all places of work/sites on a periodic basis to undertake health and safety audits. Prepare a documented/minuted site visit safety report with copies to all Directors.

Visit sites on a regular basis and in conjunction with Site Agent/Site Supervisor to give instruction and training in relevant safety matters (toolbox talks) and conduct feedback consultation sessions with employees on site.

The external Health and Safety Advisor

- Provide management with details of all current safety legislation and instituting systems for the awareness of pending or new legislation.
- Advise the Company and/or individuals on all aspects of safety, welfare and environmental management issues with the objective to secure a safe working environment for all of its employees or any other third party affected by the Company's activities.
- Undertake reviews of the Company Health and Safety Policy instigate revisions in the light of amended legislation or new safe working practices for the directors to disseminate to all Company employees.
- Advise on Hazardous Substances by ensuring assessments prior to their use, initiate, and maintain an index of such hazardous substances.

Supervisors and Site Supervisors

The site supervisors and supervisors responsibilities include but are not limited to the following specific areas:-

- Understand the Company's health and safety policy and appreciate the responsibilities allocated to others within the organisation.
- Ensure their cleaning operatives are aware of their duties under the Company safety policy which are clearly identified.
- Advise the Managing Director of any safety training need of their allocated cleaning staff.
- Ensure that sub contractors dealing with or on behalf of the Company are aware of the Company's attitude to the contents of the safety policy.
- Check that all machinery and plant are maintained in good condition. Check and verify appropriate test certificates and report to any defects Contract Manager.
- Ensure that suitable personal protective clothing is available where appropriate and that it is used.
- Ensure that new employees to site undertake a site-specific safety induction training to identify hazards or potential hazards.
- Set a good personal example.



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- Discourage horseplay and reprimand those who consistently fail to consider their own well being and that of others around them.
- Report defects in plant or equipment and also erratic behaviour of fellow employees or subcontractors personnel.

Sub Contractors.

- Ensure that whilst on working at any clients premises, any appropriate section of the safety policy is fully complied with.
- All subcontractors will be expected to operate to the same performance and safety standards as those of direct employment and attend safety briefings as appropriate to the site.
- Subcontractors employing more than five persons will provide a copy of their Safety Policy for vetting and approval by the Contract Manager.
- In all cases, sub-contractors will also agree to comply with the requirements of the Company safety policy.
- The Company will, when employing subcontractors, integrate safety policies and procedures to ensure safe working.
- The Company will ensure by an active vetting procedure that all subcontractors abide by current legislation requirements in particular those relating to safety and training.

Employees including Cleaning Operatives

The Cleaning Operatives have responsibilities which include but are not limited to the following specific areas:-

- Take reasonable care for the Health & Safety of themselves and other persons including the public, who may be affected by their acts or omissions whilst at work. They are responsible for;
- Co-operating with their employer including communicating, co-ordinating and controlling their work by following instructions and working in accordance with the provisions of this Safety Policy.
- Ensuring correct and proper use of work equipment and machinery and adhering to safe systems of work.
- Reporting all accidents, diseases, dangerous occurrences or damage to the workplace to their Supervisor / Site Supervisor, ensuring that details are entered in the accident book where appropriate.
- Taking reasonable care for the health and safety of themselves and anyone who may be affected by their acts or omissions.
- Informing management of any medication they are taking, or treatment following an accident or illness, which may affect capacity for work.
- Inspecting any machinery / equipment prior to its use and to report any defects / damage to their supervisor / site supervisor.
- Know, understand and follow requirements of the Company Health and Safety Policy.



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- Follow instruction relating to safety matters issued by competent personnel.
- Follow agreed safe working procedures and method statements.
- Avoid improvising which entails unnecessary risk.
- Warn others of known or potential hazards.
- Refrain from horseplay and the abuse of welfare facilities.
- Suggest ways of eliminating hazards.

METHOD OF APPLICATION General

- Safety performance will be reviewed at the quarterly management meeting chaired by the Managing Director and minutes will be taken noting specific actions to be taken.
- All accidents or dangerous occurrences of whatever nature will be reported to the Contract Manager who will notify the appropriate parties.
- All worksites will be inspected at frequent intervals by the Contract Manager and a report issued to the Client /Site Supervisor and the Managing Director. These reports will be reviewed at the quarterly directors meeting.

Personnel

- All employees will accept their responsibilities as listed and shall carry out their duties in accordance with these responsibilities and statutory requirements, in addition to complying with the Company safety requirements.
- All employees will be given adequate and ongoing training both in matters of safety and to enable them to perform their duties effectively. Employees will only undertake duties for which they have been adequately trained.
- Regular consultation on safety matters will take place with all employees to ensure they are informed about issues and legislation.
- At the commencement of duties with the Company all new employees will be given a safety induction course and instructed in detail on the contents of this policy.
- All subcontractors including labour only subcontractors will comply with the Company's safety requirements. The Company will vet the subcontractors prior to an order being placed and then they will be monitored to ensure they maintain safe working practices and comply with legislation whilst working for the Company on any of its worksites. The Company will include labour only subcontractors in our own safety training programmes.

Worksites

- Adequate supervision will be maintained at all places of work.
- Sufficient welfare facilities will be provided at all places of work. This policy, together with statutory notice requirements, COSHH details, and details of local emergency provisions including medical services will be prominently displayed and brought to the attention of any individual having reason to be on the site.
- Before work commences on any site, comprehensive risk assessments will be made to identify hazards, further assessments will be made as conditions or circumstances change. Action to minimise risk will be implemented.



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- Sites will be left in a safe condition at the end of the work period to protect the third parties and General Public especially young persons.

Health and Safety Policy – Disciplinary Measures

Any member of the Company or Sub-Contractor's staff who deliberately ignores the rules and work procedures of the Health & Safety Policy, Policy or the site specific Safe systems of work will be removed from the site forthwith and be subject to a disciplinary procedure which may include dismissal.



3. ARRANGEMENTS

Administrative arrangements, operational procedures and technical standards for the health and safety welfare are established and maintained by the Company. These systems are designed to be continually developed which maintain high levels of the health, safety and welfare of employees as well as other third parties who might be affected by the Company's activities.

The arrangements and procedures apply to all the Company's worksites and operations.

Detailed documents setting out this information are always available at the Company worksites for easy reference and inspection by any employee and other third party who might visit a worksite. Employees of the Company are actively made aware of such information by way of initial safety induction at the commencement of employment, at the commencement of work on a new worksite and by way of continual training.

The health, safety and welfare of anyone who might come in contact with the Company's activities are of paramount importance to Ultra Clean Cleaning Services

Fire Procedures

Every employee will receive appropriate fire training during induction and once every twelve months on the procedure to be followed in the event of a fire and fire drills will take place on the client's premises. Fire Action Plans will be displayed on site and employees must make themselves familiar with them and obey these instructions.

The various clients we provide the cleaning service for will provide Fire Marshals in accordance with the Regulatory Reform (Fire Safety) Order 2005 to assist with fire prevention and evacuation from the premises.

Statutory requirements in respect of no smoking areas, storage rooms, materials, substances and other fire precaution measures will be published and issued as per the individual sites we work at. Employees will be required to adhere to these instructions.

Within the office area in the event of a fire the office manager is responsible to evacuating all employees from the office and maintaining the fire precautions.

The logbook will be implemented and maintained including records of training, evacuation drills, alarm system maintenance, extinguisher maintenance, fire brigade visits and HSE visits etc.

In the event of a fire in the office if you discover a fire operate the nearest fire alarm. The office manager will notify the fire brigade.

Leave the building by the nearest exit and report to the nearest muster point located outside the main gates.



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Do not stop to collect personal belongings and do not return to the office until told to do so and it is safe.

Fire Risk Assessments are available for inspection at all times. All company vehicles carry a certified fire extinguisher.

First Aid

Health & Safety (First Aid) Regulations 1981: To ensure that appropriate First Aid Assessments are carried out and that First Aid arrangements for the Company's premises / places of work are maintained in order. First aid facilities are provided in accordance with the statutory requirements and information on the facilities available will be given to all employees as part of their induction training.

Details of First Aid arrangements and appointed First Aiders are also displayed within site files at all its worksites.

Within the office area the office manager is the appointed person and the person responsible for checking the first aid box

Health & Safety Training

Health and Safety training falls into three categories:-

- New Employees
- Directors, Managers, Site Supervisors, and Cleaning Operatives.
- Training of other staff.

The general level of safety training requirement for individual employees will be assessed by their immediate superiors and notified to the Managing Director. Based upon a continuing assessment of needs, employees will be given training to equip them to undertake their duties safely.

All persons joining the Company will be "inducted" into the safety regime. They will be given a copy of the Company Safety Policy and guided through it by the Contracts Manager.

Should any unfamiliar or new work process be required to be executed on site, special training will be given to all persons affected.

When work at height is required the following standard training will be undertaken

Employees using Mobile Elevated Working Platforms - MEWP operators will have attended a recognised operator training course and received a certificate, card or 'licence', listing the categories of MEWP the bearer is trained to operate.

In addition to formal training for the type of MEWP, operators will have familiarisation training on the controls and operation of the specific make and model of MEWP they are using.



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Employees using safety harnesses – All employees who have to use a safety harness will be instructed in how to assess its condition, decide whether it is appropriate to use and on how to fit harnesses and lanyards correctly.

Employees using ladders - All employees will be instructed in the safe use of ladders.

Risk Assessments

Risk Assessments are undertaken on an ongoing basis by the Contracts Manager with the assistance of the health and safety advisor in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999. This is undertaken prior to work commencing and the appropriate control measures. These assessments together with method statements form the basis of the site specific Health and Safety plan.

The Company has also established specific generic risk assessments which the employees are specifically trained to conform with and the appropriate safe system of work instituted.

Head Office Safety Inspections

The Contract Manager will check on the facilities to ensure that they are up to the statutory requirements and report to the Directors any defects

Site Safety Inspections

All sites will be frequently and systematically inspected on a daily basis by the Site Supervisor or in his absence by a stand in delegated to carry out this role on their behalf to ensure that all personnel on site are working in accordance with the approved method statement.

Where he/she finds defects of a recurring nature he will indicate this on his report to the Directors.

The Contract Manager will ensure that all defects reported by the Site Supervisor are rectified without delay.

Where the Site Supervisor finds a situation which in their opinion is dangerous they will have the authority to stop that particular operation or the whole job if he deems it to be necessary until such time that it is made safe.

The Site Supervisor will inform the Contract Manager giving the reasons for this action.

Accident Investigation and Reporting

RIDDOR Reporting

What must be reported?

Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.



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Not all accidents need to be reported, A RIDDOR report is required only when the accident is work-related and it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

The way the work was organised, carried out or supervised

Any machinery, plant, substances or equipment used for work; and

The condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

See <http://www.hse.gov.uk/riddor/do-i-need-to-report.htm> for examples of incidents that do and do not have to be reported.

The Contract Director will ensure the following procedures are carried out when the Company needs to act:

All reportable injuries including those to the general public and sub contractors must be reported to the H.S.E.

Telephone

All incidents will be reported online but a report by telephone will also be used for reporting fatal and specified injuries only.

Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

By Telephone OUT OF HOURS – EMERGENCY ONLY

The company will contact the HSE OUT OF HOURS only in the following circumstances:

If the Principal Contractor has not already informed the HSE in one of the following incidents:

Following a work-related death;

Following a serious incident where there have been multiple casualties;

Following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

The OUT OF HOURS HSE CONTACT NUMBER FOR EMERGENCIES ONLY IS 0151 922 9235.

Online

Within ten days a completed Form 2508 accident report form must be filled in online USING THE FOLLOWING LINK

<http://www.hse.gov.uk/riddor/report.htm>



If an employee or self employed person is injured and is off work for more than 7 days (not counting the day on which the accident happened), a Form 2508 accident report form is to be completed within fifteen days.

<http://www.hse.gov.uk/riddor/report.htm>

Types of reportable injury

Deaths (REPORT BY PHONE)

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers (REPORT ONLINE OR BY PHONE OFFICE HOURS ONLY)

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- permanent loss of sight or reduction of sight
- crush injuries leading to internal organ damage
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- scalpings (separation of skin from the head) which require hospital treatment
- unconsciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers (REPORT ONLINE)

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

Injuries to non-workers (REPORT ONLINE)

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Reportable occupational diseases (REPORT ONLINE)

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome



- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

Reportable Dangerous Occurrences (*REPORT ONLINE*)

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences. The following are the most relevant to the companies operations:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting
- The failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.
- Any plant or equipment unintentionally coming into:
 - contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
 - close proximity with such an electric line, such that it causes an electrical discharge
- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
 - results in the stoppage of the plant involved for more than 24 hours; or
 - causes a significant risk of death
- The complete or partial collapse (including falling, buckling or overturning) of:
 - a substantial part of any scaffold more than 5 metres in height;
 - any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
 - any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold
- The unintentional collapse or partial collapse of:
 - any structure, which involves a fall of more than 5 tonnes of material; or
 - any floor or wall of any place of work
 - arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground.
- 24 The unintentional collapse or partial collapse of any falsework



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If there is any doubt on the reporting requirements the HSE document - A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 should be consulted.

<http://www.hse.gov.uk/riddor/index.htm>

All injuries resulting in more than 3 days away from work will be recorded in the accident book.

All major accidents/incidents investigations will be carried out by the Contract Director with a report to the Managing Director.

Records and registers of notifiable accidents, diseases and dangerous occurrence investigations will be retained for ten years.

All the health and safety data will be assessed to produce the Accident/Incident frequency on which the Company can analyse the performance of the whole of the company and individual worksites to ensure that a trend is not established which undermines the intent of the Health and Safety Policy.

COSHH - Chemical and Hazardous Substances Register

It is the Company's policy to protect its staff, personnel and visitors to its site and premises from the possible hazards associated with any substances that may legitimately be used therein. Certain substances used within our operations can present a potential hazard to persons using them if suitable precautions are not adopted. A register of all chemicals and hazardous substances on Clients sites is held and kept up to date by the Contracts Manager. This is done to ensure that the Company complies with the requirements laid down in the Control of Substances Hazardous to Health Regulations (Amended) 2002 (COSHH).

The Company undertakes to notify all persons potentially at risk from such hazardous substances and also to provide details of how such risk may be obviated. This notification will take the form of a standard register of hazardous substances together with procedures for obviating such risk such as the provision of mandatory signage in accordance with Health and Safety (Safety Signs and Signals) Regulations 1996. Abstracts of the register as appropriate will be supplied to each site to enable precautions to be implemented. The complete register is retained at Head Office which will be updated as appropriate from time to time.

The Site Supervisor on site has an express responsibility to ensure all personnel potentially at risk are made aware of the risks and the preventative measures to be adopted. They must also ensure that the site safety pack contains information appropriate to the contract requirements.

Additionally, all personnel are to implement absolutely the necessary precautions as detailed within the register to safeguard both themselves and others who may be affected by the substances concerned. Refusal to comply with this or any health and



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safety matter will result in disciplinary measures which may include dismissal where the breach is serious.

Before a substance is brought on site, the person placing the initial order must ensure that proper provision has been made for the transporting, storing and use of the substance and if need be, proper arrangements have been made for its removal as waste after its use.

HEALTH SURVEILLANCE

The Company recognises there responsibility for providing adequate health surveillance and the employees are to note that if they experience any of the following procedures they are to report this to their site supervisors / supervisors immediately and we will ensure that you seek suitable treatment

Respiratory problems due to dust in the workplace and adequate protection

1. Dust is a health hazard and suitable masks will be provided. These must be worn when conditions dictate.
2. Approved respirators or breathing apparatus must be worn if deemed necessary.

Dermatitis

Dermatitis is a skin condition caused by contact with something that irritates the skin or causes an allergic reaction. It usually occurs where the irritant touches the skin, but not always.

What does it look like?

- Redness
- Scaling/flaking
- Blistering
- Weeping
- Cracking
- Swelling

What does it feel like?

Someone who has dermatitis may experience symptoms of itching and pain. The signs and symptoms of this condition can be so bad that the sufferer is unable to carry on at work.



It can occur quickly after contact with a strong irritant, or over a longer period from repeated contact with weaker irritants. Irritants can be chemical, biological, mechanical or physical. Repeated and prolonged contact with water (eg more than 20 hand washes or having wet hands for more than 2 hours per shift) can also cause irritant dermatitis.

What causes allergic contact dermatitis?

This can occur when the sufferer develops an allergy to a substance. Once someone is 'sensitised', it is likely to be permanent and any skin contact with that substance will cause allergic contact dermatitis. Often skin sensitisers are also irritants.

These are some of the more common causes of irritant and allergic contact dermatitis:

Irritant contact dermatitis

- Wet work
- Soaps, shampoos and detergents
- Solvents
- Some food (eg onions)
- Oils and greases
- Dusts
- Acids and alkalis

Always check the labels on containers to see what the irritants are and what PPE is required.

Noise

A number of the sites we provide our service are noted to have a risk from noisy works, this will be identified in the site induction and you have a responsibility to adhere to the site rules and wear mandatory ear defenders.

Noise Assessments

A number of sites carry out compulsory assessments of noise and encourage the use of modern 'silenced' plant and machinery conforming to the Provision and Use of Work & Equipment Regulations 1998 to limit the employees and any third parties exposure to excessive noise.



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Personal protective equipment (Ear defenders etc) is provided by the Company for all employees and is available for use at all times whilst on these sites.

Personal Protective Equipment

Personal protective equipment is made available on a personal basis to all employees. Proper provision is made for the issue, maintenance, repair and replacement of protective equipment.

Certain items of personal protection equipment are required to be worn at all times by employees working in defined areas; this definition will be stated at the site induction. As the wearing of the safety equipment in these areas is a mandatory requirement, employees who fail to wear the equipment will be subject to disciplinary action. Adequate storage for the safe protection of PPE were needed will be provided on site.

Permanent installations & portable electrical apparatus

Fixed, permanent installations into offices will be inspected, and tested where necessary, at intervals of five years. Professionally qualified electricians will carry out the work and will issue inspection and test certificates, which will be retained in the company records.

All installation, repair and maintenance work on permanent installations will be carried out by competent electricians and fully comply with the I.E.E. Wiring Code of Practice, which has now been adopted as a European Standard.

A 'hand-over' certificate will be requested from the electricians on completion of testing of the installations in the company offices.

All company owned equipment, including extension cables will be regularly inspected by the company's appointed electrical inspector for signs of wear and damage. Competent persons will carry out any necessary repairs. Where necessary portable equipment will undergo electrical testing to ensure it continues to be safe to use.

Damaged or defective electrical equipment

Employees will report faulty equipment as soon as the fault is noted. A tag or label, stating the suspected nature of the fault, should be attached to the power lead of the equipment, with the equipment immediately removed from use and sent for repair.

The companies will appoint a competent electrical personnel, who will also inspect, and where necessary test, the repaired equipment before it is reissued for use, will carry out all repairs.

The repairer of the electrical equipment will maintain the appropriate log/record of maintenance and make the records available to the company.

The following checklist should be used as a guide for operative using portable electrical equipment. A visual inspection must to be carried out before use.



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ELECTRICAL VISUAL INSPECTION CHECKLIST

Visual inspection checklist

Y N

1. The plug

- Is the plug cracked or broken?
- Are the pins loose?
- Are the pins bent?
- Is a pin missing?
- Are there any signs of overheating, e.g. charring around the live or neutral pins?
- Is the correct fuse in the plug?
- Are the wires attached to the correct terminals?
- Are the terminal screws tight?
- Is the inside of the plug free from dust and dirt?

2. Cable covering

- Are there any cuts or abrasions in the cable covering (apart from light scuffing)?
- Is the cable free from contaminating materials that could degrade the protective coating?
- Is the cable grip properly tightened where the cable enters the plug (if it isn't, the coloured insulation of the internal wires will show)?

3. Power tools/saws

- Is the casing cracked or broken?
- Are the guards operating correctly on the saw?

4. Residual current devices (RCD)

- Is the case intact?
- Has the "test" button been checked to ensure that it's working correctly?

5. Casing

- Are any screws loose?
- Is there any damage to the outer casing, e.g. cracks?
- Is there any evidence of burn marks?



Manual Handling

Where ever possible, manual handling will be avoided by use of mechanical aids, or different work methods. An manual-handling assessment will be required for all manual-handling operations.

For loads over 20kg and where there is a foreseeable risk of any injury to employees the site supervisor/ supervisor will carry out an assessment of any risk. Where the task involves handling material over 20 Kgs, the assessment will identify the control measures needed, which will usually involve two-man lifting and placing.

For work activities where weights may be variable, such as the unloading of vehicles, employees will be advised on how to assess the manual handling risks involved and the control measures to be adopted.

The following list of weights gives the suggested action required to enable manual handling operations to be carried out safely.

Mechanical handling will always be considered BEFORE any manual handling operations are carried out.

LOAD		ACTION
<20kg	(56lbs)	Within the capability of persons with no known medical condition
20-34kg	(56-75lbs)	Training required in order to assess any lifting problems. May require 2 person lifting
34-50kg	(75-112lbs)	Training required on specific techniques - including shape and design criteria. May require 2 people lifting
50-90kg	(112-200lbs)	Mechanical lifting desirable
>90kg	(200lbs)	Mechanical handling usually required

- When carrying out manual handling assessments, the criteria shown below will be considered.

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Criteria to be considered:

THE TASKS

THE LOADS

**Do they involve:**

- Holding loads away from the trunk?
- Twisting?
- Stooping?
- Large vertical movements?
- Strenuous pushing or pulling?
- Long distances?
- Unpredictable movement of loads?
- Repetitive handling?
- Insufficient rest or recovery?
- A work rate imposed by an activity?

Are they:

- * Heavy?
- * Bulky/unwieldy?
- * Difficult to grasp?
- * Intrinsically harmful?
(Sharp/hot/cold)

THE WORKING ENVIRONMENT**INDIVIDUAL CAPABILITY
AND OTHER FACTORS****Are there:**

- | | |
|----------------------------------|--|
| • Constraints on posture? | * Unusual capability |
| • Poor floors/ground conditions? | * Requirements? |
| • Variations in levels? | * Any health conditions,
back problems, etc |
| • Hot/cold/humid conditions? | |
| • Strong air movements? | |
| • Poor visibility conditions? | |

Lifting Practice

**DO NOT RISK INJURY BY ATTEMPTING TO LIFT HEAVY LOADS. ALWAYS
SEEK ASSISTANCE.**

The following precautions **WILL** be taken when lifting:-



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1. Stand firmly - close to load. Feet about 300mm (12") apart with one foot slightly ahead of the other
2. With the back straight - bend the knees.
3. Obtain a firm diagonal grip. Keep load close to body.
4. Lift up by straightening legs and move off.
5. When lowering load keep the back straight and bend the legs.
6. Avoid trapping fingers by placing the load askew on suitable packing. Wear gloves whenever possible. These will not prevent you trapping your fingers, but they do reduce the severity of the injury if you do.



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Working at height

The primary objective of 'The Work at Height Regulations 2005' is to eliminate work at height where possible and where it is not possible to ensure all work at height is performed safely.

Ultra Clean Contract Cleaning aim to comply with the above by ensuring that all work at height is planned, appropriately supervised and is carried out in such a manner that is, so far as is reasonably practicable, safe.

Ultra Clean Contract Cleaning will ensure that prescribed steps are taken to avoid risk, these are:-

- i. Carry out a risk assessment.
- ii. Avoid work at height wherever reasonably practicable.
- iii. Take measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.
- iv. Where measures taken in iii. above do not eliminate the risk of a fall, provide work equipment to minimise the distance and/or consequences of a fall, and any additional training and instructions required.

Welfare Facilities

The Company establishes and maintains facilities at all its worksites which comply with the requirements of the Workplace Health Safety and Welfare Regulations 1974. The Contract Manager is to ensure that the requirements are met prior to the cleaning operatives committing to work activities.

Visual Display Screen Equipment

All Company employees working at computer workstations are advised of the potential hazards of the equipment from prolonged use at the time of induction and ways of controlling the risk. Regular assessments are undertaken by the Directors randomly in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Lone Working - Guidance for all Employees

This guidance deals with the potential hazards associated with lone working, which may give rise to risk to your personal safety whilst at work.

The principal aim of the guidance is to ensure that all Ultra Clean employees are aware of the potential hazards and risks associated with lone working, their



individual roles and responsibilities in preventing danger to themselves and others and, to outline the practical steps that can be taken to minimise the risks to their safety. Lone working is undertaken by a range of Ultra Clean Contract Clean employees, either by virtue of their working hours, remote location or methods of working. The basic principle to be applied is that such workers should not be exposed to any greater residual risk than other employees and this may require additional control measures to be identified and implemented.

For example, there are circumstances which have been identified in which any of the following staff groups might be considered to be 'working alone'

- ☐ Office staff
- ☐ Technical support staff
- ☐ Drivers
- ☐ Cleaning staff
- ☐ Maintenance Staff
- ☐ On Call staff and operatives

This list is not exhaustive, but is indicative of the range of employees for whom this guidance is relevant. In order to ensure that such risks are effectively managed, it is important that everyone within Ultra Clean takes all reasonable steps to minimise an individuals' exposure to the identified hazards, by seeking to prevent the exposure wherever possible and where this is unavoidable, to reduce the risk so far as reasonably practicable.

Safety at work is a dual responsibility for both employer and employees. The actions required to safely manage workplace hazards are contained in health and safety legislation and are enshrined within the common law 'duty of care'.

The general principle to be applied should be one of prevention by seeking to avoid, wherever possible, the placing of employees in situations, which may foreseeably give rise to an increased risk; e.g.:-

- ☐ Lone workers, including those who work separately from others for example on a large multi site contract,
 - ☐ those working outside of 'normal' hours, those who work away from their fixed base
 - ☐ those working in remote locations

Lone Working

Lone work is that in which the person undertakes a specific activity unaccompanied or without immediate access to another person for assistance



(Lone working is not where individuals experience transient situations in which they find themselves alone, but where individuals are knowingly or foreseeably placed in circumstances in which they undertake work activities without direct or close supervision)

Generally it is acceptable for employees to work alone, provided the employer complies with their legislative duties and exercises their common law 'duty of care' to the individual(s) concerned. (Lone working is prohibited in specific circumstances e.g. working with live electrical conductors, confined spaces,). The Company Contract Manager can advise on this, if required.

Whilst recognising that flexible working arrangements are helpful in a Cleaning environment, the need for lone working should be avoided wherever possible.

The responsibility for implementing planned and effective safe systems of work for those who work alone is that of the person who controls the work activity. This responsibility cannot be delegated to those who work unaccompanied. However all employees have a responsibility to take reasonable care of their own safety and to co-operate with their employer. Employees should not knowingly place themselves in situations which expose them to additional risk by working alone, without having first collaborated in the development and implementation of a 'safe system of work' and without the full knowledge of their Site Supervisor.

If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', then they should make sure that their manager is made aware of these circumstances at the earliest opportunity and then assist in the process of identifying the steps needed either to prevent the 'lone worker' situation from arising, or if this is not possible, assist in developing the precautions necessary to ensure their own safety.

To satisfy the current legislative requirements, it is necessary for the risks associated with 'lone working' to be assessed i.e.:-

- ☐ Identify all persons who may be required to work alone and the foreseeable circumstances in which this may occur
- ☐ Identify the hazards to which the person(s) may be exposed and the current controls in place to minimise the risks to their safety
- ☐ Assess whether these controls are adequate and whether there is more that could reasonably be done to further reduce the risks
- ☐ Develop and implement safe working arrangements, including the provision of information, instruction, training and supervision
- ☐ Monitor and review the safe working arrangements for effectiveness



It would be expected that this risk assessment process is undertaken as a collaborative exercise by the 'lone worker' and their Site Supervisor and that the agreed safe working procedures are recorded and communicated to all person(s) who may be required to work alone and any colleagues who have a role to play in ensuring their safety.

Special consideration needs to be given to identifying the training and the level of competence required, to enable persons to work alone, safely. This is normally set at a higher level than that required for those who work with other colleagues.

Arrangements which are implemented to ensure the safety of 'lone workers', need to be subject to a monitoring regime which is commensurate with the risk, by their supervisor (This might range from periodic visits, to the implementation of Permits to Work)

Visitors and Contractors

The Management will make proper arrangements to comply with their duties in respect of the health and safety of visitors while they are on client premises and also for contractors working on site by undertaking site induction. Where necessary, employees will be made aware of the arrangements and their duties in respect to visitors and contractors. Permits to work may be required where contractors are working on Clients worksites.

Visits to Client Premises

Employees visiting client premises may be at risk from activities which are not under their control. Similarly they are confronted with and required to comply with rules and regulations for that site. On arrival at a client site, staff must follow the clients reporting procedures prior to commencing work. The client is responsible for advising visiting staff on specific precautions or safeguards required to be followed when on site.

Electricity

All Company employees must be aware of the potential danger caused by the presence of Electricity on its worksites. All employees are made aware of their obligations by continual training and safety talks.

All Company employees are made aware of the presence of electricity on site by following the procedures set down in the site specific safety plan following the risk assessment process which will highlight the presence of underground/overhead services and electrical equipment interfaces.

Equipment Hire

All equipment hired by the Company is strictly controlled by our procedures to provide safe equipment at the best price for the client. It is Company policy to ensure that adequate training for the equipment is given prior to its use by the owner of the hired equipment and to ensure that the equipment is used for the purpose for which it was intended.



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Emergency Call Out and Out of Hours Contacts

All Emergency Call Out and Out of Hours Contact details for each specific contract are listed in the site specific Health and Safety Pack located on site and displayed in a prominent position.

These relate to the Company Emergency Out of Hours telephone numbers and contact name, appropriate Emergency Services telephone numbers, the location of the nearest Accident & Emergency Hospital and Out of Hours Contacts for the customer or client.

Emergency Contact numbers are also handed over at client meetings for distribution to the client.

All Company personnel are issued with a telephone directory of Emergency Contacts and telephone numbers at the commencement of employment which are continually updated.

Drug and Alcohol Policy

Ultra Clean Ltd recognises that drug, alcohol and substance misuse are growing social and medical problems, which can lead to accidents at work, reduced efficiency, poor decision making and lost productivity.

In order to address this the Company has a separate drug and alcohol policy which is outlined in a separate document.

DIRECT EMPLOYEES – GENERAL HEALTH & SAFETY CONDITIONS

- Any person under 18 years of age is prohibited from operating any dangerous machinery unless they have completed or are undergoing an approved course of training.
- Drivers of vehicles must report defects such as faulty brakes, faulty steering etc. to the Contract Manager immediately.
- All guards must be kept in position at all times whilst machinery is being operated.
- Vehicles and machinery must not be left running and if unattended the keys / connection must be removed.
- Equipment left unattended must be left in a safe position.
- It is forbidden to carry out any repairs or fit any plug to an electrical appliance unless certified.
- No appliance may be connected to an electrical system by any means other than the correct plug or connection.
- It is forbidden to interfere with any electrical appliance.
- If any electrical appliance is found to be faulty it must be reported immediately to the Site Supervisor.
- It is forbidden to interfere with any of the client's equipment.
- No ladder may be used unless the employee has had adequate training and instructed to use. The ladder must be of a sound construction, of the correct length and either secured or footed.
- Any ladder found to be defective must be reported immediately to the Site Supervisor.
- It is forbidden to misuse any welfare facility provided by the Company or the client.
- Personnel Protective Safety equipment such as helmets, goggles, masks, safety footwear, fluorescent vests, wet weather gear, ear defenders, etc. are issued for use by the Company - PLEASE USE.



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- If you are aware of a hazardous situation do not wait for an accident to occur -
REPORT IT.