

Backline Logistic Support Services Ltd
HEALTH & SAFETY POLICY

General policy

Backline Logistic Support Services Ltd (Backline) attaches great importance to the health and safety of its employees, and intends to comply with its obligations under the legislative and regulatory requirements. The legislative framework requires Backline to:

- Establish and maintain safe working conditions for all its employees
- Record all accidents which result in injury
- Report serious injuries, diseases and dangerous occurrences
- Make provision for first aid
- Carry out assessments of the risks involved in certain activities and arrange to minimise them
- Ensure that electrical equipment is properly constructed, maintained, positioned and tested
- Pay continuous attention to all aspects of health and safety at work

Backline can only succeed in fulfilling these requirements if every employee carries out their responsibilities under the legislation. Backline will regard failure to do so as a disciplinary matter.

Organisational arrangements

1. General responsibilities

All staff have a duty

- To take care of their own health at work by following rules or instructions, wearing protective clothing when this is required, and reporting hazards and accidents
- To co-operate with managers and supervisors regarding health and safety requirements
- Not to interfere, either intentionally or recklessly, with anything provided for health and safety and to use equipment in the proper way
- To exercise care in all activities which may affect their own or other peoples' health and safety, and not to fail to do anything which could affect others' health and safety (which includes reporting of accidents, faults, and equipment defects)
- To comply with the "good housekeeping" rules listed in **Appendix 1**
- If they are display screen users, to ensure that their workstation, working environment, and tasks conform to the requirements in **Appendix 2**, and to report any shortcomings to their supervisor or manager so that these can be rectified

2. Individual responsibilities

Overall responsibility for health and safety matters at Backline lies with the Chief Executive, and health and safety matters are integral parts of every manager's and supervisor's job. Each has specific responsibilities to fulfil in this respect in addition to their general duty as employees to promote health and safety within the workplace. The responsibilities attaching to the broad levels of management is set out in **Appendix 3**, and Backline expects the specific responsibilities at each level to be discussed with the next most senior manager to establish exactly what is expected. It should be born in mind that in this context, "health" means mental as well as physical wellbeing.

3. Accident and sickness recording and reporting

Backline is obliged by law to keep a record on the premises of all accidents, and to report serious occurrences to the appropriate enforcing authority.

Any employee suffering accidental injury at work, or witnessing an accident involving a visitor or member of the public, must record this in the Accident book held at the premises concerned, no matter how small the injury.

The manager of the branch or premises concerned is responsible for completing an accident report and sending it to the Managing Director, who is the designated officer responsible for reporting notifiable injuries, dangerous occurrences and certain diseases to the enforcing authority.

Sickness absence must be recorded and reported not only to ensure consistency and fairness in the way that staff are treated but also because levels of absenteeism may indicate cause for concern about the working environment. Employees, managers and supervisors must comply with Backline's procedures for notifying and certifying sickness absence, and are responsible for informing themselves of their responsibilities under those procedures.

4. Monitoring

The Managing Director is responsible for monitoring the Health and Safety Policy to ensure that:

- It is updated to accommodate any legislative changes, revised guidance, or changes in policy
- Any accidents, untoward incidents, alarms, or ill health statistics are viewed in a manner which assesses the effectiveness of the health and safety policy and practice
- Individual managers, supervisors and employees comply with their health and safety responsibilities
- Appropriate safety examinations and audits are carried out and acted upon.

Appendix 1 - Good housekeeping

Most accidents in offices are caused by slips, trips and falls caused by the condition of floors, poor lighting and general untidiness. They can be avoided by following basic rules such as those that follow:

- Don't allow cabling to trail across the floor
- Report wear and tear to floor coverings so that they can be repaired or replaced
- Clear up any spillages quickly
- Don't block passageways, corridors or fire exits with furniture, equipment or files
- Make sure the workplace is well lit
- Dispose of scrap and waste as it accumulates, using the proper receptacles
- Don't overfill racks, shelves, bins or storage areas
- Close desk and filing cabinet drawers as soon as they are finished with and before opening another
- Store sharp objects such as scissors, drawing pins, staples, and knives safely immediately after use
- Observe the non-smoking policy

It is particularly important for Backline staff to ensure that they observe the health and safety rules of client organisations when on their premises.

Appendix 2 – Display screen use

Most of Backline's staff depend on information from computer screens, and thus use those screens at times for periods longer than one hour, and in general for more than a quarter of their working day. The transfer of information from and to those screens need high levels of attention to be done properly, and Backline therefore needs to ensure:

- That risks from use of such screens are reduced
- That workstations satisfy the minimum ergonomic requirements for screen, keyboard, desk, chair, software, working environment and task design
- Work routines allow for regular changes in activity
- Corrective visual appliances are used by those who need them
- Appropriate training and information is provided

Any users who find that their workstation does not meet the ergonomic requirements of their job should notify their supervisor so that any shortcomings can be remedied. They should also report any health problem (back-ache, eyestrain, headache) that they believe may be caused by their work so that the cause can be investigated and remedied.

Backline's managers are responsible for reporting any such problems to the Managing Director and for ensuring that users reporting to them have adequate training in the use of their workstations (both hardware and software).

Appendix 3 – Management responsibilities

General

Managers and supervisors must be aware of their specific responsibilities for health and safety in addition to their general duty as employees to promote health and safety within the workplace. Guidance about those responsibilities is given below.

Chief Executive and Directors

The Chief Executive has overall responsibility for health and safety on all Backline's premises, and with the Directors is responsible for:

- Promoting the acceptance of excellent health and safety standards as a prime management objective
- Ensuring that named employees are responsible for monitoring specific health and safety activities within clearly defined roles
- Monitoring and regularly reviewing the performance, in health and safety terms, of those employed by Backline
- Ensuring that risks to health and safety are assessed, recorded and minimised
- Receiving reports of any deficiencies in health and safety provision and acting upon them
- Allocating the resources necessary for improving health and safety standards

Managing Director

The Managing Director is responsible for:

- Regular assessment of workplace risks to be carried out by a competent person
- Receiving accident reports from managers and if an event is sufficiently serious, reporting it to the enforcing agency
- Monitoring trends in accidents and sickness
- Updating the Health and Safety Policy and monitoring its effectiveness
- Ensuring that Backline staff receive the appropriate training in health and safety issues

Managers and supervisors

Managers and supervisors are responsible for:

- Publicising Backline's health and safety policies and ensuring its effectiveness, by communicating safety standards and rules and making sure these are understood, accepted and practiced
- Establishing and clarifying the health and safety standards needed within their areas of responsibility, and communicating with other managers who may be affected by their actions
- Identifying specific health and safety responsibilities of their subordinate staff, ensuring that they have the training that they need, and including these responsibilities in the monitoring and assessment of their subordinates' performance
- Making sure that safe working systems are introduced, reviewed and practised within their areas of responsibility, and that any necessary financial allocations or information needed to improve or maintain health and safety standards are requested
- Ensuring that accidents or untoward occurrences are recorded in the Accident Book, investigated and acted on appropriately
- Regularly checking work areas and equipment for hazards and taking the necessary steps to minimise them
- Recording and reporting absences from work by members of their staff due to ill health or injury