

Health & safety policy

CONTENTS

1. Health & Safety Policy Statement
2. Responsibilities & On-Site First Aid
3. Emergency Fire procedures
4. Fire Risk Assessment
5. Accidents & Reporting procedure including Medical Emergency Procedure
6. Accident investigation & Reporting
7. Personal Protective Equipment Policy
8. Provision and Use of Work Equipment Policy
9. General Risk Assessment
10. Driver Safety Policy
11. Manual Handling
12. Control of Noise Policy
13. Chemical Spillage procedure
14. Control to Substances Hazardous to Health Policy (COSHH)
15. Working at Height
16. Working with Asbestos
17. Working with Electricity



1 - Health and Safety Policy Statement Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Priority Waste Limited

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information instruction and supervision for employees.
- To ensure all employees are competent in doing their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health with the inclusion of protection for employees where possible against mental health
- To maintain safe and healthy working conditions;
- To comply with all relevant legislation.
- To ensure this policy is fully integrated in to the business and available for all relevant parties; To review and revise this policy as necessary at regular intervals.

Nikolay Tovirov
Operations
Director



2 - Responsibilities & On-Site First Aid

The person for the overall responsibility of Health & Safety is the Managing Director, however, all employees are responsible for Health & safety within their remit and individual departments and responsible for always following this policy individually.

Heads of Departments below are responsible for Health & Safety for each of their relevant departments. Individual names are located on the company board in the reception area of the building.

Managing Director

Operations Director

3 - Emergency Fire procedure

Action to be taken by a person discovering a fire

- **Raise the alarm by shouting 'FIRE, FIRE' and pressing the fire alarm manual call point as you make you exit.**
- **If it is safe to do so, and you are appropriately trained, attempt to put out fire with extinguishers provided.**
- **Leave the building by the nearest safe exit and make your way to the assembly point at the front of the building under the far-left tree.**

How the fire brigade (and any other emergency services) is to be called and who is responsible. All managers and supervisors are responsible for calling the fire brigade by dialing 999.

- **A first call will be placed immediately upon hearing the fire alarm.**
- **Once more information is available – nature/status of fire – a second call will be put into the fire brigade by the Fire Marshal;**
- **The fire brigade will be called for all fires, no matter how small.**

Evacuation procedures

- **Switch off any equipment you may be using.**
- **Leave the building by the nearest available exit.**
- **Proceed to the assembly point.**
- **Do not run.**
- **Do not stop to collect your personal belongings.**



The complete waste solution

Key escape routes (how access can be gained, where they lead to, how they are protected from fire)

The rear exits are the safest for all staff immediately at the rear of the building on both sides. If working in the warehouse, leave by your nearest exit.

Assembly points

The assembly is the front of the building in the centre of the car park.

Duties and identities of employees with specific responsibilities

Nikolay Tovirov and Vallo Huugen are Fire Marshalls and have immediate responsibility to evacuate staff from each of their respective departments.

The site Manager will collect the visitors' book and will be responsible for carrying out the roll call at the assembly point.

Arrangements for safe evacuation of persons identified as being especially at risk from fire.

There has been no identification of people at special risk, however, should there be a requirement, these persons will be provided desks closer to the nearest exits.

Firefighting equipment is provided throughout the building.

There are extinguishers located at every fire exit, and next to any working area and close to exit points in the main office.

Specific arrangements for high fire risk areas

N/A

Procedures for liaison with fire brigade on arrival

Training needed by employees and arrangements for giving such training

All staff are given induction training at the start of their employment which include fire awareness, procedures and familiarisation with the premises.

Six members of staff were given fire extinguisher training in March 2019. This is refreshed every two years.

5 - Fire Risk Assessment

Priority Waste Limited carries out regular Fire Risk Assessments to ensure that we maintain strict fire safety procedures.

The company's Fire Risk Assessment is available for relevant parties, however, unavailable publicly due to security purposes.

6 - Accidents & Reporting procedure including Medical Emergency Procedure

In the event of a sudden accident or illness:

1. Summon Help – Alert a First Aider immediately.
2. If a First Aider cannot be alerted, call for assistance – Call 999 for emergency services if necessary.
3. Give the exact location of accident/incident. Have someone available to direct nursing or emergency staff to the incident.
4. Do not move the patient unless there is immediate danger.
5. Keep the patient calm and still – Do not attempt to carry out first aid unless you are trained to do so.
6. Do not make any attempt to move equipment or items surrounding the location where the incident took place. If you must move, then take photographs of the area in which it occurred.
7. A report must be completed by relevant management and an investigation must be carried out.
8. The incident must be logged in the accident book.
9. The incident, if severe, must be reported to RIDDOR.

In the event of a minor injury

1. Ask a First Aider for assistance.
2. Report any injury to your supervisor, no matter how small.
3. Always ensure the accident is recorded in the accident book.

THE ACCIDENT BOOK IS LOCATED BY THE EXITS

7 - Accident Investigation and Reporting

It is the policy of Priority Waste Limited to comply with all legal duties as set out in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (Riddor).

Any reportable injury, disease or dangerous occurrence as stated by the regulations will be reported as soon as possible by telephone or by using the online form to the Health & Safety Executive (HSE). The incident will be reported within 24 working hours.

Telephone number for Riddor: **0345 300 9923**

Report of an injury: <https://extranet.hse.gov.uk/lfservlet/external/F2508IE>

Report of a Dangerous Occurrence: <https://extranet.hse.gov.uk/lfservlet/external/F2508DOE>

Report of a Case of Disease: <https://extranet.hse.gov.uk/lfservlet/external/F2508AE>

Report of Flammable Gas incident: <https://extranet.hse.gov.uk/lfservlet/external/F2508G1E>

A paper form may also be submitted to the below address.

RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS



The Lead Health & Safety Manager will contact the HSE, or, if that person is absent, then the responsibility will be that of the Director's. It is the responsibility of the Managers to report any incident to the lead H & S Manager or the director.

Priority Waste Limited sees accident investigation an important and valuable tool in the prevention of future accidents/incidents. In the event of an accident or incident resulting in an injury, a report will be drawn up by the manager or supervisor, or a person appointed by the Director. This report will include the following:

- The circumstances of the accident including photographs and diagrams where possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- Saved CCTV footage covering the area of the accident
- The time, date and location of the accident.

All eye-witnesses' statements will be collated as near to the time of the incident/accident as reasonably practicable. The completed report will then be submitted and analysed to the lead H & S Manager and provided to the company's Insurers for further analysis.

8 - Personal Protective Equipment Policy (PPE)

It is the Policy of Priority Waste Limited to comply with its legal duties as set out in the Personal Protective Equipment Regulations 1992.

Risk assessments will be used to identify where hazards cannot be fully eliminated or reduced in the workplace, and where it is essential for operators to wear personal protective equipment.

When personal protective equipment is deemed necessary, it shall be selected by the lead H & S Manager or supervisor for suitability and user acceptability. PPE will be maintained and replaced as and when required. All PPE will be signed as received by users.

Protective clothing will be issued to users free of charge. Records of receipt of this will be maintained in the company's HR files.

All employees have a responsibility to maintain their PPS and not misuse them. PPE must always be visually inspected for damage prior to use. Any defect must be reported immediately, and the employee must have this defect resolved or replaced prior to continuing with their work.

All employees will be provided with training in the use of the PPE, the maintenance and storage of them.

9 - Provision and Use of Work Equipment Policy (PUWER)

It is the Policy of Priority Waste Limited to comply with its legal duties as set out in the Provision and Use of Work Equipment Regulations 1998.

Priority Waste Limited will ensure that any and all equipment provided for work purposes is:

- suitable for the intended use
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- used only by people who have received adequate information, instruction, and training.
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings, and warning devices.
- used in accordance with specific requirements, for mobile work equipment and power presses •

It is the Policy of Priority Waste Limited to comply with its legal duties as set out in the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

When undertaking lifting operations using machinery, Priority Waste Limited will:

- plan them properly.
- Use people who are sufficiently competent and adequately trained.
- Supervise them appropriately.
- Ensure that they carry out duties in a safe manner
- Ensure instructions are followed.
- Ensure all machinery is operated by certified / trained staff only.



The complete waste solution

All machinery is maintained with thorough inspections and maintenance schedules. All are certified where required



10 - General Risk Assessment

Please refer to the company's risk assessments

11 - Driver Safety Policy

It is the Policy of Priority Waste Limited to Comply with the regulations set out in the Drivers Hours Regulations (EU), Drivers Hours Regulations (GB Domestic Rules) and the Working Time Regulations 1998.

The drivers' driving and working hours are strictly monitored to ensure that they can carry out their duty without risk of tiredness and physical strain.

Where necessary, Priority Waste Limited will:

- Ensure drivers routes are planned carefully.
- Provide overnight stays where appropriate in paid accommodation where necessary
- Provide time off to the drivers to ensure that they do not work beyond their limited hours
- Assist drivers in any way possible to ensure that they are not fatigued whilst on the road.
- Ensure all drivers have received adequate training surrounding the working and driving hours directives.
- Ensure drivers are qualified CPC where applicable.

12

- Manual Handling Policy

It is the Policy of Priority Waste Limited to comply with the Manual handling Regulations 1992 and 2002, although it is not possible to eliminate all manual handling, we recognise correct handling techniques will lessen the chances of injury occurring. Manual handling applies to a wide range of manual handling activities, including lifting, lowering, pushing, pulling, or carrying.

To prevent accident or incident, Priority Waste Limited will always take into account:

- Individual capability
- The Nature of the load
- The Environmental Conditions
- The availability of additional help
- Training
- Work Organisation

If an item is required to be lifted manually, we will ensure:

- Where possible, we reduce the amount of twisting, stooping, and reaching.
- Will avoid lifting from floor level or above shoulder height, especially heavy loads
- Will adjust storage areas to minimise the need to carry out such movements
- That we consider how to minimise carrying distances
- We assess the weight to be carried and whether the worker can move the load safely or needs any help – The load may be able to be broken down to smaller units.

When requiring the need for lifting equipment, we will ensure:

- We consider whether we can use a lifting aid, such as a forklift truck, electric or hand-powered hoist, or a conveyor.



- We think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area
- We reduce carrying distances where possible.

13

- Control of Noise Policy

It is the Policy of Priority Waste Limited to comply with the Control of Noise at Work Regulations 2005. Our Policy is to ensure that all employees are fully protected against noise that may cause damage or loss of hearing or cause other Health & Safety Risks.

To prevent an accident or incident and to avoid gradually increasing damage to hearing, Priority Waste Limited will always ensure that:

- Steps are taken to minimise noise where possible.
- Noise protectors and any other relevant PPE is provided where required
- Full training is carried out
- Minimising noise to certain sections are carried out where possible

- Chemical Spillage Procedure

First Steps When a Spill Occurs: Communication and Determination

Whenever you spill a chemical or discover a spill or release, tell your colleagues and laboratory manager-no matter how small or insignificant the spill or release appears. To assess a spill's risks and to obtain advice on clean-up procedures, it always helps to obtain the advice of others. Even a small spill can result in harmful exposure to you or others or can result in hazards that are not obvious; therefore, notification of regulatory officials may be required.

When a spill occurs, you and others should move well away from the area when determining the appropriate response. There are two types of spills: simple spills, which you can clean up yourself, and complex spills, which require outside assistance. A simple spill is defined as one that.

- Does not spread rapidly,
- Does not endanger people or property except by direct contact
- Does not endanger the environment.

Three basic steps should be taken to determine whether a spill is simple or complex: (A) evaluating the spill's risks; (B) evaluating quantities; and (C) evaluating the spill's potential impact.

Evaluate the Risks

The first step in evaluating whether a spill is "simple" is to estimate the risks created by the spill. In spill response, the key risks of concern are human health effects, property damage, and environmental damage.

Human Health Effects

Potential health effects is the most important hazard category to consider when deciding whether or not to attempt a spill clean-up. Some chemical releases may result in health hazards such as fires or explosions. Other chemical releases may present health threats because of their ability to spread rapidly and enter the body readily. A spill is not "simple" if it presents these risks.

If the potential for fire or explosion exists, seek outside assistance from trained emergency responders. Releases of flammable chemicals (liquid or solid) can present significant fire and explosion risks when one or more of the following is present:

- Volatile vapor's,
 - Water reactive or air reactive chemicals
 - Ignition sources
 - Oxidizers
 - Significant quantities of combustible materials.

Toxic vapors and dust are also hazardous. Avoid direct contact with such hazards because they spread quickly, are easily absorbed through the skin, and may damage tissue.

A chemical spill is not a health risk if it has a low toxicity (especially if it is not volatile or dust), is not highly corrosive, and is not a strong oxidizer. Such spills may be considered "simple" only if physical damage or environmental factors are absent. When a spilled chemical's toxicity is unknown, treat the spill like a potential human health hazard by avoiding exposure and seeking outside assistance.

Physical Damage to Property

The potential for physical damage to property (equipment, building materials, structures, or clean-up materials) is also important when determining whether you have a simple spill. Remember-a common first response to a spill is to try to protect equipment and property, but any real threat to such items will also threaten the persons cleaning up the spill. Do not attempt to protect property if there are any human health or fire/explosion hazards present.

In addition to potential fire and explosion hazards, strong corrosives and oxidizers typically fall under the property damage category. If any hazards are present that would damage property, treat the spill as complex and contact the appropriate authorities.

Environmental Threats

Some spills have the potential for escaping into the environment. Spills may release into the atmosphere, discharge into the sewer system, or leak directly into soil or surface water. While few spills present environmental threats, it is necessary to notify the appropriate authorities if a spill has the potential to cause environmental damage. If you can do so safely, it may be prudent to take interim measures before the hazardous materials response team arrives, such as blocking a spreading spill with absorbents or covering a floor drain with a rubber mat.

Though small amounts of some chemicals pose environmental problems, most environmental risks are presented by large-quantity releases of materials. A large-quantity release that threatens the environment is not a simple spill but requires the attention of trained responders.

Evaluate Quantities

The next step to take when determining whether a spill is "simple" is to evaluate the quantity of material released. If a spilled chemical is not hazardous, its clean-up (without the assistance of an emergency response team) is dependent on the ability to control the spill, as well as the availability of sufficient spill control materials (e.g., an absorbent for liquids). Factors that may complicate a clean-up effort (such as the unique characteristics of a spill's surroundings or the restricted access to a spill) must be determined on a case-by-case basis.

If the spilled chemical is hazardous, the threshold quantity for a simple spill clean-up depends on the spilled chemical's physical properties and hazards. This quantity depends on situational factors such as:

- The training and experience of personnel
- The availability of spill control materials,

- The availability of personal protective equipment,
- The physical layout of the spill location.

The more toxic, corrosive, or flammable a material is, the less likely that the spill can be defined as "simple". Thresholds for flammable liquids and solids, as well as volatile toxins, should be relatively low. Spills of reactive chemicals should only be managed by trained responders.

Evaluate Potential Impacts

The third step to take when deciding whether a spill can be managed as a simple spill is to evaluate the potential broader impacts of the spill. A chemical spill in an area where its potential risks are magnified by specific situations (such as physical situations or the presence of many people) should not be managed as a simple spill. For instance, the presence of boxes, chemicals, and other ignition sources would magnify the impact of a one-gallon release of acetone. Since acetone is highly flammable and volatile, this situation would be immediately dangerous to both human health and property, and clean-up should be handled by an emergency responder. Other factors that may magnify a spill's impact and require emergency response are.

The possibility that hazardous vapors or dusts might enter the building's ventilation system (and be distributed to other areas)

- The possibility that spilled liquids might flow into other areas, thus expanding the threat of harm (such as reaching ignition sources,

exposing other people, damaging delicate equipment)

- The presence of incompatible chemicals
- The proximity of classrooms or offices containing people who could be harmed by the spill's consequences.
- Spills in sinks that might be connected to other sinks through the plumbing system.

When evaluating potential impacts, a prompt response can minimize adverse consequences. On the other hand, an inappropriate response can turn a simple spill into a complex situation.

To determine whether a spill is simple or complex (which is often the hardest part of spill response), you need to know (1) the hazard(s) posed by the spilled chemical and (2) the spill's potential impact. Both these factors are, in large part, determined by the spill's size. The following information will help you determine whether you have a simple spill:

- The type of chemical(s) spilled
- The amount

- The hazardous characteristics of the spilled chemical(s)
- The location
- The proper method for cleaning up the spill
- The personal protective equipment available
- The training of the personnel.

Procedures for Cleaning Up Simple Spills

General Response Guidelines

For simple spills, emergency responders do not need to be notified. However, you should contact the environmental health and safety office or other responsible person within your facility.

Prior to cleaning up a simple spill, be sure that you can do so safely. You must have the right personal protective equipment, including, at a minimum, appropriate eye protection, protective gloves, and a lab coat. Additional protective equipment may be required for spills that present special hazards (such as corrosive or reactive spills or spills that have a splash potential). As a rule of thumb, if you need a respirator, you should request outside assistance because you do not have a simple spill. The following steps should be taken during spill clean-up:

1. Prevent the spread of dust and vapors. If the substance is volatile or can produce airborne dusts, close all doors and increase ventilation (through fume hoods, for example) to prevent the spread of dust and vapors to other areas.
2. Neutralize acids and bases, if possible. Spills of most liquid acids or bases, once neutralized, can be mopped up and rinsed down the drain (to the sanitary sewer). However, be careful because the neutralization process is often vigorous, causing splashes and yielding large amounts of heat. Neutralize acids with soda ash or sodium bicarbonate. Bases can be neutralized with citric acid or ascorbic acid. Use pH paper to determine when acid or base spills have been neutralized.

3. Control the spread of the liquid. Contain the spill. Make a dike around the outside edges of the spill. Use absorbent materials such as vermiculite, cat litter, or spill pillows.

4. Absorb the liquid. Add absorbents to the spill, working from the spill's outer edges toward the centre. Absorbent materials, such as cat litter or vermiculite, are relatively inexpensive and work well, although they are messy. Spill pillows are not as messy as other absorbents. Note that special absorbents are required for chemicals such as hydrofluoric and concentrated sulfuric acids.

5. Collect and contain the clean-up residues. The neutralized spill residue or the absorbent should be scooped, swept, or otherwise placed into a plastic bucket or other container. For dry powders or liquids absorbed to dryness, double bag the residue using plastic bags. Additional packaging may be required before the waste can be transported from your laboratory. For spills of powders or solid materials, you may need to add a dust suppressant. Be sure to place descriptive labels on each container.

6. Dispose of the waste. Keep clean-up materials separate from normal trash. Contact your environmental health and safety officer for guidance in packaging and labelling clean-up residues. Promptly place clean-up waste in an appropriate hazardous waste receptacle.

7. Decontaminate the area and affected equipment. Ventilating the spill area may be necessary. Open windows or use a fan unless the area is under negative pressure. In some instances, your environmental health and safety officer can test the air to ensure that hazardous vapors are gone. For most spills, conventional cleaning products, applied with a mop or sponge, will provide adequate decontamination. If you have any questions about the suitability of a decontaminating agent, seek expert advice.



Special Precautions

The following precautions apply to chemicals that have hazardous characteristics. Note that some chemicals may exhibit more than one characteristic.

1. Flammable Liquids

Remove all potential sources of ignition. Vapors are what burn, and they tend to accumulate near the ground.

Flammable liquids are best removed using spill pillows or pads. Spill pads backed with a vapor barrier are available from most safety supply companies. Because flammable liquids will probably be incinerated, avoid using inert absorbents such as cat litter. All used absorbent materials should be placed in heavy-duty poly bags, which are then sealed, labelled, and disposed through your facility's hazardous waste management program. Before resuming work, make sure the spill area has been adequately ventilated to remove flammable vapors.

2. Volatile Toxic Compounds

Use appropriate absorbent material to control the extent of the spill. Spill pillows or similar absorbent material usually work best because they do not have the dust associated with cat litter, vermiculite, or corn cobs. Place all used absorbent materials in heavy-duty poly bags. Seal the bags, label them, and hand them over to your facility's hazardous waste management program. Again, make sure the spill area has been adequately ventilated before resuming work.

3. Direct Contact Hazards

Carefully select suitable personal protective equipment. Make sure all skin surfaces are covered and that the gloves you use protect against the hazards posed by the spilled chemical. Often it is a good idea to wear two sets of gloves: one as the primary barrier, the second as a thin

inner liner in the event the primary barrier fails. When the clean-up is completed, be sure to wash hands and other potentially affected skin surfaces.

4. Mercury Spills

Mercury spills rarely present an imminent hazard unless the spill occurs in an area with extremely poor ventilation. The main exposure route of mercury is via vapor inhalation. Consequently, if metallic mercury is not cleaned up adequately, the tiny droplets remaining in surface cracks and crevices may yield toxic vapors for years.

When a mercury spill occurs, first cordon off the spill area to prevent people from inadvertently tracking the contamination over a much larger area. Generally, a special mercury vacuum cleaner provides the best method of mercury spill clean-up. **DO NOT** use a regular vacuum cleaner, because you will only disperse toxic vapors into the air and contaminate your vacuum cleaner. If a special mercury vacuum is not available, first use an appropriate suction device to collect the big droplets, then use a special absorbent (available from most laboratory supply vendors) to amalgamate smaller mercury droplets.

Ideally, mercury spills should be prevented in the first place. Examine all uses of mercury to see if substitutes are available. If substitutes are not available, use trays or other equipment to provide spill.

containment. Spilled mercury often accumulates in sink traps. Be prepared to contain the mercury when servicing such facilities.

Documentation

After cleaning up a spill, a simple write-up should be prepared to document what happened, why, what was done, and what was learned. Such documentation can be used to avoid similar instances in the future. Major incidents are almost always preceded by numerous near misses.

15 - Control to Substances Hazardous to Health Policy (COSHH)

It is the Policy of Priority Waste Limited to comply with the Control to Substances Hazardous to Health Regulations 2002.

Priority Waste Limited Senior Management team are responsible for implementing and maintaining safety, health, environmental and quality procedures within the guidelines issued by the UK Government Health and Safety Executive (HSE).

Employees are one of our greatest assets Priority Waste Limited Senior Management team are committed to provide as far as reasonably practicable, workplaces, equipment, processes of work, and maintenance of those systems, which are safe and without health risk of employees, contractors, visitors, the public and the environment, whilst substances that are Hazardous to Health are within our care. In addition, an ongoing program of training and supervision will be maintained.

Equally it is the duty of all employees, contractors, and visitors to take reasonable care with regard to the health and safety of themselves, their fellow-workers or others that may be affected by their actions, or omissions, and to cooperate with the Company, in order to meet applicable statutory and regulatory requirements.

This policy is in force from the moment we receive Hazardous Waste into our care until such time as disposal is made and the duty of care is passed on.

1.0 Collection of Hazardous Waste

Prior to collecting any hazardous waste, we must be in possession of all relevant Safety Data Sheets (SDS or MSDS). At this time a Priority Waste Limited COSHH form and a Waste Transfer Consignment Note must be filled in for the collection and correct Personal Protective Equipment (PPE) must be identified and allocated to the driver by the Warehouse Manager. Any concerns should be raised with the Chief Chemist. The Chief Chemist will advise on where Waste is to be stored on receipt.

Upon arrival at the pick-up site, correct PPE must be worn before entering the Hazardous Waste containment area. The waste items for removal must be checked against the order received and the Waste Transfer Consignment Note and any discrepancies should be reported to Priority Waste Limited Management immediately for further instructions. Under **NO** circumstances is Waste to be handled or removed unless instructed to do so by a member of the Priority Waste Limited Management Team, who will also advise on any further COSHH concerns.

Care must be taken when loading a vehicle to ensure that all Hazardous Waste containers are fit for transport and are stored in such a way that incompatible materials are not stored together and that any movement during transport is severely restricted.

2.0 Receipt at Haz-Stop Exemption holder site

Upon arrival on-site correct PPE must again be worn when offloading the vehicle into the Goods Received Area. Hazardous Waste containers must be checked for any signs of breakage or leak before waste is to proceed to storage. Any concerns should be raised immediately with the Chief Chemist. Where there are no concerns, the Warehouse Operative will check the PPE requirements on the COSHH Assessment Form and when he/she is compliant with those requirements, remove the Waste from the Goods Received Area to the storage space allocated by the Chief Chemist.

Regular inspections of the site storage will be made by the Chief Chemist and/or the Warehouse Manager to ensure that all chemicals remain stored in good order.

3.0 Bulk/Disposal Operations

Prior to any mixing of waste into bulk containers, the Chief Chemist will prepare a COSHH Assessment Form. Correct PPE will be allocated to all staff concerned and the operation is to proceed under the supervision of the Chief Chemist. Waste material mixed in this way will be stored according to the Chief Chemists instructions or otherwise taken to the Shipping area for transport to a disposal site. Waste to be disposed of will be itemised on a Waste Transfer Consignment Note which will be issued to the Vehicle driver together with the COSHH Assessment Form by the Warehouse Manager. The Warehouse Manager will issue appropriate PPE to the driver to be worn when loading/unloading the vehicle.

16

- Working at height

It is the Policy of Priority Waste Limited to comply with The Working at Height Regulations 2005.

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).

To avoid any accidents or incidents caused by working at heights, such as utilizing a ladder, Pro-Innovation Solutions Employees are trained to ensure:

- ☐ As much work as possible from the ground
- ☐ Workers can get safely to and from where they work at height.
- ☐ Equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- ☐ Protection from falling objects is provided.
- ☐ Precautions are taken when working on or near fragile surfaces
- ☐ We will consider emergency evacuation and rescue procedures.
- ☐ Never overload ladders – consider the equipment or materials workers are carrying before working at height.
 - ☐ Always check the pictogram or label on the ladder for information
 - ☐ Never overreach on ladders or stepladders.
 - ☐ Never rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters
 - ☐ Never use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- Never let anyone who is not competent (who doesn't have the skills, knowledge, and experience to do the job) work at height

Furthermore, Priority Waste Limited Employees are not permitted to work on-site at any time whilst at a customer's site excluding the use of lifts or stairs within a fixed building.

- Working with Asbestos

It is the Policy of Priority Waste Limited to comply with the Control of Asbestos Regulations 2012. Priority Waste Limited do not handle or work with Asbestos other than that contained within the building.

When carrying out any work to the area of the building that contains asbestos, it is Priority Waste Limited Policy to outsource the work to qualified and professional contractors. Full certification must be provided to ensure that the building is safe for inhabiting prior to continuing with daily work.

An asbestos survey is carried out regularly to enable us to comply with the regulations and to ensure that the employees remain in a safe working environment.

18

- Working with Electricity

It is the Policy of Priority Waste Limited to comply with the Electricity at Work Regulations 1989 and the Electrical Equipment Safety Regulations 1994

All reasonable steps will be taken to ensure the Health & Safety of Employees who use, operate, or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous, and it is therefore the company's intention to reduce the risks as far as possible. The company will ensure:

- That electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations (This is in relation to any new installations)
- Maintain the fixed installations in a safe condition by carrying out routine safety testing inspections
- Inspect and test portable and transportable equipment as frequently as required.
- Promote and implement a safe system of work for maintenance, inspection or testing.
- Only permit live working where necessary
- Ensure employees that carry out electrical work are competent.
- Exchange safety information with contractors, ensuring that they are fully aware of (And prepared to abide by) the company Health & Safety Arrangements
- Provide suitable Personal protective Equipment if required, maintaining it in good condition.

This policy will be reviewed on an annual basis and / or intermittently as and when new legislation or new procedures come into place.