

SWAGELOK MANCHESTER **HEALTH & SAFETY POLICY**

Our Policy for Health and Safety is to:

- Make the working environment of all our associates and visitors to our premises as safe as possible, comfortable and without risk to health.
- Support and foster a positive attitude to personal health and safety amongst our associates.
- Work with our customers to minimise the effects of their operations on the health and safety of their employees and the general public.
- In pursuing our policy we will comply with or exceed the requirements of all applicable UK and EEC Health and Safety Legislation.

In making the working environment of our associates as safe as possible, comfortable and without risk to health we will:

- Provide all office / warehouse / workshop based associates with a clean, well lit working environment, maintained at a comfortable working temperature throughout the year.
- Provide all office personnel with their own desk, adjustable seating, together with sufficient space and resources to perform their duties both safely and comfortably.
- Ensure all office / rest areas are cleaned daily.
- Ensure that toilet / washroom facilities are cleaned daily and adequately supported with hot and cold water, soap, hand towels, toilet paper, etc.
- Ensure warehouse / workshop areas are regularly cleaned and maintained in a clean, tidy and safe manner.
- Provide a rest room, away from working areas for mid morning, lunch and afternoon breaks.
- Provide sufficient instruction / training for all associates to ensure they can perform their duties safely and without risk to health.
- Provide all necessary safety equipment / protective clothing free of charge.
- Ensure that all plant and machinery are safe and safe systems of working are followed.
- Regularly check the safety and integrity of all electrical equipment, removing any equipment considered unsafe.
- Minimise the use of any substances which are potentially dangerous to health whilst ensuring that any such substances which are used are handled and stored safely.
- Take precautions against the risk of fire and provide adequate means of escape.
- Ensure all fire fighting equipment is regularly serviced and located so as not to endanger life in its use.
- Provide adequate first aid facilities together with a trained first aider.
- Ensure all company owned / operated vehicles are regularly serviced and maintained in a safe roadworthy condition.

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Date Issued: 01-07-2019

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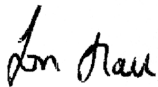
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Directors J.Hall A.J.Hall **V.A.T Registration No.** 294 8562 09 **Registered in England No.** 07132552

In supporting and fostering a positive attitude to personal health and safety amongst our associates we will:

- Enroll all associates, after a qualifying period, in a private health insurance scheme.
- Allow all associates sufficient time for all medical and dental appointments.
- Provide adequate supplies of chilled drinking water.
- Provide refrigerated storage and cooking facilities for the storage and preparation of food.
- Maintain a no smoking policy in all office and work areas.
- Encourage a healthy diet by:
 - Providing a free lunch or lunch allowance for all associates.
 - Providing, free of charge, skimmed / semi skimmed milk for all office / warehouse / workshop associates.
 - Provide, free of charge, fruit for consumption by all office / warehouse / workshop personnel.

We will work with our customers to minimise the effects of their operations, the health and safety of their employees and the general public by:

- Never making false claims for the performance or reliability of the products we supply.
- Supplying products which employ the best available technology for the containment and control of system fluids and the elimination of fugitive emissions.
- Provide all necessary health and safety information for the products we supply.
- Supplying, free of charge, fully detailed catalogues including details of materials of construction, pressure and temperature ranges, etc., to enable customers to be fully aware of the specifications of the products they purchase.
- Working with our customer personnel to assist them in the safe selection of products to meet their application needs.
- Advising our customers of any potential hazards, which come to our attention, regarding the use or unsuitability of any products for our customers intended applications.
- Providing training, for our customers and their contractors in the safe selection, installation maintenance and use of our product range.
- Providing on site surveys to identify leaking fluid system components.



Jon Hall
Managing Director
Swagelok Manchester
Revised: July 2019
Reviewed: July 2019

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