

Health and Safety Policy

ParcelPlanet Health and Safety Policy is based upon the principles contained in the Health and Safety Authority's Health and Safety Management. This conveys the simple message that organisations need to manage health and safety with the same degree of expertise and to the same standards as other core business activities, to ensure that risks are controlled effectively and people are not harmed.

In general, ParcelPlanet will ensure, as far as is reasonably practicable, that ParcelPlanet:

- Manage and conduct work activities so as to ensure the safety and health of employees
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe equipment
- Provide safe systems of work e.g. operating procedures
- Provide appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Prepare and revise emergency plans
- Designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees

The policy has three main sections:

Policy Statement

A statement of ParcelPlanet's intention and commitment to Health, Safety and Welfare. Dated and signed by the General Manager.

Policy Organisation

A definition of the responsibilities and relationships, which will promote a positive health and safety culture and secure the successful implementation and continued development of the policy. It details:

- Employer responsibilities
- Employee responsibilities
- Communication of health and safety information
- Consultation with employees
- Training

Policy Arrangements

Sets out how the specific aspects of health and safety will be managed. This includes:

- Detailed responsibilities for managers and staff
- Identification of hazards and safety measures to control risks
- Monitoring and review

Policy Statement

As noted above, this is a statement of ParcelPlanet's intention and commitment to Health, Safety and Welfare. It is available for all employees to view and is reviewed and updated at least annually.

Policy Organisation

Employer Responsibilities

The responsibility for the provision of a safe place of work rests with the Management of ParcelPlanet. Specifically, these responsibilities are:

- To maintain a safe and healthy work environment for employees, in addition to conforming to all current statutory requirements.
- To appoint a competent person to advise on the management of safety within ParcelPlanet.
- To ensure workplace hazards are identified and the risks from such hazards assessed and minimized through the application of risk control / reduction measures, as identified within relevant risk assessments.
- To provide personal protective equipment to employees when necessary.
- To ensure the Safety Statement is reviewed regularly, when deemed no longer valid and when changes in work practices necessitate it.
- To provide, where appropriate, health surveillance to all employees
- To provide safe plant and equipment to employees without undue risk to health and safety.
- To ensure employees are protected from injury when there is a risk from physical (e.g. noise, vibration or radiation), chemical or biological agents.
- To make provisions to ensure the adequate welfare facilities for all employees.
- To ensure safe access to and egress from the place of work is maintained.
- To provide a workplace free from bullying and harassment for all employees.
- To put adequate emergency plans in place to deal with foreseeable emergencies in the workplace.
- To provide employees with suitable training to allow them to carry out their functions in a safe manner without undue risk to themselves or others.
- To ensure the activities of ParcelPlanet and its employees do not negatively impact on the health and safety of third parties.
- To ensure procedures for consultation and communication relating to matters of health and safety are maintained through the use of a dedicated folder on the company server.
- To ensure that all safety information is provided to employees and any relevant third parties in a form, manner and language likely to be understood.

Employee Responsibilities

As a valued employee of ParcelPlanet you have a responsibility to yourself and your fellow workers to carry out your work in a safe and considerate manner. Employees must: 

- Cooperate with ParcelPlanet in all matters of health and safety in order that ParcelPlanet may fulfil its statutory obligations.
- Comply with all statutory provisions and take reasonable care to protect their own health and safety and that of any other person who may be affected by their acts or omissions.
- Attend all safety training when requested to do so.
- Adhere to all safety requirements relevant to their work, including but not limited to, using personal protective equipment when required; by operating in accordance with any documented safe system of work; and by using all appropriate safety devices.
- Use any equipment provided, including all personal protective equipment and clothing, in a safe manner and in the form that it was intended to be used.
- Desist from acting in a manner likely to endanger their own or another person's health and safety.
- Keep their work areas clean and tidy and maintain high standards of housekeeping and hygiene.
- Report all accidents no matter how small, or near misses, to their immediate supervisor or manager on the day of occurrence or as soon as possible thereafter.
- Cooperate in the investigation of accidents and near misses.
- Not undertake any task for which they have not received sufficient training to allow them to do so safely.
- Refrain from interfering in an inappropriate manner with any article provided in the interest of protecting health and safety in the workplace.
- Report to their immediate supervisor or manager immediately any defect in plant or equipment that may constitute a risk to safety.
- Not allow any person under their control to engage in any act or activity for which that person has not received sufficient training.
- Report immediately to their immediate supervisor or manager any person abusing equipment or acting in an unsafe manner.
- Inform ParcelPlanet of any disease or illness that they may be suffering from which is likely to add to the risks to safety in the workplace.
- Not be under the influence of an intoxicant whilst at work to the extent that it is likely to endanger his or her own safety or that of those around them.

Any person entering employment within ParcelPlanet or any employee who is changing employment status within ParcelPlanet must not misrepresent the level of training or experience that he or she has previously received.

In the interests of their own health and safety and that of their unborn / nursing child all pregnant and breastfeeding employees are strongly encouraged to report their pregnancy / breastfeeding to their Manager as early as possible so that a Pregnant Employee Risk Assessment can be carried out. The purpose of this risk assessment is to ensure that the working conditions of the employee do not pose a risk to her or her unborn / nursing child's health and safety.

Any staff member responsible for bringing a new piece of equipment or substance into the working area must ensure if necessary that a risk assessment is carried out and any safe system of work associated with the item in question is implemented.

Staff members who have responsibility for any third parties must ensure that those persons under their supervision have received adequate safety training and on an ongoing basis receive an appropriate level of supervision. A significant level of legal liability is placed upon all persons who have supervisory responsibility for other staff to ensure that all operations under their control are carried out safely.

Communication of Health and Safety Information

Company Management will ensure that all employees receive all necessary information on health, safety and welfare so as to provide a safe workplace, safe systems of work and safe people at work. This means:

- The general Policy Statement of intent will be posted on noticeboards.
- Health and Safety policy, standards, responsibilities and arrangements will be published on Dropbox.
- Significant health and safety information i.e. policy developments, standards etc. will be provided directly to ParcelPlanet's managers who will ensure that awareness is raised at team meetings throughout their functions.
- General safety information, e.g. safe working practices and general guidance will be available on a dedicated folder on the company server.
- Names and contact details of first aiders and fire marshals will be posted on the company notice board.

Consultation with employees

ParcelPlanet is committed to consulting with employees regarding safety, health and welfare in the office. ParcelPlanet consults with employees when:

- Changes that may affect health, safety or welfare are proposed to the premises where employees work
- Introduction of new technologies and methods of work as it affects the health and safety of employees
- Introduction of any measure in the workplace which may substantially affect the health and safety of the employees
- Health and Safety information ParcelPlanet is legally required to provide to its employees is available
- Organisation of any health and safety training which ParcelPlanet is required by law to provide

Training

ParcelPlanet is committed to identifying the safety training needs on an on-going basis.

- Employees will be involved in the identification of hazards in the office and advised of the particular hazards pertaining to their area.
- Employees will be trained to respond to such hazards in order to prevent accidents/injury to themselves, their colleagues and clients.
- All employees will be trained in emergency procedures and where appropriate, employees will be trained in the use of special machinery and equipment.
- All employees will be trained in the correct techniques involved in safe manual handling.

Policy Arrangements

Health and Safety Responsibilities

The ParcelPlanet's Management Team are ultimately responsible for Health, Safety and Welfare in ParcelPlanet and they will ensure that health and safety management within ParcelPlanet is set firmly in the context of corporate governance and corporate social responsibility. The implementation of H&S policy is delegated through ParcelPlanet's management structure.

Within this context each Head of Function is responsible for ensuring that health, safety and welfare arrangements are controlled effectively throughout their area.

ParcelPlanet's management team has designated the Operations Manager as the team member with responsibility for compliance with health and safety legislation within ParcelPlanet. Responsibilities include:

- Consulting with ParcelPlanet's management team to ensure that health and safety is treated as an executive issue
- Ensuring that equal importance is applied to health and safety as to other business functions
- Ensuring that health and safety responsibilities are correctly assigned within ParcelPlanet
- Chairing Health and Safety Committee meetings (committee will include Financial Controller, Fire Marshals and First Aiders)
- Control and report on Health and Safety issues using external expertise as required
- Ensuring that managers are adequately trained and capable in respect of Health & safety issues
- Monitoring and communicating information on changes in Regulations; Codes of Practice; newly identified hazards; health and safety products; new working practices; proposed future safety information
- Ensuring the provision of competent and timely advice on day to day implementation and monitoring of plans by management
- Liaising with regulatory bodies e.g. Environmental Health Services; Health and Safety Authority; Fire Authorities etc.
- Facilitating health and safety training to enable staff to work safely and healthily
- Arranging for risk assessments to be carried out

- Ensuring appropriate Health & Safety records are maintained for the business in conjunction with line management

Hazard Identification, Risk Assessment and Risk Control

It is the policy of ParcelPlanet to identify all hazards existing in the workplace, to assess the risk from those hazards and to implement control measures to reduce the risks to an acceptable level. Risk assessments are required for all identified hazards in the workplace, including but not limited to any equipment in use; work processes undertaken; and for all hazardous agents (chemical, biological, radioactive) in use.

‘Hazard’ is defined as the potential to cause harm, while ‘risk’ is defined as the potential of the hazard to cause harm under actual circumstances.

The assessment of risk from the hazards identified is based on the linkage of the probability of an occurrence involving that hazard with the severity of injury or material loss resultant from that occurrence (see Table 1. Risk Assessment Matrix below).

Table 1 – Risk Assessment Matrix

Probability of Negative Event	Severity of Outcome of Negative Event		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	trivial risk	acceptable risk	moderate risk
Likely	acceptable risk	moderate risk	substantial risk
Very Likely	moderate risk	substantial risk	intolerable risk

Probability is determined based on an assessment on how likely it is that an adverse event related to the hazard concerned will occur. Probabilities are graded as:

- Unlikely: the adverse event being considered will occur only rarely.
- Likely: the adverse event being considered will occur on a frequent basis
- Very Likely: the adverse event being considered is almost certain to occur

Severity is based on the degree of personal injury or damage to property likely to occur in the event that the adverse event occurs. Severity of outcome is graded as:

- Slightly Harmful: e.g. superficial injuries; minor cuts and bruises; nuisance and irritation; temporary discomfort; minor infection; minor material damage.
- Harmful: e.g. lacerations; burns; concussion; sprains; minor fractures; dermatitis (temporary); asthma (temporary); long term discomfort; infection requiring medical treatment; significant material damage

- Very Harmful: e.g. fatality; amputation; major fracture; severe poisoning; cancer; life shortening condition / disease; deafness; head injuries; eye injuries; substantial material damage.

The aim of any risk control / reduction measures identified and implemented are to reduce the residual risk from the hazard to as low a level as is reasonably practicable. Where practicable ParcelPlanet commits itself to the elimination of hazards. Where the risk from a hazard cannot be eliminated at source then ParcelPlanet will supply a range of suitable personal protective equipment in order to protect employees where necessary.

Risk assessments will be reviewed regularly and when changes in work practices arise within ParcelPlanet or when new activities are introduced.

Accident Reporting Procedures

Staff are required to report all accidents and near misses, whether resulting in injury or not, to management. Any incident leading to environmental damage or a near miss with the potential of environmental damage must be reported to management, on the day of occurrence or as soon as is practicable thereafter.

Under the Safety, Health & Welfare at Work General Application Regulations 1993, employers must report certain occurrences to the Health & Safety Authority and ensure records are kept on site for a period of 10 years. The following details are required:

1. Date, Time and Place of the incident
2. Name, Address, Occupation and Age of the injured person
3. Circumstances, including cause and nature of injury and the arrangements made for its treatment.

All accidents will be investigated by a member of management and a written report prepared. Corrective action will be taken where necessary to avoid a re-occurrence. Accidents involving persons who are not members of staff but are visiting or working on the premises must also be reported.

Safety Measures

Manual Handling Guidelines

Manual Handling is defined as the “transporting of a load by one or more employees and includes lifting, putting down, pushing, carrying or moving a load, which by reason of its characteristics or of unfavourable ergonomic conditions involves risks, particularly of back injury to employees”. This is a priority issue because it is a major cause of accidents in the workplace. It is GMI’s policy

to minimise the need for manual handling of loads and so therefore should be avoided as far as is reasonably practicable.

Employees must check the weight of the load before attempting to lift it and if the load is too heavy get help. When lifting, follow the following basic principles.

1. Relax the knees. Lowering movements should start at the knees not the head.
2. Get close to the object to be lifted. Get a good balance by keeping the feet apart. One foot will automatically be ahead of the other.
3. When in position, bend the knees and lift with the strong muscles in the legs.
4. Lift gradually, smoothly and without jerking, keeping the object close to the body and the back straight

VDU User Guidelines

As part of their duties some employees spend long periods of time using visual display screens. Any necessary adjustments will be made to avoid RSI, eyestrain and other ailments associated with work on screens, which must be adjustable for height, tilt and brightness. No employee will be asked or expected to work any computer which is not in proper working condition, or does not meet the highest specifications.

Employees working continuously on-screen should alternate tasks so that at least 10 minutes during each 60 minutes of work is spent doing off-screen type of work. This work is to be undertaken away from the screen, but does not constitute a break.

Emergency Planning

Written Emergency Response Plans will be developed to describe the responses to be taken by Company personnel in the event of personal injury, fire, gas leak or other foreseeable emergencies.

The evacuation of building(s) will be carried out following any occurrence that constitutes a risk to the safety and health of the occupants of that building.

It is the aim of ParcelPlanet in so far as is practicable that all buildings are subject to a trial evacuation at least annually.

ParcelPlanet is committed to ensuring that all persons working within ParcelPlanet have ease of access to first aid equipment and to occupationally trained first aiders.

Fire

If you hear the fire alarm:

1. Do not panic, but prepare to leave the building.

2. If the alarm sounds continuously begin a building evacuation.
3. Leave the building immediately in an orderly using the nearest exit. Please note that this may not be the same way that you entered the building.
4. Persons in laboratories and workshops should make their area safe before leaving by turning off equipment where possible, closing chemical containers, securing biological agents etc.
5. Do not use the lift.
6. Do not go back to your working area for any reason.
7. If safe to do so nominated Fire Marshals should inspect their designated areas.
8. If for any reason you are unable to leave the building, make your way to a protected stairwell or a room with an external window and shut the door. If possible, inform the emergency line (ext. 7999) or a colleague of your location and the reason you cannot safely exit the building.
9. Proceed to the nearest emergency assembly area.
10. Report any knowledge you may have of missing or injured persons to a Fire Marshal.
11. Return to the building only after the Chief Fire Marshal has given the all clear signal.

If you observe a fire:



1. Activate the fire alarm by breaking one off the red wall mounted break glass units located throughout Company buildings.
2. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.
3. If you decide to fight a fire, ensure that you have a safe and clear means of escape from the fire at all times.
4. In the case of chemical fires be aware that many chemicals give off poisonous fumes under fire conditions. Only fight chemical fires if you are certain that it is safe to do so and that the products of combustion can be avoided.
5. In the event that you cannot fight the fire or the fire begins to get out of control evacuate the area immediately.

Natural Gas Leak

- In the event that a natural gas leak is suspected then Facilities must be contacted immediately.
- Evacuate the area.
- Only authorised personnel may interfere with gas safety systems.

Personal Injury

In the event that a person suffers an injury that requires first aid treatment then:

- Treat the injury using first aid equipment. First aid boxes are located at all entrance doors to the warehouse.
- Consult a trained first aider.

Monitoring and Review

Just as in finance or sales, ParcelPlanet needs to measure safety and health performance to find out if the effort is successful. This monitoring includes:

1. Annual review of Company Health and Safety Statement
2. Periodic inspections and checks to see that H&S standards are being maintained
3. Review of risk assessments and incident reports

