

# HEALTH AND SAFETY

## 6. HEALTH AND SAFETY

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## 6.1 Introduction

Renishaw is committed to ensuring that all employees work in a healthy and safe environment. This is achieved through the provision of safe systems of work and the co-ordination, training and supervision of everyone. The layout of plant and appliances, methods used, etc. have been designed to minimise risks. We ensure ongoing health and safety by the following means:-

## 6.2 The Health and Safety Committee

Employee representatives are elected and/or nominated as Health and Safety Representatives to represent health and safety issues within individual departments. The company allows employees reasonable time to carry out their responsibilities for health and safety at their place of work. The Committee also meets on a regular basis to discuss all relevant health and safety issues and take action where necessary, with an annual review held at Director level.

Accidents are monitored by the company's Health and Safety Officer and action will be taken where necessary to avoid recurrences. Near-misses at work should be reported to the nearest available Health and Safety Representative, these will also be communicated at the next Health and Safety Committee meeting.

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## 6.3 First Aid

Employees are nominated to take responsibility for providing first aid at their place of work for which they will be required to undergo training. If an accident or near-miss occurs, you should report it to the nearest available First Aider and immediate Supervisor. **Please identify the First Aider in your working area by the end of your first week.**

The company also has a defibrillator unit, currently based at the New Mills site. Certain employees have been trained in its use and can be contacted in an emergency by dialling extension 3535. **The number should only be used, in emergencies, where there is a suspected heart-related problem.**



## 6.4 Fire Wardens

Fire wardens are nominated to take responsibility for directing employees and visitors to Fire Assembly Points in the event of an emergency. In addition, they must maintain a Fire Roll Call List that contains details of employees working in a specified area who should be accounted for if the alarm activates. **Please identify the Fire Warden in your working area by the end of your first week.**

## 6.5 Fire Extinguisher Wardens

Fire extinguisher wardens are employees who have been trained to use fire extinguishers. They will sweep areas of buildings on hearing the fire alarm to ensure no-one is left inside. **Due to the importance of using the correct extinguisher for the type of fire only specified trained personnel should use the fire extinguishers. Therefore, it is important that you also identify your Fire Extinguisher Warden.**



## 6.6 Fire Evacuation

In the event of either a fire or an evacuation drill (you will not be aware of the difference), you are to leave the building by the nearest exit and proceed to your designated assembly point.

DO NOT:

1. Attempt to put out a fire unless you have had specific training;
2. Ignore the alarm and carry on working;
3. Re-enter a building unless told to do so by the Safety Officer, Fire Officer or most senior person present;
4. Prop fire doors open;
5. Use lifts.



Please be aware that any breach of 2 and 3 above could result in disciplinary action being taken.

Employees should also notify their Manager or the nearest Health and Safety Representative if they see a fire exit blocked.

## 6.7 Protective Clothing

If you are assigned to a job where special safety instructions apply you will be provided with the relevant personal protective equipment (PPE) free of charge. The wearing/using of PPE is compulsory in the designated areas and is necessary to safeguard your well-being and those who work alongside you. You cannot decide, or sign a waiver stating, that you do not want to wear PPE in these designated areas. Should you choose not to wear PPE you may be subject to the company's disciplinary procedure. The current designated areas are:

- Machine Shop
- Assembly
- Development Laboratories
- Works Engineering Department
- Anodising

## 6.8 Protective Eyewear

Protective eyewear, of the correct standard, will be supplied to all employees who work in areas deemed to be of high risk regarding the need for eye protection.

This will extend to the provision of prescription protective eyewear for people in these areas who normally wear spectacles. **However, the company will not pay for a full eye test prior to the spectacles being made.** The company will fund prescription spectacles, to a set sum agreed with the optician. Please contact the Personnel Department for more details.

In the case of Visual Display Unit (VDU) users (who use a VDU for 2 or more hours, continuously, allowing for breaks, per day), **the company has a legal duty to fund full eye tests on request from the VDU user.** However, once an eye test is requested the company will carry out an eye screening.

This screening is a legally acceptable way of establishing if a full eye test is necessary but does not mean a full eye test will not be carried out if the VDU user insists. The company also has to supply you with corrective spectacles for VDU use where necessary and the company will pay the cost of these for eligible employees. **This, again, is subject to a set sum agreed with the optician and the Personnel Department should be contacted for more details and booking.**

**Note: Renishaw has no duty to fund eye tests or spectacles retrospectively. If the VDU user decides to organise his/her own eye test and purchase spectacles, the company does not have to refund the costs. Renishaw will only pay for eye tests and glasses from an optician pre-approved by the company, following a request from the VDU user.**



## 6.9 Protective Footwear

Certain areas on site (such as the Machine Shop, Assembly, Development Laboratories and Works Engineering) require the wearing of safety footwear by all employees when working in these areas. Certain visiting personnel may be exempt from wearing safety footwear. However, if you are in any doubt regarding whether safety footwear should be worn please contact the relevant Departmental Manager. A selection of safety footwear is available from the Stores Department. Should specialist footwear be required this should be ordered through the Purchasing Department.



## 6.10 Employees' Responsibilities for Health and Safety

You have a duty whilst at work to:

- Take reasonable care for ensuring the health and safety of you and your colleagues.
- Comply with statutory provisions and co-operate with management in ensuring that the company's responsibilities are discharged in accordance with legislation.
- Familiarise yourself with the safety practices and conform to rules and guidance laid down.
- Ensure that injuries are treated by the First Aider in every case and to report to your immediate Manager all accidents or damage.
- Make suggestions to improve health and safety in the company and notify hazards to the appropriate Manager or member of the Health and Safety Committee in any department.

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- Comply with the fire regulations, and to leave your place of work immediately when the fire alarm sounds or by other instructions.
- Take responsibility for your visitors from when they arrive until they leave the site. In the event of the fire alarm sounding, ensure that the visitor is accounted for at the Fire Assembly Point. All visitors to the company are requested to sign the Visitors book at the main Reception Desk.

Renishaw has an appointed, competent person, as part of the Personnel Department, who is available to advise and arbitrate on all matters regarding health and safety and its associated legislation.

### 6.11 Health and Safety Medical Questionnaires

On joining the company, employees are also issued with a Health and Safety Medical Questionnaire to be completed and returned to the Personnel Department. The information on this form can be used by a company First Aider in the event of an emergency (e.g. if you are a diabetic or an epileptic, the manner in which you are treated may differ). **It is not mandatory to complete this form.**

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### 6.12 Company Doctor

The company has appointed two Doctors to act on its behalf. The Doctors (who work in rotation) carry out statutory health monitoring required by the company as well as offering advice, counselling and professional assistance to all employees. Please be aware that the Company Doctor cannot issue prescriptions or other medication. This can only be done by your own G.P. Appointments to see the Company Doctor can be made through the Personnel Department.

Please also be aware that in certain circumstances employees may be asked to see the Company Doctor. Following a requested meeting with the Company Doctor employees may be asked to sign a form allowing the Company Doctor to contact their G.P. for information on their condition. This information is strictly confidential and only passed between the two Doctors involved. No G.P. to G.P. medical information is passed, or discussed, with any member of Renishaw.

### 6.13 Offsite Working

Certain positions within the company require employees to work offsite for prolonged periods of time. Should an employee encounter any situation that, in their opinion, is dangerous, they should not carry out the work until remedial action has taken place. It is also the responsibility of the employee to highlight any safety concern with their Supervisor/Manager and, where necessary, request appropriate training.

NOTE: When travelling overseas on business to certain destinations, it may be advisable to take a sterile medical pack in case of emergencies (issued by the company). Please contact the Personnel Department for more information.

### 6.14 Visitors and Contractors

Once visitors and contractors arrive at any Renishaw site, Renishaw is responsible for their health and safety whilst they are on site. Therefore, whoever is hosting the visitor(s), or has employed the contractor(s), is responsible for ensuring that the visitor(s)/contractor(s) are aware of the following issues;

- All visitors/contractors must book in at the appropriate Reception and ensure that their issued identification badge is worn prominently at all times whilst on site.
- Employees must ensure that visitors/contractors are briefed regarding actions to be taken on hearing a fire alarm (the host is responsible for taking them to the appropriate assembly point).
- Employees must ensure that any visitors/contractors wishing to connect to any part of Renishaw's IT system are made aware of the company's procedures regarding virus checking and use of non Renishaw approved software/hardware



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- Visitors/contractors must be briefed regarding Renishaw's current policy on smoking.

In addition to the above those employees who are responsible for hosting visitors/employing contractors must ensure that they do so in accordance with the following policies contained in Renishaw's Health and Safety Manual;

- HS203 (Policy for control of contractors at Renishaw's locations)
- HS205 (Policy for visitor and operator training)

A copy of this manual can also be found on the company's intranet (Insite) by going to company info/health and safety/health and safety procedures.

In the interest of safety, employees who are on leave (e.g. maternity, parental or paternity leave) should limit the times they visit the site with their child/children to lunchtime, meeting only in the Restaurant building or the rest area(s) for those sites without a restaurant.

### 6.15 Traffic Issues

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Please be aware that the speed limit on all sites is strictly 15 miles per hour unless otherwise stated, and speed bumps have been installed. Therefore employees should observe the locally posted limit. Any employee found exceeding this limit will be subject to the company disciplinary procedure.



At certain points around the site, pedestrian crossings are in operation. These should be treated in exactly the same way as crossings on a public road. Employees are requested to give pedestrians and animals right of way when driving around site and to act in a mature and responsible manner.

On sites which have badge controlled barrier entry, employees should only proceed through the barriers once the green light illuminates.

### 6.16 Blood Borne Infectious Diseases

In recent years there has been concern about the possible risk of transmission at work of blood borne infectious diseases, including hepatitis and the human immuno-deficiency virus HIV (which leads to the development of AIDS).

Renishaw has a duty of care to ensure the health of employees and others who may be affected by their work activities and with this in mind have developed the following “best practice” for safe working:

1. Individuals are encouraged to report any medical condition requiring the use of syringes (e.g. diabetics) to the Personnel Department and their Manager. However this is not mandatory.
2. Syringe users should discuss and agree safe arrangements for storage, use and disposal of syringes with the Personnel Department.
3. Any persons in the vicinity of a blood spillage should immediately leave the area, which must be quarantined until the spillage has been cleared away by a competent person.
4. Competent and authorised personnel only are allowed to treat cuts and clear away blood spills (these being company First Aiders).
5. All cuts and abrasions must be suitably protected by wound dressings whilst at work.
6. First aiders should regularly check first aid boxes for supplies of equipment, including personal protective equipment for use when dealing with blood spillage.
7. The company will arrange for employees to receive counselling and advice on the above subject matter if individuals feel the need for support and peace of mind. This can be arranged, by the Personnel Department, on request.

Employees are reminded that no treatment of an accident involving the spillage of blood should be offered unless from a qualified First Aider.

### 6.17 Summary

Health and safety is not about rules and regulations alone, it is also an attitude of mind, i.e. be aware of your environment; know your job; know the rules and regulations that are specific to your job and department; avoid short cuts; avoid distractions; avoid complacency.

Health and safety is everyone’s responsibility. This is the law. With your help, we can maintain the high standard we have set, and also improve it. **Please be alert and aware of health and safety issues at all times when working at Renishaw. If you are in any doubt, ask!**

Notes

