

Works MC is a proven value, marketing communications solutions provider. Established in 1999 to provide clients with sales networks, specialist expertise and experience in supporting the sales process with cost-effective, fit for purpose solutions. Our services support the functions of:

- Training
- Retail Sales
- Online marketing
- Field sales
- Reseller / channel communications
- Internal communications
- Telesales
- Direct selling /servicing

In line with the Health and Safety at Work Act 1974, Works MC is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the Company's procedures and systems on health and safety and the company commits to consulting with employees on matters relating to their health and safety.

While Works MC will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager, their health and safety representative or the safety officer. Alternatively, an employee may, if they prefer, invoke the Company's formal grievance procedure or they may make a complaint under the Company's provisions on Disclosures in the Public Interest.

Disciplinary action under the Company's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

Works MC will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. The Company will pay particular attention to:

1. Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work.
2. Providing a safe means of access to and egress from the workplace.
3. The provision and maintenance of equipment and systems of work that are safe and regularly checked.
4. Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances.
5. The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.

The Company also recognises its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations.

Organisation

The Board of the Company has overall responsibility for health and safety in the Company. The Office Manager is the safety officer and has responsibility for overseeing, implementing and monitoring health and safety procedures in the Company and for reporting back to the Board on health and safety matters. The safety officer also conducts regular inspections of the workplace, maintains safety records and investigates and reports on accidents at work.

Training

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

Employees at special risk

Works MC recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

First aid and reporting accidents at work

A First aid box is situated in the Office Managers office as well as in the Ladies toilet. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. This information is also displayed on our works notice board in the kitchen. All injuries, however small, sustained by a person at work must be reported to their line manager or the safety officer and recorded in the accident book, located in the Office Managers room. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive.

The safety officer will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.



Fire

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The safety officer is responsible for the maintenance and testing of fire alarms and fire fighting, prevention and detection equipment.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. A Fire exit is also located on the ground floor through the rear of the office. The Fire exit door and corridors must never be locked, blocked or used as storage space. All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Company safety rules

General

- All employees should be aware of and adhere to the Company's rules and procedures on health and safety

- All employees must immediately report any unsafe working practices or conditions to their line manager or to the safety officer. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person
- Employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- No employee should undertake a job which appears to be unsafe
- No employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- All injuries must be reported to the employee's line manager or to the safety officer
- All materials must be properly and safely used and when not in use properly and safely secured
- Work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- Work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately
- Employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

Access and egress

- Walkways and passageways must be kept clear and free from obstructions at all times
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately
- Trailing cables should not be left in any passageway
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway

Tools and equipment

- Company machinery, tools and equipment are only to be used by qualified and authorised personnel
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a line manager or to the safety officer
- All tools must be properly and safely stored when not in use
- No tool should be used without the manufacturer's recommended shields, guards or attachments
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Manual handling

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand
- The load to be lifted or moved must be inspected for sharp edges and wet patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back



- Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

Our commitment to the effective implementation of all of our policies is demonstrated through the communication and availability of these policies to staff, clients, prospective clients and suppliers. We ensure that all our staff has a copy of all policies when they join us as part of their induction program. We also have a copy of all policies on our intranet to which all employees have access. We provide our clients and suppliers access to all policies through our web site: (www.worksmc.com)

Though the Managing Director is ultimately responsible for Health & Safety within Works MC, all employees are empowered and have a responsibility within their own areas of responsibility to adhere to and enforce the Health & Safety policy. Where appropriate all employees are encouraged to propose improvements and seek remedies, with appropriate corrective actions, to further improve the policy.

This policy is reviewed yearly at the Directors Annual Board meeting however its effectiveness is reviewed on a quarterly basis through our quarterly company meetings with any changes being made and communicated as necessary.

Chris Cloughley
Managing Director

