

Dumfries Timber Company Group



1. GENERAL STATEMENT OF COMPANY HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Dumfries Timber Co. Ltd. is committed to comply with our legal duties in order to provide a safe and healthy working environment for our employees, customers and any others who may be affected by the company's activities. We will take positive action to ensure that employees, customers, neighbours and members of the public are not adversely affected by the undertakings of the company. It is of utmost importance to Dumfries Timber Co. Ltd. that health, safety and environmental standards and welfare facilities at all times comply with legislative requirements. Where possible and practical to do so, we strive to exceed the minimum requirements of the legislation. We will ensure that any companies who are employed by Dumfries Timber Co. Ltd. also have a similar high standard with regard to health, safety and the environment. Company Director Colin Cameron has overall responsibility for health, safety and environmental matters. To provide assistance in health, safety and environmental issues, the services of an external consultant is used. Specifically, our statement of general policy is:

- To consult with employees and others under our control on health, safety and environmental matters to ensure that this policy and its arrangements are maintained
- To ensure that all employees are provided with adequate training, instruction and information to enable them to capably undertake their work activities.
- To ensure health, safety and environmental risks arising from our work activities are fully and effectively controlled, cooperating with neighbours, suppliers, customers and other parties where required.
- To give greatest priority to preserving the occupational and environmental health and safety of all affected by our activities, integrating this within all company operations.
- To ensure that all plant and equipment provided and owned by the company is safe to use, properly maintained and appropriately tested and inspected.
- To ensure that all equipment, materials and substances used by the company are handled, used and stored safely.
- To ensure that all places of work are maintained in a safe and healthy condition.
- To minimise our impact on the environment by committing to reducing pollution, waste generation and energy use.
- To provide adequate resources, including finance and competent health, safety and environmental advice to achieve the aims of this policy.
- To set ourselves objectives and targets and enforce a position of continual improvement
- To review and update this policy annually and when necessary, due to any changes in company operation.

SIGNED: 
DATE: 1st July 2016

DESIGNATION: Operations Director
NEXT REVIEW DATE: 1st July 2017



2. HEALTH SAFETY AND ENVIRONMENTAL ORGANISATION

2.1 Responsibilities of Company Directors:

- Overall responsibility for ensuring that the health, safety and environmental policy is properly implemented and that the highest standards are achieved.
- Day-to-day responsibility for ensuring the health, safety and environmental policy and procedures are implemented throughout the company and that performance is monitored.
- To ensure employees are sufficiently competent and resourced to undertake their work and to identify and provide relevant up to date training for employees as required.
- To ensure all work items are given sufficient time to ensure adequate planning and preparation.
- To ensure employees do not commence any work until they are satisfied that they understand and will comply with the company health, safety and environmental policy and all other pertinent health, safety and environmental information.
- To issue and convey work related risk and coshh assessments to employees,.
- To ensure our effective communication and cooperation with those who may be affected by our works to ensure everyone is aware of the associated risks.
- To convey external risks to employees, customers and any contractors working on our behalf.
- To ensure contractors working on our behalf hold the skills, knowledge and experience relevant to undertake the work.
- To encourage discussion on health, safety and environmental issues with employees and others working under our control.
- To ensure that all employees are issued with and that all under our control employ appropriate PPE as required.
- To ensure that health, safety and environmental inspections and other relevant health, safety and environment monitoring documentation are being completed in each depot.
- To ensure all accidents and incidents are recorded on Dumfries Timber Co. Ltd. company forms and reported to the relevant authority where required.

2.2 Responsibilities of Branch Managers

- To issue and convey health and safety information to employees and others working under our control. *(This information will be verbally presented and explained. Confirmation that all persons understand the information given will be sought during discussions. If any person due to a disability or their non-comprehension of the language used does not understand the manner in which the information is presented, alternative suitable methods of conveying it will be employed.)*
- To ensure employees do not commence any work until they are satisfied that each person understands and will comply with the contents of this policy and all other pertinent health and safety information, including risk and coshh assessments.
- To ensure that all employees are issued with and employ the required PPE completing registers on issue.
- To ensure plant and equipment is inspected regularly and undergoes relevant statutory inspection procedures.
- To undertake fortnightly safety inspections submitting copies of these to the head office.
- To undertake monthly toolbox talks with all employees under their control.
- To encourage discussion on all health and safety issues.
- To ensure the completion and return to the head office of incident report forms in the event of an accident or dangerous occurrence (as specified in the incident reporting procedure).
- To ensure the effective communication between Dumfries Timber Co. Ltd. and all others who may be affected by our works or whose works may affect us.

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- To ensure our employees cooperate with our reasonable requests and to convey external risks to employees, customers and any contractors working on our behalf.

2.3 Responsibilities of all employees:

- Cooperate with branch Managers and company Directors on matters of health, safety, welfare and the environment.
- Not to damage or interfere with anything provided to safeguard the health and safety of themselves or any other person or welfare facility
- To understand and follow the company health and safety policy and procedures.
- Not to commence any work until risk assessments, COSHH assessments and relevant safe systems of work have been reviewed and understood.
- To undertake all works in compliance with relevant risk assessments, COSHH assessments and safe systems of work.
- To wear and appropriately maintain safety shoes, reflective clothing, appropriate gloves and any other personal protective equipment identified in work relevant risk assessments during work at all times.
- To visually inspect all plant and equipment prior to use and not to use any item thought to be faulty or damaged, immediately bringing this to the attention of the branch Manager.
- To maintain their own health and safety at all times and not to risk the health and safety of others by their acts or omissions
- To report all accidents or incidents to a branch Manager or company Director.
- To report all health and safety concerns to a branch Manager or company Director.
- To communicate and cooperate with colleagues, customers and any others who may be affected by their work to ensure everyone is aware of the associated risks.

2.4 Responsibilities of Suppliers / Contractors (appointed by DTC):

- To ensure compliance with all relevant legislative requirements.
- To complete a 'contractor permit' prior to undertaking any works on behalf of the company, implementing measures required to ensure compliance with the specified requirements.
- To understand and comply with Dumfries Timber Co. Ltd. company health, safety and environmental policy and procedures.
- To cooperate with Dumfries Timber Co. Ltd. on matters of health, safety, welfare and the environment.
- Not to damage or interfere with anything provided to safeguard the health and safety of themselves or any other person, welfare facility or the environment.
- To provide Dumfries Timber Co. Ltd. with relevant health, safety and environmental documentation and records, including plant and electrical equipment testing and inspection records and employee training records on request.
- Not to commence any work unless relevant risk assessments, COSHH assessments and safe systems of work are in place and are reviewed and understood.
- To undertake all works in compliance with relevant risk assessments, COSHH assessments and safe systems of work.
- To maintain their own health and safety at all times and not to risk the health and safety of others or the environment by their acts or omissions
- To report all accidents and incidents to a Dumfries Timber Co. Ltd. branch Manager or company Director, completing a Dumfries Timber Co. Ltd. report form.
- To report all health, safety or environmental concerns to a Dumfries Timber Co. Ltd. branch Manager or company Director.
- To communicate and cooperate with other people who may be affected by their work to ensure everyone is aware of the associated risks.

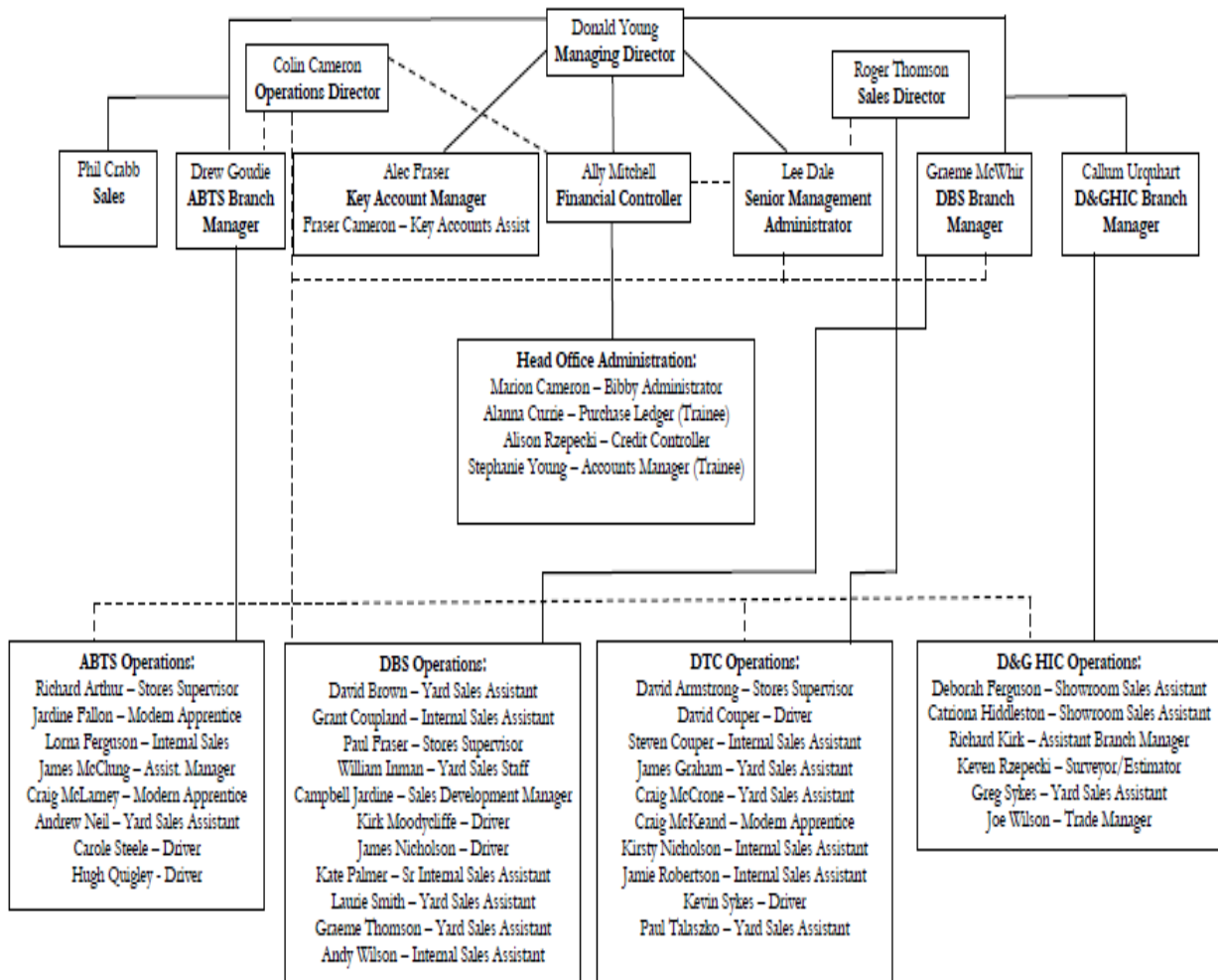
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2.5 Responsibilities of health, safety and environmental consultant:

- To provide guidance on use of the health and safety management system.
- Unlimited verbal, general and industry specific health and safety advice and guidance.
- Advice on compliance with relevant health and safety legislation and ACO's.
- Guidance on updates to relevant health and safety legislation.
- Annual review of company health and safety policy.
- Annual review of risk and coshh assessments.
- Annual audit of company health and safety system.
- To undertake random depot inspections in each depot annually and additionally if directed by company Director

2.6 Company Tree





3. ARRANGEMENTS

3.1 Company Management / Supervision

Company Director Colin Cameron is the Director responsible for overseeing the company's occupational and environmental health and safety management to ensure suitability and regulatory compliance and for ensuring the implementation of company policy and procedures.

A branch Manager is employed in each depot to provide day to day supervision. Each depot Manager is responsible for implementing the company policy and procedures in their depot.

A company Director will visit each depot at regular intervals. A company Director will promptly attend a depot if required out-with their scheduled visits.

3.2 Health, safety and environmental monitoring, audit and review

DTC4.1 Fortnightly depot check

Each depot Manager will undertake recorded health, safety and environmental inspections of their depot fortnightly. Compliance with company policy and procedures, risk and COSHH assessments will be checked during the inspections.

Items identified on inspections are given an action procedure and rating, which dictates a time-scale for completion by relevant personnel. Completed records with items identified and remedial action taken will be reviewed by the company health and safety consultant along with the results of previous inspections. Any recurring issues will be identified and pertinent toolbox talks undertaken with the relevant personnel.

DTC4.2 Daily forklift check

12 monthly inspections for mobile lifting plant (forklifts) and six monthly lifting inspections for accessories are undertaken by the company insurance company.

Daily plant inspections on each forklift will be undertaken by a designated operator and maintained in the company depots.

DTC4.3 Daily vehicle check

All company vehicles are visually inspected daily prior to use. HGV drivers undertake a daily vehicle walk-round prior to use following VOSA guidelines.

DTC4.4 Depot audit report

The company's health, safety and environment consultant will undertake random audit inspections in each depot annually. Items identified during audit inspections are noted on a report and given an action procedure and rating, which dictates a time-scale for completion by depot Managers. Depot Managers must respond to the health and safety consultant confirming completion within the specified time scale.

DTC4.5 System audit report

An annual audit of the implementation of the company's health, safety and environmental system is undertaken by the specialist consultant.

DTC4.6 Annual review

During the company's annual review meeting, all monitoring and assessment documentation is reviewed and discussed, improvement plans are then formed and implementation arrangements agreed

DTC4.9 Contractor permit

A contractor permit should be completed prior to any contractor undertaking any works on behalf of the company. Measures detailed on the permit must be implemented to ensure compliance with the specified requirements. Contractor permits should be completed by the depot Manager or a Director in conjunction with the proposed contractor.



Permits ensure that contractors have the required skills, knowledge and experience to undertake the works, check that relevant risk assessments, coshh assessments and safe systems of work are in place and ensure that any hot works, excavations, working on or near live services, works in confined space or works near asbestos containing materials being undertaken within the company buildings are identified and appropriately controlled.

DTC5.1 Issue alert

Any safety items identified that require urgent attention should be noted on an alert form and the relevant depot Manager or company Director immediately informed. Action taken must be noted on the form once the item is resolved. Alert forms must be maintained to enable the review of such items by the health safety and environmental consultant.

3.3 Control of risks

Risks associated with the work done by the company will be identified and controlled by the preparation and implementation of risk assessments.

Risk assessments for each item of work regularly undertaken are maintained and reviewed annually. Risk assessments are conveyed to all relevant employees by depot Managers monthly during toolbox talks, with the pertinent hazards and protective measures required specifically highlighted, this information is also available for reference within each depot. Employees comments on and acceptance of these are sought and recorded.

The identification of risk will be undertaken by a company Director in conjunction with the health and safety consultant. The implementation of risk assessments is the responsibility of each depot Manager. The preparation and review of risk assessments will be undertaken by the health, safety and environmental consultant.

Generic risk and coshh assessments

Generic risk and coshh assessments for items relevant to the company's operations are maintained and reviewed annually. The preparation and review of generic risk assessments will be undertaken by the occupational and environmental health and safety consultant. New substances, operations or other items that require assessment are identified during the company's annual review.

3.4 Management of Contractors

Dumfries Timber Co. Ltd. occasionally appoints contractors to undertake work on our behalf. Most appointed contractors are small organisations. Contractors health and safety policies and procedures will be vetted prior to employment via the contractor permit. The completed permit and supporting documentation will be reviewed in line with relevant legislative guidance.

If it is deemed that a contractor does not comply with legislative requirements, they will be informed and not permitted to commence work until full compliance is achieved and their competence confirmed. Larger contractor's (that employ over 5 people) will also be requested to complete a questionnaire.

3.5 Office equipment and electrical safety

All company buildings undergo annual electrical testing procedures. Each depot Manager / Director is responsible to ensure that all items of electrical plant and equipment are maintained, tested and inspected regularly. An electrical equipment register is maintained in each depot, these record each item of electrical equipment owned by the company and the relevant dates of previous and forthcoming testing and inspection regimes.



Employees must ensure that all plant and equipment is visually inspected for damage prior to use. Damaged electrical equipment must be immediately removed from use and marked for either disposal or repair.

3.6 Display Screen Equipment (DSE)

Adequate information, instruction training and supervision will be provided for DSE users to ensure that they operate the equipment correctly and are aware of any work related risks or hazards which could arise while operating the DSE equipment. Annual DSE assessments are completed on all employees that regularly use display screens.

3.7 Welfare facilities

Welfare facilities including male and female toilets with hot and cold running water, rest areas and facilities to enable the preparation of food are provided within each depot. Welfare facilities are checked during weekly inspection procedures to ensure cleanliness and appropriate maintenance.

3.8 Travel

Those employees that require travelling on company business should inform relevant depot Managers / company Directors of intended journey, routes to be taken and expected times of arrival. Telephone contact should be maintained to confirm departure / arrival. Where confirmation of arrival is not received, the relevant depot manager will make contact with the person travelling to ensure all is well. Eating, drinking, the operation of any device (other than that required to drive the vehicle) is prohibited by drivers when driving. Delivery routes are planned and information on these and related timings is kept in the office. All vehicles also have tracking devices installed, allowing managers to monitor the location of all company vehicles at all times. A risk assessment has been undertaken and conveyed to all relevant personnel for journey management and use of vehicles, control measures detailed in this assessment must be implemented.

3.9 HGV Driving

All HGV drivers are required to hold a DVLA (Driver and vehicle Standards Agency) driver CPC (Certificate of Professional Competence) qualification in addition to a full, clean drivers licence with a category D entitlement.

The daily driving period of any driver shall not exceed 9 hours (this may be extended to 10 hours twice a week). Total weekly driving time may not exceed 56 hours and the total fortnightly driving time may not exceed 90 hours. Drivers must drive within specified speed limits at all times, driving on public roads and following designated routes, agreed with depot managers. All vehicles are fitted with digital tachographs and tracking devices.

3.10 Manual Handling

All employees have undergone training on manual handling techniques.

Where ever possible mechanical devices are employed in place of manual handling. Product weights must be assessed prior to manual handling. A manual handling risk assessment has also been undertaken and conveyed as detailed in section 2

3.11 Working at height

All works being undertaken at height, where there is a risk of falling must be undertaken off of appropriate hand-railed access equipment. Access equipment must be visually inspected by the user prior to use, damaged equipment must not be used and either disposed of or marked for repair. All access equipment is inspected during fortnightly depot checks.



Ladders are only to be employed to provide access, and for short duration works where a risk assessment has been undertaken.

3.12 Racking and storage

The storage of all items is planned to ensure the safe and secure positioning of materials. Large, heavy or regularly used products will be stored at lower, more easily accessible locations. Stacked pallet storage must be assessed prior to stacking. Each pallet should be reviewed to ensure stability and pallets not over stacked, resulting in instability. Mechanical plant is used to load and unload storage areas where required. Suitable access steps are used to load and unload smaller items. Racking is used for product storage, racking is selected relevant to the products being stored. Industrial racking is secured in position either to the concrete floor or building structure and protected from plant collision where relevant. Additional racking supports are positioned where materials require additional support. Material storage and racking are checked by depot managers during weekly inspection procedures. Industrial racking is inspected by a specialist as required and after any event that may compromise the stability of racking.

3.13 Plant and Equipment

Safe use of plant and equipment training is required relevant to what is being used. No employees are permitted to use plant or equipment for which they are not trained.

All items of plant and equipment will be maintained, tested and inspected in line with statutory requirements, electronic diaries are maintained that record the dates of previous and forthcoming testing and inspection regimes. Operatives must ensure that all plant and equipment is visually inspected for damage prior to use.

When employing lifting equipment, lifting operations are planned, controlled and supervised by a specified competent person. Formal inspections (6 monthly for all person lifting plant and accessories and 12 monthly for all other lifting plant) are undertaken by the company's insurance company, records of these, including identified remedial items and related action taken are maintained in the relevant depot.

A daily forklift check is maintained by specified operators for all forklifts owned by the company. Damaged plant or equipment will be immediately removed from use and marked for either disposal or repair.

3.14 Noise, Dust and Vibration

Specific risk assessments on noise dust and vibration emitting operations are undertaken. Noise and vibration emissions of each item of plant and equipment used have been identified from manufacturers' literature. Where operations are identified that meet or exceed maximum action values (2.5m/s^2 for daily hand/arm exposure and 85 decibels for daily / weekly and 137 decibels for peak noise) reduction techniques have been implemented. If operations are identified that exceed maximum noise and vibration exposure limits (5m/s^2 for daily hand/arm exposure and 87 decibels for daily / weekly and 140 decibels for peak noise) action is immediately taken to reduce exposures.

A record of each employee's daily / weekly exposure to noise and vibration is maintained. Annual hand arm vibration and audiometric testing are undertaken by an occupational health practitioner on employees regularly exposed to vibration or noise above the maximum exposure action values.

When purchasing new plant and equipment, items are selected to ensure noise dust and vibration levels are kept to a minimum.



3.15 Asbestos

Asbestos registers are held at each depot which has been identified to have asbestos containing substances in existence. Registers record the location and condition of the asbestos containing materials (ACMs) in each premise.

The risks from the ACMs in each depot have been assessed and plans that detail how the risks are managed have been prepared. The plans and arrangements are monitored and reviewed annually. Permits to undertake repair / maintenance work (DTC4.9) within premises are required, these identify if any works will be undertaken in the vicinity of the ACMs and ensure that appropriate information on the location and condition of the material is provided to anyone who is liable to work on or disturb it.

3.16 Personal Protective Equipment

All employees are issued with and are required to wear protective overalls, safety foot-ware and any other suitable equipment as determined by the nature of their work and specified in relevant risk and COSHH assessments. A record of distribution of PPE is maintained electronically. All PPE specified will be fit for purpose, ensuring suitability and appropriate fit for each employee. All employees are trained in the appropriate employment and maintenance of relevant PPE. Employees are responsible for the maintenance of PPE and notification to Managers when new equipment is required. The use of PPE is checked during weekly inspection procedures

3.17 Drugs, alcohol and smoking

The consumption of alcohol or drugs prior to or during work can have a detrimental effect on operative performance and safety, therefore employees must not present themselves for work if they are under the influence of drugs or alcohol. Any employee who is thought to be under the influence of drugs or alcohol while at work will be sent home.

If it is believed that a colleague is under the influence of drugs or alcohol while at work, the company Director must be notified immediately.

The responsible consumption of alcohol may be permitted during some exceptional circumstances such as special occasions, client entertaining and company social events, this will only be permitted on the authorisation of the company Directors.

To assist in the implementation these requirements, random drug or alcohol screening may be carried out on any employee or person who is working for a contractor under our control.

The use of drugs and continued consumption of excess alcohol may also cause chronic ill health. We will endeavour to provide support and advice in strictest confidence to any employee who notifies us or who is believed to have become dependent on drugs or alcohol. Smoking is prohibited within the company buildings and vehicles. Smoking is only permitted within the designated external smoking areas during approved breaks. All cigarette debris must be entirely extinguished and disposed of in designated containers.

We will endeavour to provide support and advice to any employee seeking assistance to stop smoking.

3.18 Mobile phones

When at work, personal mobile phones must be switched off and calls and texts must not be taken or made. Personal mobile phone usage is limited to allocated lunch and/or tea breaks, other than in agreed exceptional circumstances. Personal mobile phones must not at any time be used for taking, recording or sharing images when at work.



Employees are not permitted, in any circumstance to use hand held mobile phones to make or receive calls when driving on company business. Mobile phones hands free devices are installed into company vehicles, where it is necessary to make or take a telephone call while driving, hands free devices are to be used.

3.19 Products & Materials Sustainability

We aim to purchase materials and supplies which come from renewable sources where ever possible. We endeavour to source all products and materials from suppliers local to the project location to prevent unnecessary delivery journeys

3.20 Waste generation & Recycling

We aim to procure materials to ensure that our operations do not produce excessive waste material and that packaging used is minimal.

The waste that we do generate will be assessed to ensure that it's storage, transportation and disposal has no detrimental effect to the environment. We will ensure that where possible, materials are segregated and those that can be recycled are. We aim to prevent any operations which may discharge harmful substances into the environment.

3.21 Energy & fuel consumption

We aim to minimise our energy and fuel consumption as far as possible in order to reduce greenhouse gases emissions. Driver energy assessments are conducted to ensure the most energy efficient driving performance is achieved.

3.22 Emergency Procedures

Company emergency procedures have been established specific to each depot and are conveyed to all employees. Signage dictating these is also displayed around each depot. A fire risk assessment has been undertaken relating to our work, this is conveyed to all employees as detailed in section 2. In the event of a fire, the alarm must be raised immediately and the emergency services contacted.

Visitors will be accompanied by a member of staff at all times. Any regular visitors or those staying for prolonged periods will be instructed on company emergency procedures.

We maintain a company accident / incident procedure, this is displayed around the depots and conveyed to each employee. Emergency procedure drills are undertaken twice a year. All employees are required to participate in such drills.

3.23 First Aid and Accidents,

First aid facilities are provided within each depot in specified locations.

Several employees in each depot are trained in first aid at work. The first aiders are responsible for the maintenance of first aid facilities.

All accidents, incidents, near misses or work related ill health must be recorded on a company incident report form. Copies of all incident reports are held in the company office. Accidents, disease and dangerous occurrences are reported to the enforcing authority by a company Director where required. Investigation further than that detailed on the company incident report form is carried out into any accidents, disease, dangerous occurrence or near miss by the health, safety and environmental consultant where deemed necessary. Results of incident investigations are reviewed by the company Directors and remedial action recommendations employed.



3.24 Occupational health / Health surveillance

Employee health questionnaires are completed by each person prior to their employment. Any health issues which may be affected by the job in which they are employed are identified and specific risk assessments undertaken.

All operations which may compromise the health of employees are identified, assessed, and monitored to ensure that optimum work methods and control measures are implemented to reduce the risk of employees developing acute or chronic ill health.

Any employee identified as being regularly exposed to maximum noise, vibration or substance action limits or that develops symptoms of ill health, thought to be linked to our works will be referred for health surveillance. Good health is encouraged throughout the company and we strive to support employees in improving their general health.

3.25 Worker consultation and engagement:

Health and safety policy and procedures are set and established by the company occupational and environmental health and safety consultant and approved by the company director. Company policy, risk assessments and other health, safety and environmental information are communicated to employees during regular tool box talks. During these talks, personnel are encouraged to discuss the information provided and confirm receipt and understanding, detailing pertinent comments.

The health and safety at work poster is displayed in each company depots.

Any immediate occupational and environmental health and safety issues are to be reported to the depot manager or a company director. Such items, including the action taken are recorded on a company 'issue alert' form.

If any person due to a disability or their non-comprehension of the language used, does not understand the manner in which the information is presented, alternative suitable methods of conveying it will be employed (such as language translation).

3.26 Training and development

Dumfries Timber Co. assesses the suitability and adequacy of training provided to company employees ensuring compliance with legislative and best practice requirements. A company employee training matrix is maintained electronically in the head office, this records training completed and dates for renewal.

The identification of additional or renewal training requirements forms part of the agenda during company management meetings.

3.27 Young persons, Trainees & Expectant mothers

When young workers or trainees are employed, mentors are assigned to them.

The young person / trainee will be supervised by a mentor at all times.

A specific risk assessment will be carried out on each young person / trainee employed.

When an expectant employee notifies the company of her pregnancy, a specific risk assessment will be carried out.

3.28 Cooperation and Coordination

We will endeavour to ensure our cooperation and coordination with all those related to or who may be affected by our works.

Where any work which we undertake generates a risk to others, this will be identified within risk assessments and this information will be conveyed to the relevant personnel.

3.29 Policy Review

The full content of our health, safety and environmental policy is reviewed and updated annually by our health, safety and environmental consultant.