

Health & Safety

POLICY FOR SMITHS NEWS



OUR COMMITMENT

Smiths News is committed to providing a safe place to work for all our colleagues and visitors to our depots by:

- Identifying risks within the workplace and having safe methods of work in place.
- Ensuring everyone knows their responsibilities and is trained.

Jon
Jon Bunting
CEO



OUR OBJECTIVES

Everyone in the Smiths News team needs to be aware of the risks to health and safety and work together to:

- Ensure a Safety First approach.
- Reduce incidents in the workplace.
- Ensure full legal compliance.
- Use safety performance to drive continual improvement.

Phil Adams
Phil Adams
Operations Director



SAFETY IN OUR DISTRIBUTION CENTRES

All Colleagues

- Put the safety of yourself and others first.
- Report all accidents and near misses regarding health and safety concerns to a manager.
- Use the protective clothing and equipment provided.
- Use work equipment in accordance with company policies, procedures, training and instructions.

CEO

- Leads and influences behavior that enables a culture where safety is an inherent part of everything we do in Smiths News.

Operations Director

- Appoints competent persons for Health & Safety at our Distribution Centres.
- Ensures that Company procedures and training are implemented and safety is monitored and reviewed.

Group Services Manager

- Ensures all vehicles and equipment is designed, constructed and maintained to enable its safe use.

Area Distribution Manager

- Leads safety at the centre ensuring it is safe for all colleagues and visitors.
- Consults our colleagues on Health & Safety issues through committee meetings and regular safety updates.

Depot Managers

- Ensure all incidents are reported, investigated and actions put in place to prevent reoccurrence.
- Ensure all colleagues work safely in accordance with Company policies, procedures, training and instruction.

People Business Partners

- Support the Distribution Management Team in ensuring training plans and training records are in place and up to date.

Regional Safety Manager

- Acts as the competent person to provide expert advice to the Distribution Centres and supports the development of the Health & Safety plan.
- Ensures that an accident prevention plan and coaching is in place to create a Safety First culture.



HEALTH & SAFETY ARRANGEMENTS

Smiths News Executive Meeting

- A meeting of the Leadership Team to ensure that the requirements of the Health & Safety policy and any agreed safety performance standards are implemented in all operation areas.

Centre Committee Meetings and Regional Meetings

- Distribution Centre Health & Safety Committees provide an opportunity to raise concerns about Health & Safety issues or to suggest solutions.

Monitoring and Measurement

- Compliance with Health & Safety standards is measured by bi-annual audits undertaken by the Safety Team.

Emergency Procedures

- Detailed emergency procedures including fire safety, fuel safety and the release of hazardous chemicals are outlined in the Crisis Management Guide.

Training

- All colleagues, including agency are trained and refreshed when required on Health & Safety, relevant to their specific job role.

Contractors

- Only contractors approved and appointed by the appropriate Head Office function are authorised to work on our premises. They are required to complete a permit to work, which must be reviewed and signed by a Manager prior to commencement of the work.

Protective Clothing and Equipment

- The risk assessment process identifies where protective clothing and equipment is required. This is then communicated through policies, procedure, safe systems of work and training.

Review

- Health & Safety policy and performance is reviewed monthly by the Smiths News Executive, which is chaired by the CEO, who has overall responsibility for Health & Safety.



WHO ASSISTS US TO WORK SAFELY?

Group Health & Safety Director

- Develops the Health & Safety policy and arrangements at Smiths News.
- Communicates changes to Health & Safety legislation and provides guidance.
- Ensures that Smiths News has an excellent Safety Leadership that demonstrates and ensures a high level of care for people.
- Ensures that there is expertise in risk management across all business streams.

Safety Project Manager

- Develops and maintains the Safety Management System including risk assessments, safe systems of work, policies and procedures.

Procurement Manager

- Ensures that consumables, equipment and services are purchased from approved suppliers and contractors to a legal and safe specification.