



CLIFFE PACKAGING LTD

Occupational Health and Safety Policy

Issue No: 5.0

Created Date: 04/01/2018
Contact Officer: Matt Dawber (QHSE Manager)
Latest Revision: 04/01/2024 (5.0)
Review Date: 06/01/2025

1.0 Introduction

1.1 Purpose

Cliffe Packaging Ltd values its staff as one of its greatest assets and is committed to the provision of a safe and healthy working environment to ensure its employees are comfortable in the knowledge that we continuously undertake measures to protect them from injury and illness. This policy outlines Cliffe Packaging's objectives for communication to all interested parties.

1.2 Scope

The scope of this policy includes all directors, managers and employees of Cliffe Packaging Ltd.

2.0 Objectives

Cliffe Packaging is committed to the following objectives:

- Comply all UK Health & Safety legislation of which is maintained in a legal register.
- Report all reportable events to HSE.
- Take guidance from the ISO 45001:2018 standard for developing an OHSAS management system.
- Create an environment in which the organisation's employees can communicate suggestions or concerns regarding their health and safety.
- Ensure that any health and safety-related concerns are recorded and addressed in a timely manner.
- Prevent accidents and injuries in all areas of the workplace.
- Provide protective and preventative measures to protect employees' health.
- Provide annual health and safety training which is tailored to each employee role.
- Have **100%** of employees complete health and safety training for their role, with an annual average of **3 hours** of health and safety training per year.
- Have an accident frequency rate of **<31** in the reporting year (one lost time injury event).
- Have an accident severity rate of **<0.09** in the reporting year (three days lost due to injury).
- Garner feedback on health and safety through the annual PDR mechanism.
- Have **90%** of employees be satisfied with the working environment.

3.0 Controls and Measures

Cliffe Packaging endeavours to meet the above objectives with the following controls and measures:

- All employees are to be issued with the Employee Code of Conduct and Employee Handbook on commencement of employment or issued any updates following publishing.
- The Operations Manager is responsible for conducting an annual health and safety risk assessment for all areas of the business in conjunction with another member of staff working in that area.
- All Cliffe Packaging employees must complete annual health and safety training specific to their area, the understanding of which is evaluated and recorded by the QHSE Manager.
- The QHSE Manager is responsible for ensuring that the training materials undergo a pre-delivery review on an annual basis and update them when needed.

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- Line managers are responsible for ensuring that employee health and safety feedback is gathered and recorded during the annual personal development review, with the statistics and information fed back to the QHSE Manager for reporting to the board of directors.
- The Operations Manager is responsible for ensuring that warehouse-based employees are provided with personal protective equipment which must be replaced following any signs of degradation.
- All employees must be issued with a copy of the health and safety emergency action plan.
- The QHSE Manager is responsible for ensuring that drills and records are maintained for identified emergency scenarios.
- The QHSE Manager is responsible for ensuring that all members of staff undergo an annual DSE assessment, recording the responses in the appropriate DSE assessment form.
- All cleaning equipment under COSHH regulations must have up-to-date material safety data sheets stored as records.
- All LOLER equipment must be annually assessed and certified for use.

4.0 Review and Approval

The QHSE Manager has been appointed to oversee the implementation of this policy. It must be recognised that all employees are responsible for their own and others' health and safety, with the environment designed to foster a positive attitude to look out for each other's safety and wellbeing.

This policy is reviewed at least once annually by the board of directors with guidance from the QHSE Manager, is communicated internally and is made available publicly to all interested parties upon request.

Signed:



Date: 04/01/2024

Mr Philip Dawber

Managing Director, Cliffe Packaging Ltd