

Health & Safety Policy

Seeco is committed to creating and maintaining a safe and healthy workplace for all employees and visitors, not just complying with legal requirements.

In order to achieve this, the company and management take responsibility for all training, supervision, procedures, and documentation.

Staff also need to play a vital role by taking responsibility for:

- Following all relevant procedures and training while carrying out their work
- Reporting all accidents and incidents as soon as possible
- Reporting any concerns or risks on the job not previously identified
- Wearing all required protective clothing and equipment
- Helping new employees and visitors to understand and comply with all health & safety procedures
- Participation in planning and reviews

Risk Evaluation

		PROBABILITY			
		Very Likely (Could happen any time)	Likely (Could happen sometime)	Unlikely (Could happen rarely)	Very Unlikely (Shouldn't happen)
SEVERITY	Death or permanent disability	1	1	2	3
	Long term illness or serious injury	1	2	3	4
	Medical attention and several days off work	2	3	4	5
	First aid needed	3	4	5	6

Safe Operating Procedure

SOP # 35	Equipment: Power Tools	Issue date: 2/3/2016
Equipment Condition	<ul style="list-style-type: none"> • Check tool casing has no cracks or other damage, handles are installed securely, power cord not cracked, frayed, or other signs of wear, switches undamaged, and correct guards attached • Check tool has electrical safety testing tag • Use only extension cords that have adequate wire size (gauge) for the length of cord and power rating of the tool – to prevent the cord from overheating • Make sure that cutting tools, drill bits, etc are kept sharp, clean, and well maintained – to avoid excess force causing an accident 	
Clothing	<ul style="list-style-type: none"> • Do not wear loose clothing or jewellery while using revolving power tools, and tie back long hair or wear hair protection – to prevent getting caught in moving parts • Wear safety goggles, ear protection, and safety gloves 	
Preparation	<ul style="list-style-type: none"> • Make sure you are trained to use the tool safely according to the operator's manual • Do not tie power cords in knots, but loop the cords if necessary – to prevent short circuits and shocks • Make sure the tool is turned off before you plug it in – to avoid accidental starting 	
Handling	<ul style="list-style-type: none"> • Do not walk around with a plugged-in tool with your finger touching the switch – to avoid accidental starting • Use clamps or a vice to hold the piece being worked on where practical – allowing use of both hands for better control of the tool to help prevent injuries if the tool jams or binds. • Pull the plug, not the cord, when unplugging – to avoid damage to the plug wiring causing electrical shock • Do not brush away sawdust, shavings, or turnings while the tool is running – to avoid contact with moving parts or losing control of tool • Never use compressed air for cleaning surfaces or removing sawdust, metal turnings, etc – to avoid flying 'missiles' • Avoid bending wrists, poor hand grip, and bending back while holding tool (especially for long periods) • Do not surprise or touch anyone who is operating tool – as startling them could cause an accident or injury 	

Work environment	<ul style="list-style-type: none"> Do not operate tools in an area containing explosive vapours or gases Keep power cords away from heat, water, oil, sharp edges and moving parts – to avoid damaging the insulation and causing shock Suspend power cords over aisles or work areas – to avoid stumbling or tripping hazards. Avoid body contact with grounded surfaces like refrigerators, pipes, and radiators – to avoid possible shock 		
Storage	<ul style="list-style-type: none"> Do not clean tools with flammable or toxic solvents Store tools in a dry secure location Store battery pack so that no metal parts, nails, screws, or other tools can come in contact with the terminals – to avoid shorting the battery causing sparks, fires, or burns 		
Checked for compliance by supervisor	Name:	Signed:	Date:

Fire/ Explosion Procedure

'RACE'

RESCUE	<ul style="list-style-type: none"> Get everyone out of the area if possible
ALARM	<ul style="list-style-type: none"> Activate nearest fire alarm call point Dial 111 and ask for fire service, then give your name, company, location, and severity of fire
CONTAIN	<ul style="list-style-type: none"> Close all doors and windows in the area
EXTINGUISH	<ul style="list-style-type: none"> If it is safe: fight the fire using an extinguisher Make sure you have a safe way of retreat

Hazardous Substance Management

