

# Health & Safety Policy



Grafton Group plc

## Policy Statement and Commitment

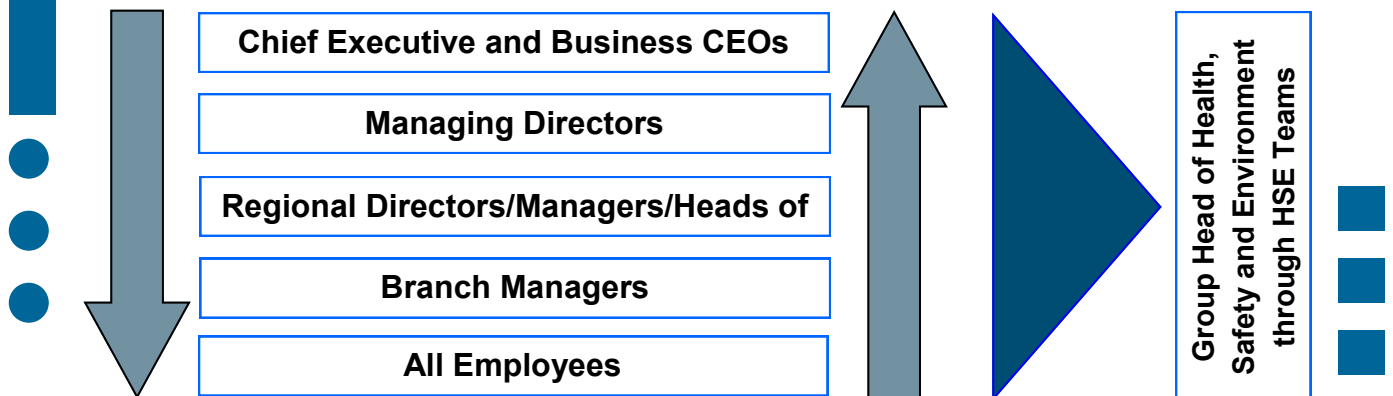
Protecting the safety, health and wellbeing of our staff, customers and visitors is vital to our success as a business. Grafton Group plc is committed to doing all we can to ensure that, so far as is reasonably practicable, we minimise the risks to those whose safety may be affected by our activities and operations. This includes providing a safe working environment, safe equipment, safe methods of working, adequate instruction and training and effective management and supervision.

However, for us to succeed it is essential that everyone in the company commits to our policy and plays an active role in improving our health & safety standards. Every employee is expected to fulfil his or her responsibilities as effectively as possible and to raise any concerns about safety within our business.

Further advice can be obtained from your own manager or your Health and Safety team.

Signed:  Gavin Slark, Chief Executive, Grafton Group PLC April 2015

## Organisational Chart



## Key Responsibilities and Accountabilities

<b>Chief Executive and Business CEOs</b>	<ul style="list-style-type: none"> <li>• Demonstrate visible commitment, promoting Policy aims and objectives</li> <li>• Ensure that adequate resources are available to meet Policy objectives</li> <li>• Monitor Policy implementation and company health &amp; safety performance.</li> </ul>
<b>Managing Directors and Regional Directors/Managers/Heads of</b>	<ul style="list-style-type: none"> <li>• Lead on health &amp; safety promoting responsible attitudes and active management</li> <li>• Ensure that company Policy and standards are effectively implemented</li> <li>• Ensure adequate resources are provided to address risks and concerns</li> <li>• Monitor business/regional safety performance and drive further improvement.</li> </ul>
<b>Branch Managers</b>	<ul style="list-style-type: none"> <li>• Maintain the branch in a safe condition</li> <li>• Ensure all safety policies and procedures are effectively implemented</li> <li>• Ensure branch staff are adequately trained and instructed</li> <li>• Monitor the behaviour of staff to ensure rules and procedures are followed.</li> </ul>
<b>All Employees</b>	<ul style="list-style-type: none"> <li>• Look after the safety of themselves, colleagues, customers and visitors</li> <li>• Follow safety rules, procedures, training and instructions</li> <li>• Co-operate with management and HSE teams on health &amp; safety</li> <li>• Report hazards, defects and concerns.</li> </ul>
<b>Group Head of Health, Safety and Environment plus HSE Teams</b>	<ul style="list-style-type: none"> <li>• Develop appropriate safety management policies, strategies and standards</li> <li>• Develop and communicate appropriate management systems and procedures</li> <li>• Provide advice, support and guidance to managers on safety management</li> <li>• Provide relevant information to help monitor and improve performance.</li> </ul>

Full details of individual accountabilities can be found in the relevant brand Health & Safety Manual.

# Health & Safety Management Arrangements

## 1. Hazard Identification and Risk Assessment

Workplace hazards will be identified and suitable and sufficient risk assessments will be conducted covering all significant hazards and operational activities. Assessments will be reviewed periodically or if there are significant changes to work or conditions. The significant findings of risk assessments will be communicated to relevant personnel. Risks to young persons and new or expectant mothers will be assessed and controlled.

## 2. Safe Systems of Work

Safe Systems of Work will be prepared covering all of our principal activities and risks. These will define the rules and instructions that employees must follow when carrying out their work and will be used as the basis for employee instruction and training.

## 3. Information, Instruction and Training

All employees will be provided with relevant and appropriate information, instruction and training sufficient to allow them to carry out their work effectively and safely. Specialist instruction and training will be provided for particularly hazardous tasks or for use of specialist equipment.

Information, instruction and training will be provided through a variety of methods and in a form that employees can readily understand.

## 4. Employee Consultation and Involvement

Employees will be encouraged to participate actively in improving health and safety standards by following company rules and procedures; reporting hazards and problems; and by helping to identify solutions or risk reduction measures.

Employees will also be encouraged to participate through input into risk assessments, site and equipment inspections and through relevant safety meetings and discussions.

## 5. Performance Monitoring and Enforcement

The effectiveness of our systems and procedures will be monitored on an on-going basis. A range of monitoring methods and key performance indicators will be used to provide a clear measure of health and safety performance and to help identify the need for further improvement.

The use of safety precautions and protective equipment will be monitored and enforced. Normal performance planning and disciplinary procedures will be used to drive improvement and ensure compliance with safety rules and requirements.

## 6. Documentation and Record Keeping

Health & safety systems and procedures will be documented. Relevant documents will be held locally on each location and be made available to all employees.

Standard documents will be controlled by Health & Safety Teams and will be reviewed periodically.

Records will be kept of all risk assessments; employee training; safety audits and inspections; equipment inspections, tests and servicing; workplace monitoring; and occupational health monitoring.

## 7. Customers, Contractors, Visitors and Other Third Parties

Customers, contractors, visitors and other third parties will be protected.

Only approved contractors will be used to conduct work on behalf of Grafton. All approved contractors will be issued with a copy of our contractors policy and will be required to comply with our onsite rules.

Customers and visitors will be prevented from entering work areas where danger may exist unless they are accompanied by an employee of the company. Grafton staff will ensure that contractors, customers and visitors comply with instructions and safety requirements.

## 8. Accidents, Incidents and First Aid

All reported accidents and incidents will be recorded and investigated and appropriate action will be taken to reduce the potential for recurrence of similar incidents.

Appropriate first aid personnel and facilities will be provided at each location. First aid personnel will be provided with appropriate training to allow them to carry out their duties.

Information on how and where to obtain first aid will be displayed at each location.

## 9. Fire

The risks from fire will be assessed at every location. Appropriate fire prevention and fire protection measures will be implemented to reduce and control fire risks.

Fire protection equipment (e.g. alarms, emergency lighting, hoses and fire extinguishers) will be inspected and serviced periodically.

Appropriate emergency procedures will be identified for each location and communicated to all employees. Emergency procedures will be practised periodically.

## 10. Manual Handling Activities

Manual handling activities will be assessed and risks will be controlled. Wherever reasonably practicable, manual handling activities that present significant risk of injury will be avoided and lift trucks or other mechanical handling aids will be provided and used.

Appropriate manual handling training will be carried out for all employees required to carry out manual handling activities.

## 11. Plant and Machinery

All plant and machinery will be serviced, inspected and tested periodically and will be maintained in a safe condition at all times. All items of lifting equipment will undergo thorough examination in accordance with relevant legislation.

Appropriate training and instruction will be provided to all employees required to operate plant and machinery. Untrained or unauthorised persons (including non-employees) will not be permitted to operate such plant and machinery.

The term "plant and machinery" includes, but is not limited to: commercial vehicles; fork trucks and side-loaders; other lifting equipment; hire equipment such as excavators; and woodworking machinery.

## 12. Vehicles and Occupational Road Risk (ORR)

Risks associated with driving on company business will be assessed and controlled.

Company vehicles will be inspected and serviced periodically and will be maintained in a safe, roadworthy condition at all times. Privately-owned vehicles will not be used for business purposes without authorisation.

Drivers will be provided with instruction and training appropriate to the vehicle(s) they are required to drive.

Standards for safe driving will be defined and enforced. All employees who drive any vehicle on company business will be issued with an ORR booklet.

## 13. Electricity

Electrical systems and equipment will be inspected and tested periodically and will be maintained in a safe condition at all times. Personal items of electrical equipment will not be allowed for use on Grafton premises without prior authorisation.

Only competent persons will be allowed to carry out work on electrical systems and equipment.

## 14. Equipment Hire

All hire equipment will be inspected and/or tested to ensure it is safe prior to being hired. Appropriate safety information will be given to each customer. Test equipment will be calibrated periodically.

## 15. Tools and Equipment

Tools and equipment will be maintained in a safe condition, inspected regularly and replaced when necessary.

## 16. Work at Height

All work at height activities will be assessed and risks controlled. Mezzanine levels will be fitted with toe boards, guard rails, and pallet gates or non-removable top rails. Ladders will not be used except where it is not practicable to avoid their use.

## 17. Hazardous Substances

Risks associated with the use of hazardous substances will be assessed and controlled.

All hazardous substances will be safely stored and clearly labelled.

Material safety data sheets will be held at locations where hazardous substances are used or stored and will be provided to customers on request.

## 18. Asbestos

The presence of asbestos containing materials (ACMs) will be identified and a register of their presence will be held centrally and at each location. Appropriate management plans will be developed and implemented for each location where ACMs have been identified. Staff and contractors will be made aware of the location of any ACMs and the action they must take to avoid exposure.

## 19. Dust and Fumes

Dusty environments will be identified and control measures will be put in place to reduce exposure to dust. Local exhaust ventilation (LEV) systems will be fitted where necessary and will be maintained and serviced. Where necessary, appropriate respiratory protective equipment will be provided and its use will be enforced. Medical surveillance will be provided to staff identified as being at risk from dust and fumes.

## 20. Noise

Assessments of exposure to noise will be conducted. Where reasonably practicable, noise levels will be reduced and exposure to noise will be controlled. Hearing protection will be issued, where required, and its use will be enforced. Employees who regularly work in identified high-noise environments will undergo appropriate audiometric testing to monitor the effects of noise on their hearing.

## 21. Personal Protective Equipment (PPE)

Appropriate PPE will be issued and used in all circumstances where risks cannot be adequately controlled through other means.

Where risk assessments and company policy have identified the need for PPE its use will be monitored and enforced.

Records of PPE issued will be kept in the health and safety manual.

## 22. Display Screen Equipment

Users of display screen equipment will be identified and DSE assessments will be completed for each user and workstation. Action will be taken to control and reduce any identified risks.

Identified users of DSE will have access to company eye care schemes and provisions.

Full details of the standards, procedures and rules relating to each of these issues can be found in the brand Health & Safety Manual.

Managers must ensure that relevant systems and procedures are fully and effectively implemented.

All employees must comply with relevant safe systems of work and other safety rules.

**Note: The commitments made here are subject to the caveat that all action to control risks will be taken to the extent that is "reasonably practicable".**