

## OH&S Training & Implementation of Safe Working Practices Policy (Induction Version)

Here at SDM Holdings we work in a combination of an Office and Warehouse Environment that contains a build structure (the racking), we also have vehicles on site and in our facilities (forklifts)

It is therefore essential that our staff have a good understanding of their and the companies Occupational Health & Safety (OH&S) Responsibilities and Standards.

We need to ensure that as employers, we provide and maintain systems of work that are, as far as is reasonably practicable, safe and without risks to health under the Health and Safety at Work Act 1974. Employers' Duties.

A safe system of work is a procedure or series of procedures detailing how a particular work activity should be carried out in order to minimise the risks involved in performing that activity

Here at SDM Holdings we use the ACT System (Act instead of React)

**ANALYZE THE SITUATION.** Gather as much information as possible regarding any particular situation or issue. The more information you have, the better the chances will be that you will make the correct move.

**CONSIDER YOUR OPTIONS.** Once all the necessary information is gathered, you are able to identify the most practicable solution. Determine applicable safety solutions by consulting a company health and safety manual or safe work practices, procedures and regulations.

**TARGET SPECIFIC HAZARDS.** Implementing Safe Work strategies - upon gathering all the necessary information, you can decide the most practical and prudent control methods to reduce the hazard associated with the tasks at hand.

Taking any course of action against visible and knowable hazards should be based on an educated understanding of the specific hazard, legislation concerning it, and desire to work safe. Remember that all hazards are not completely covered by the hierarchy of control and its principles of elimination and substitution, engineering controls, administrative controls and personal protective equipment.

To achieve this aim we have a dedicated OH&S training programme for all staff, regardless of role that constantly being carried out via "Toolbox Talks"

These Toolbox Talks are a series of documents that form the basis of a training session carried out at a predetermined time by department managers with their teams.

The full Toolbox Talks suite must be completed within a 12 month period for each staff member and recorded on their Performance review paperwork and Training Matrix.

Department Managers must also review these Toolbox Talks annually in a dedicated training session and the suite is updated annually on advice from the Quality & Compliance Manager and relevant suppliers. As with all activities in the business our safe working practices and training implementation are subject to Internal Audit by the Quality & Compliance Manager and our External ISO Auditors {BAB}

SDM's Safe systems of work will be revised whenever a risk assessment raises that an update is required, it is reviewed on an annual basis or in the in the event of any accidents, incidents or near misses and any changes in legislation.

Risk assessments are used within SDM to identify activities that require a separate safe system of work and help to develop the content and identify the risks.

**Suite of Tool Box Talks to be completed by all (unless otherwise stated) staff annually**

- Accident Investigation Bystander Safety
- CPR {First Aiders Only} Danger at Work Electrical Safety
- Emergency Response Procedures Engineering & Administrative Controls Equipment Maintenance
- Ergonomics Extension Cords Fire Safety
- First Aid {General awareness for all} General Ladder Safety
- Harness & Safety Belts (Racking Team Only} Housekeeping Good Practice
- Identifying Hazards
- Implementing Safe Working Practices Incident Reporting
- Inspecting PPE
- Job Site Communication Manual Lifting
- Personal Protective Equipment (an introduction} Personal Rights and Responsibilities
- Personal Safety Preventing Fire
- Repetitive Stress Disorders Reporting Job & Site Hazards
- Safe Ladder use {Warehouse and Racking Personnel Only} Safe Work near Floor openings (Racking Team Only}
- Scaffolding (all, general awareness of racking team responsibilities} Supervisors Responsibilities
- The Right to Refuse Unsafe Work.

**Signature/Release Confirmation**



26.07.24

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Marc Chauveau

Managing Director



26.07.24

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Nicola Peters

Quality & Compliance Manager