WINNS Services Ltd

Occupational Health & Safety Manual

Revision 4

Issued 05/09/2021

Conforms to OHSAS 18001:2007

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Revision history

Revision	Date	Record of Changes	Approved By
2	23/03/2018	Initial Issue	cs
3	10th October 2020	Review	Chris Stebbing
4	05/09/2021	Document Review	Chris Stebbing

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● **Contents**

1 Introduction

WINNS Services Ltd has developed and implemented an occupational health and safety management system (OHSMS), which allows us to:

- eliminate or minimise risk to employees and third parties who may be exposed to OHS risks associated with our activities

- assure ourselves of our conformance with our stated OHS Policies and Procedures

- drive improvement and thereby enhance our health and safety performance

This manual describes our OHSMS and sets out the authorities and responsibilities of staff operating within it, as well as referencing those procedures and activities that fall within its scope.
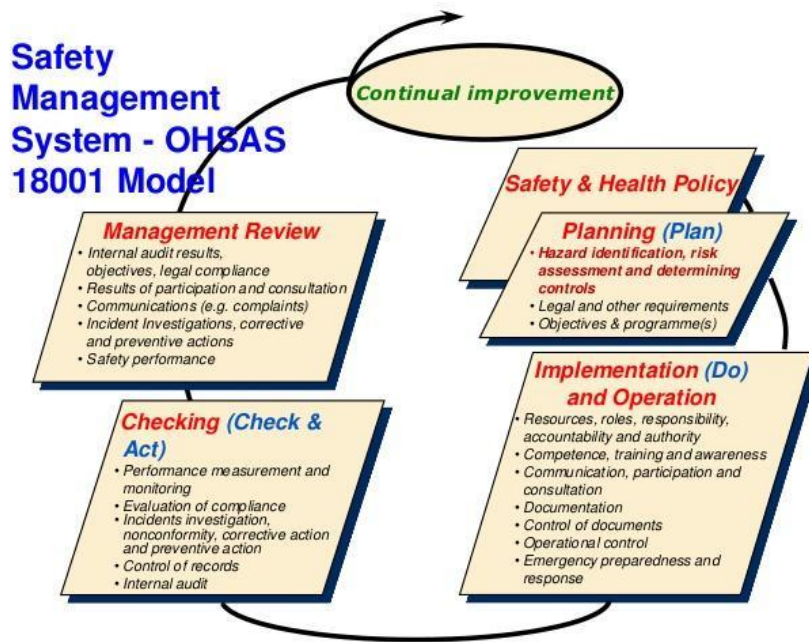
1.1 OHSAS 18001:2007

We aspire to achieve and demonstrate sound occupational health and safety (OHS) performance by controlling our OHS risks, consistent with our OHS policy and objectives.

The OHSAS 18001:2007 Standard covers OHS management and is intended to provide organisations with the elements of an effective OHSMS that can be integrated with other management requirements and help organisations achieve OHS and economic objectives.

Our OHSMS has been developed in compliance with the OHSAS 18001:2007 standard, and provides us with a framework to achieve OHS and economic objectives.

1.2 Plan-Do-Check-Act (PDCA) cycle

Management of our processes and our occupational health and safety management system as a whole is achieved using the Plan-Do-Check-Act (PDCA) cycle with an overall focus on using risk-based-thinking to take advantage of opportunities and prevent undesirable results.

2 References

Standard	Title	Description
OHSAS 18001:2007	Occupational health and safety management system	Requirements
OHSAS 18002:2008	Occupational health and safety management systems	Guidelines for the implementation of OHSAS 18001:2007
ISO 19011:2011	Auditing management systems	Guidelines for Auditing

3 Terms and Definitions

The terminology used in our OHSMS reflects both that used in OHSAS 18001:2007 and:

- standard business/safety terminology

- terms and vocabulary typically used within our scope of activity

- terms typically used in standards and regulations as they relate to our scope of activity

Definitions:

- "compliance obligations" means both those laws and other requirements, be they national or international, that apply to us as an organisation plus any other commitments we enter into, or apply voluntarily, such as contracts, agreements, codes, and standards

- "Top Management", as referred to by ISO, is represented in WINNS Services Ltd by the Senior Management Team

- "staff" are all those working under our control

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- "we" and "our" refer to WINNS Services Ltd

4   OHS Management System

To achieve our OHS objectives, we have established, implemented, maintain and continually improve our OHSMS, including the processes needed and their interactions.

4.1   Scope

Our OHSMS satisfies the requirements of OHSAS 18001:2007 and, based on our understanding of our business, and the needs and expectations of our stakeholders, addresses and supports all of our activities, be they within or outside our premises.

Our OHSMS addresses occupational health and safety and is not intended to address other health and safety areas such as employee wellbeing / wellness programmes, product safety, property damage or environmental impacts.

4.1.1   Exclusions

The following table gives a list of activities / premises not covered by our OHSMS:

Workplace / Activity	Reason for Exclusion
None	None

4.1.2   Business locations within the scope

Our OHSMS applies to our business activities at:

Suit 2 Elgor House 666-686 London Road Westcliff on Sea Essex SS0 9HQ

4.2   Occupational Health and Safety Policy

o   WINNS Services Ltd recognizes and accepts its statutory responsibilities under the Heath and Safety at Work Act 1974. It is the policy of WINNS to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

o   WINNS acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of all senior management. To maintain that commitment, we

will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

o   WINNS's Director will implement the company's health and safety policy and recommend any changes to meet new circumstances as well as recognising that successful health and safety management contributes to successful business performance and therefore will allocate adequate finances and resources to meet these   needs.

o   The management of WINNS looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. The organisation also aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

o   All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. WINNS Services Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

o   The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

o   We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given all aimed at operating a system dedicated to the 'Right First Time Approach'.

4.3 Planning

4.3.1 Occupational Health and Safety Review

As part of the implementation process for our OHSMS, we reviewed our OHS arrangements to:

- identify and gaps between our systems and those required by OHSAS 18001

- identify all hazards and risks associated with our activities and facilities

- assess our level of knowledge and compliance with all OHS standards and legislation

- compare our practices with best practice and our peers

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- review past experience with OHS incidents, assessments, legal actions, insurance claims, personal compensation claims etc.

- assess the efficiency, effectiveness and adequacy of resourced dedicated to OHS

The results of this review were documented and used to prioritise the implementation of our OHSMS.

4.3.2 Hazard identification, risk assessment, and determining controls

We operate and maintain arrangements for ongoing hazard identification, risk assessment and the determination of necessary controls set out in our OHS Hazard Identification and Risk Assessment Procedure and our OHS Determination of Controls Procedure.

These arrangements reflect:

- both our routine and non-routine activities

- the activities of all those having access to our workplace, including sub-contractors and visitors

- all of the facilities we utilise, whether provided by ourselves or others

The results of these assessments are taken into consideration when setting our OHS objectives.

These procedures include provisions for keeping information up-to-date, the management of change and the keeping of appropriate records.

4.3.3 Legal and other requirements

We operate and maintain arrangements to:

- identify and have access to all legal and other arrangements to which we subscribe and which are attributable to OHS aspects of our activities

- determine how these requirements apply to our OHS hazards and risks

As set out in our OHS Fulfilment of Compliance Obligations Procedure which also ensures the continuing communication of legal and other requirements to our staff.

4.3.4 Objectives, Targets, Performance indicators and Programmes

We have established, implemented, documented, assigned responsibility for and maintain OHS objectives and targets at relevant functions and levels.

Our overall objectives are to:

- reduce accidents by 10% per annum

- ensure compliance with noise regulations

- improve ergonomics of the production area

- Provide adequate training to ensure all personnel are able to perform their duties competently and safely.

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- enhance OHS awareness among employees, contractors, and visitors

The Senior Management Team ensures that our OHS objectives are:

- consistent with our OHS policy

- measurable (if practicable) and supported by performance indicators where appropriate

- reflect the risks inherent in our activities

- include commitments to:

  - the prevention of injury and ill health

  - compliance with applicable legal requirements and with other requirements to which we subscribe

  - continual improvement

- reflect our technological options, our financial, operational and business requirements, and the views of relevant interested parties

- monitored

- communicated

- updated as appropriate

Progress towards achieving each objective, and the targets themselves, are reviewed annually by the Senior Management Team and updated as necessary.

These objectives, and the results of the Senior Management Team's annual review, are communicated to all employees, customers, suppliers, contractors, interested parties and the wider community.

We maintain documented information on each of the OHS objectives.

To achieve these objectives, we have implemented OHS Improvement Programmes which include, as a minimum:

- designation of responsibility and authority for achieving objectives at relevant functions and levels of the organisation

- the means and time-frame by which the objectives are to be achieved

These programmes are documented and progress is reviewed at our regular OHS management reviews, where programmes may be adjusted as necessary to ensure that the objectives are achieved.

4.4 Implementation & Operation

4.4.1 Resources, roles, responsibility, accountability, and authority

Our Senior Management Team demonstrates leadership and commitment to achieving the objectives of our OHSMS by taking ultimate accountability for its effectiveness and by providing direction and support ensuring that:

- our occupational health and safety management system is suitably resourced

- the importance of effective OHS management, and of conforming to the requirements of our OHSMS, are clearly communicated

- our OHSMS achieves its intended outcomes

- continual improvement is actively promoted

- our OHS policies, objectives and targets are, where appropriate, reflected in individual performance objectives

Our Senior Management Team has assigned responsibilities, accountabilities and authorities for all roles relevant to the full and proper implementation, operation and maintenance of this management system. These are communicated through the combination of our Organisation Chart and internal Job Titles.

We have appointed the General Manager, a member of the Senior Management Team to have specific responsibility for OHS, irrespective of their other responsibilities, and with defined roles and authority for:

- ensuring that our OHSMS is established, implemented and maintained in accordance with OHSAS 18001

- ensuring that reports on the performance of our OHSMS are presented to the Senior Management Team for review and used as a basis for improvement of our OHSMS

The identity of the Senior Management Team appointee is made available to all persons working under our control.

The member of the Senior Management Team, that has been appointed to have specific responsibility for OHS, may delegate some of their duties to a subordinate management representative(s) while still retaining accountability. Such delegations are documented and made available to all persons working under our control.

The Senior Management Team has assigned responsibility and authority for:

- ensuring that our OHSMS conforms to applicable standards

- ensuring that OHSMS processes are delivering their intended outcomes

- reporting on the performance of our OHSMS

- ensuring the promotion of a focus on OHS matters throughout the organisation

- ensuring that the integrity of our OHSMS is maintained when changes are planned and implemented

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All managers are expected to demonstrate their commitment to the implementation and improvement of our OHSMS through:

- the provision of necessary resources

- their involvement in the internal audit process

- their proactive involvement in continual improvement activities

All managers are responsible, within their scope of responsibility, for the implementation of the policies, processes and systems described in this manual and for planning, controlling and suitably resourcing OHSMS processes.

All staff are responsible for the implementation of the OHS policies and procedures applicable to processes they perform and are encouraged to identify and report any known or potential problems and to recommend related solutions.

All staff have the authority to stop activities to address OHS risks.

4.4.2 Competence, training and awareness

We operate and maintain arrangements to ensure competency and awareness as set out in our Competency Communication and Awareness Procedure.

These arrangements ensure that:

- all staff are competent to undertake their tasks

- all staff are aware of:

  - our management system(s) and their related policies and objectives

  - their roles and responsibilities

  - their contribution to the effectiveness of our management system(s)

  - the benefits of improved personal performance

  - the importance of complying with our management systems, policies and procedures

  - the consequences of any departure from our management systems, policies and procedures

  - emergency preparedness and response requirements

  - any management system changes

  - the results of the Senior Management Team's annual review of management system(s) compared to their objectives

- training needs are identified

- appropriate training plans are developed and implemented with the HR Manager

- each role affecting management system outcomes is recorded

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In addition to our staff, awareness programmes are also provided for contractors, temporary workers and visitors etc. as appropriate.

4.4.3 Communication, participation, and consultation

We operate and maintain arrangements for internal communication regarding OHS matters as set out in our Competency Communication and Awareness Procedure.

We operate and maintain arrangements for communication and consultation with contractors and communication with visitors as set out in our OHS Contractor and Visitor Communication Procedure.

We operate and maintain arrangements for staff participation as set out in our OHS Staff Participation Procedure.

By means of these procedures we operate and maintain arrangements for:

- internal communication

- the participation, representation and consultation of staff

- communication with contractors and visitors regarding OHS matters

- consultation with contractors where there are changes that affect their OHS

- communication and consultation with relevant external interested parties regarding OHS matters

We respond to all relevant external interested parties regarding our OHSMS, including complaints, and retain, as appropriate, records of our communications.

The following table sets out responsibilities for communications with external interested parties:

External Int. Party	Communication	In / Out	Received by	Documented by	Sent / Replied By
Customers	Purchase orders specifying OHS requirements for on-site jobs	In	General Manager	General Manager	Production Manager
Contractors	Our work contract / purchase orders to contractors specifying the OHS requirements for jobs at our site / our customer's site.	Out	N.A.	Accounts Manager	Accounts Manager
Visitors	Suggestions for improvement as recorded in visitors' book	In	Visitor's Host	Visitor's Host	General Manager
Neighbours	Information regarding areas of OHS hazards within our premises but affecting their premises.	Out	N.A.	General Manager	General Manager
	Information regarding areas of OHS hazards within neighbours' premises but affecting our premises.	In			
Emergency Services	Service and contact details	In	OHSM	General Manager	General Manager

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Insurers	Queries / insurance proposals regarding OHS hazards	In	OHSM	General Manager	General Manager
Government or regulatory body inspectors	Audit findings, show-cause notices, data, OHS requirements etc.	In	OHSM	General Manager	General Manager
OHSAS18001 certifiers	Letters, certification service offers, audit schedules, audit findings, etc.	In	OHSM	General Manager	General Manager

4.4.4 Documentation

Our OHSMS documented information includes both documents and records.

The Senior Management Team has determined the extent of documented information:

- required by the OHSAS 18001

- necessary for the effectiveness of our OHSMS

Based on the following criteria:

- the size of our business

- the scope, complexity, hazards and risks associated with our activities

- the need to demonstrate fulfilment of our compliance obligations

- the competence of our staff

- the need for effectiveness and efficiency

4.4.5 Control of documents

We operate and maintain arrangements for the control of our OHSMS documentation as set out in our Control of Management System Documentation Procedure.

By means of this procedure we ensure that staff have access to the latest, approved information, and restrict the use of obsolete information.

Once established, all documented procedures are implemented and maintained.

4.4.6 Operational control

We identify OHS hazards, determine their associated operations and activities, and implement the necessary controls to manage those attendant risks, on an ongoing basis, including through regular management review.

Risks are managed through the application of various operational controls which are integrated into our OHSMS, including:

- planning, including the management of change

- controls related to purchased goods, equipment and services

- controls related to contractors and other visitors to the workplace

- documented procedures where their absence could otherwise lead to deviations from our OHS policy and objectives

- stipulated operating criteria, where the absence of such criteria could otherwise lead to deviations from our OHS policy and objectives

4.4.7 Emergency preparedness and response

We operate and maintain arrangements for emergency preparedness and response as set out in our OHS Emergency Preparedness and Response Procedure.

4.5 Checking

4.5.1 Performance measuring and monitoring

We operate and maintain arrangements to monitor and measure OHS performance on a regular basis as set out in our OHS Control of Monitoring and Measuring Procedure.

We operate and maintain arrangements to ensure that all calibrated or verified monitoring equipment and validated software is appropriately used and maintained as set out in our Control of Calibration, Verification and Validation Procedure and that records of calibration and maintenance and results are retained.

4.5.2 Evaluation of compliance

We operate and maintain arrangements for periodically evaluating and recording compliance with applicable legal and other requirements as set out in our OHS Fulfilment of Compliance Obligations Procedure.

4.5.3 Incident investigation, nonconformity, corrective and preventative action

We operate and maintain arrangements for the timely recording, investigating and analysing of incidents as set out in our OHS Incident Investigation Procedure.

By means of this procedure we:

- determine any underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents

- identify the need for corrective action

- identify opportunities for preventative action

- identify opportunities for continual improvement

- communicate the results

We operate and maintain arrangements for dealing with actual and potential non-conformities and for taking corrective and preventative action as set out in our Corrective and Preventative Action Reporting (CPAR) Procedure.

By means of this procedure we:

- identify new or changed hazards

● identify the need for new or changed controls

Where such new hazards/controls are identified we apply risk assessment prior to implementing changes and ensure that our OHSMS documentation is amended as required.

4.5.4 Control of records

We operate and maintain arrangements for the control of our OHSMS records as set out in our Control of Management System Records Procedure.

This procedure is applicable to all those records which provide evidence of conformance to our OHSMS and OHS objectives and compliance obligations.

4.5.5 Internal Audit

We operate and maintain arrangements for internal auditing at planned intervals as set out in our Control of Internal Auditing Procedure.

By means of these audits, we provide information to management and determine whether our OHSMS:

● conforms to our own requirements

● conforms to the requirements of the OHSAS 18001

● is effectively implemented and maintained

● is effective in achieving our management system's policies and objectives

4.6 Management Review

Our Senior Management Team reviews the suitability, adequacy and effectiveness of our OHSMS at planned intervals as set out in our OHS Control of Management Reviews Procedure.

By means of these reviews we seek opportunities for continual improvement, take decisions and plan improvements related to possible changes to OHS:

● performance

● policy and objectives

● resources

● management system and processes

Relevant outputs from management review are made available for communication and consultation.

● Appendix 1 - Organisation Chart