



apogee\document library\policies\  
sitesafetyrules

# Apogee Corporation Limited

## Site Safety Rules

*(Safety rules applicable to all Apogee Corporation Ltd operational locations within the UK)*

# CONTENTS

- 1. Introduction**
- 2. Policy Statement**
- 3. Safety Clothing & Protective Equipment**
- 4. “Near Miss”, Accident & Injury Reporting**
- 5. Fire Precaution & Emergency Procedures**
- 6. Housekeeping**

## **1. INTRODUCTION**

- 1.1 These site rules have been designed to benefit all employees of and visitors to any operational location of Apogee Corporation Ltd within the UK.
- 1.2 Enclosed are standards of acceptable work practises and prohibited work practises that must be observe by all persons whilst on site.
- 1.3 Conduct which may expose others or yourself to health and safety risks may be deemed as an act of gross misconduct, for which the penalty for employees may result in summary dismissal. Termination of contract may be applied for in the case of contractors.

## **2. POLICY STATEMENT**

- 2.1 Our full health and safety policy is available on our corporate website <http://www.apogeeCorp.com> or on request at any of our corporate locations throughout the UK. The statement is also displayed in the reception area of our head office location.
- 2.2 The policy statement is clear and concise in outlining the company's commitment to health and safety and the welfare of our employees
- 2.3 It outlines that all of our employees, visitors and contractors have a major part to play in an effective and safe system of working practises.

## **3. SAFETY CLOTHING AND PROTECTIVE EQUIPMENT**

- 3.1 Where clothing or protective equipment (PE) is provided for a specific task it must be worn at all times whilst performing the said task to ensure adequate protection.
- 3.2 Appropriate footwear must be worn – particularly in warehouse & stores locations.
- 3.3 Any defective PE must be reported to either your direct line manager if you are in the employ of Apogee Corporation, or your designated contact within the company if you are a contractor immediately.
- 3.4 Ensure that loose clothing is tucked in when working. Tie long hair back and avoid wearing jewellery that may become trapped in moving machinery.

#### **4. “NEAR MISS”, ACCIDENT AND INJURY REPORTING**

- 4.1 All near misses, accident and injuries however minor must be reported to either your direct line manager if you are in the employ of Apogee Corporation Ltd, or your dedicated contact at the company if you are a contractor.
- 4.2 All accidents and injuries must be logged in one of the company Accident Books. There are accident report books on every floor of all Apogee Corporation Ltd operational locations throughout the UK situated within the first aid stations.
- 4.3 Any near misses reported must be followed up in writing with an entry in the appropriate section of the afore mentioned accident books.

#### **5. FIRE PRECAUTIONS AND EMERGENCY PROCEDURE**

- 5.1 All fire escapes and stairways must be kept clear of obstruction.
- 5.2 Fire extinguishers and appliances must be kept clear of obstruction and are not to be moved from their designated locations unless to be used for fire control or training. Any equipment used must be reported to either your direct line manager if you are in the employ of the company, or your designated contact if you are a contractor.
- 5.3 Smoking is prohibited within any Apogee Corporation Ltd operation premises both within the building or within the surrounding grounds except for any designated smoking areas.

#### **6. HOUSEKEEPING**

- 6.1 A safe working environment is based on good personal conduct and good housekeeping. A good housekeeping policy is not limited to but includes the points detailed in this section.
- 6.2 Daily checks must be carried out to ensure that all areas are kept clean and tidy. All employees are responsible for supporting the business by keeping premises clean and tidy.
- 6.3 Any spillage of oil, water, or other liquid should be dealt with if possible, but in all cases reported to your immediate line manager if you are in the employ of the company, or your dedicated site contact if you are a contractor.
- 6.4 Any fixture or fitting including but not limited to the list below should be reported to your immediate line manager if you are in the employ of the company, or your dedicated site contact if you are a contractor;
  - Lighting or ventilation
  - Specific equipment for your job role – e.g. forklift, PC etc
  - Flooring, work surface, access point
  - Storage, racking, containers or shelving
- 6.5 When moving around the building, workshop or yard areas running should be avoided.

6.6 Conduct which puts yourself or others at risk will not be tolerated and may lead either to summary dismissal if you are in the employ of the company, or the termination of contract if you are a contractor. This includes practical jokes, horseplay etc.

6.7 Drugs or alcohol abuse will not be tolerated and will lead to the strongest level of disciplinary action being taken against the individual(s) concerned.

6.8 Ladders should only be used by trained personnel and in accordance with our health and safety policy.

**Signed on Behalf Of Apogee Corporation Ltd**

A handwritten signature in black ink, appearing to be "AP", written over a horizontal line.

Alan Pierpoint  
Company Secretary  
**Apogee Corporation Ltd**  
Date: 5<sup>th</sup> December 2008