



BELGROVE & SNELL flooring & carpeting (pty) ltd

HEALTH & SAFETY POLICY AND PROCEDURE

1. Protective Clothing

Site staff are required to wear at all times the Protective Clothing provided by the company, as follows:

- Safety shoes and Company logo T-Shirts and overalls are to be worn at all times
- Protective glasses to be worn during any task whereby flying debris could be hazardous (e.g., Chipping out old flooring or the use of a cutting power tool or sander)
- Hard hats to be worn on all construction sites or where there is overhead work being conducted
- Earplugs to be used on sites where there is excessive noise or whilst using noisy power tools
- Dust masks to be used on sites whereby there is excessive dust and during the application of adhesives, solvents, polish and cleaning agents.
- It is the responsibility of each employee to care and account for all the items of Protective Clothing provided, weekly inspections will be conducted by the Health & Safety representative to ensure that safety equipment is, firstly, still in your possession and secondly, in good condition.
- Each employee will be personally accountable for the loss or wilful damage of any such items, and will be required to pay for the replacement of any such items before the expiry of the normal utilisation cycle of one-year wear and tear, which applies, only to overalls & shoes.
- Safety equipment such as Hard hats, goggles and ear-plugs have a lifetime utilisation cycle unless they break, the broken safety equipment must then be returned whereby it will be replaced. The dust masks are re-usable for a few days whereby they must then be disposed of.
- Any staff member that does not comply with the rules regarding Protective Clothing will be disciplined according to Bellgrove & Snell's Disciplinary Policy and Procedure.

2. Equipment & Tools

All staff must ensure that their tools and equipment are in good condition at all times and to bring to the attention of the supervisor or Health & Safety Representative, the non-availability of tools or safety equipment

Staff members are not to operate equipment that they are not trained to use

3. Reporting of incidents

All incidents or accidents must be reported to the Health & Safety representative.

4. Site etiquette

- *All Staff must be aware of health & safety hazards on all sites*
- *The Health & Safety representative must be fully conversant with and ensure that all workers under his supervision are aware of the sites emergency procedures.*
- *If the emergency alarm sounds, equipment must be secured/de-energised, workers must move to the nearest safe emergency assemble point and await instructions from the facility manager.*
- *Only when the “all clear” is announced can workers return to work.*
- *In most cases, the work permits are invalidated by the emergency and will have to be re-issued/re-authorised before work can recommence.*
- *Any chemicals to be used for cleaning purposes will require clearance. All staff must also be aware of the hazards and safe handling precautions before the chemicals are used.*
- *Do not make use of the fire mains without permission from the facility manager.*
- *Ensure that emergency equipment is not obscured or removed from site.*
- *Adhere to customer “in house” rules whilst working on site, some sites may require Work Permits before you can enter the facility.*
- *Some sites may require Hot work permits if you intend on using any sources of ignition eg. Lighting of gas for tile welding*
- *The Health & Safety supervisor must obtain these permits before commencing any work on these sites*
- *Refrain from running, shouting, whistling, swearing, jostling or throwing objects whilst on site*
- *Keep all food and refreshments in an allocated area*
- *Keep your work area tidy and clean at all times*
- *Dispose of chemicals and rags in allocated containers and remove all rubble from site*
- *Do not smoke whilst using or in the presence of flammable substances, smoking will only be permitted in designated areas.*
- *Use ladders to reach high places and do not climb on furniture or vehicles in order to reach an elevated position*