



Quality, Environment and Health and Safety Employee Handbook

Introduction

This handbook has been compiled to give a broad, but focused overview of both company and employee responsibilities related to Quality, Environmental and Health and Safety compliance. Its purpose is to give employees a greater awareness of these key issues to create a safer working environment, but please note it does not supersede the full Health & Safety Policy document or Risk Assessments held in the main office, it supplements them.

Contents

- 1. Introduction & contents list**
- 2. General Health & Safety Statement**
- 3. Quality Policy Statement**
- 4. Recruitment, Training & Equal Opportunities policy**
- 5. Employee's Health & Safety Awareness**
- 6. Company Health & Safety responsibilities**
- 7. Employee Health and Safety responsibilities**

Quality, Environmental and Health and Safety Policy Statement and Objectives

It is the Quality, Environmental and Health and Safety Policy of Ganymede Solutions Ltd who recognise the need to conduct their activities in a responsible manner to achieve the following statement's objectives :-

By informed choice to control the processes of Ganymede Solutions Ltd, the Managing Director accepts overall responsibility for determining this policy

Ganymede Solutions Ltd objectives are:

- **To establish and maintain a Quality, Environmental and Health and Safety continuous improvement plan.**
- **To achieve agreed contractual requirements, applicable legislation and waste reduction**
- **To maintain Quality, Environmental and Health and Safety compliance throughout the company by awareness training.**
- **To limit the environmental impact of its activities by waste and material handling and reduction methods.**
- **To investigate and report any quality, Health and Safety or environmental complaints or incidents in a responsible manner.**
- **To record, monitor and publish, if required, statistics related to environmental improvement target achievement**
- **To provide suitable resource to ensure the company meets all its obligations in respect to Quality, Environment and Health and Safety.**
- **To prevent pollution in any form from its activities.**

Signed	G. HEWETT	Dated	01/08/2009
Managing Director			

To ensure achievement of these intentions, Ganymede Solutions Ltd has implemented a Quality, Environmental and Health and Safety Management system throughout their operations, which is mandatory for all employees and is designed to comply with the requirements of :-

ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007 plus all applicable Industry Scheme requirements (e.g. Network Rail disciplines)

The company's Compliance Manual defines its Quality, Environmental and Health and Safety system principles and compliance with the above ISO / OHSAS standards

Recruitment Training & Equal Opportunities Policy

The purpose of this policy is to set out the guidelines on recruitment and training for all employees.

- Recruit employees in line with our Equal Opportunities Policy
- Provide induction and appropriate training for new staff.
- Provide support and advice to enable individuals to maximise their potential to their and the company's benefit
- Ensure that appropriate training is available to enable Individuals to reach and maintain effective performance in their jobs.
- Provide induction and training for those taking on new responsibilities so they are appropriately prepared
- Provide information and training on organisational policy areas such as Quality and Environmental.
- Provide Health and Safety and any other legislative training
- Training will be both internal and external.
- Where appropriate training will be offered to national standards

This statement is the Equal Opportunities Policy of Ganymede Solutions Ltd overall, responsibility for implementation of the Policy lies with the Directors.

The Policy applies to potential as well as actual employees and relates to all aspects of employment, including recruitment promotion, training, grievance and disciplinary procedures, and to the arrangements made for working in Ganymede Solutions Ltd. The Policy will be made well known to all actual and potential employees.

All sections of the population will have equal access to employment and/or training offered by, Ganymede Solutions Ltd and, no applicant or employee will receive less favourable treatment than others because of his/her race, creed, colour, ethnic or national origin, disability, age (below 65), sex or marital status. In line with the Sex Discrimination Act, the Race Relations Act, the Disabled Persons Act or any other relevant legislation.

Employee's Health and Safety Awareness Please take note

Awareness of risk areas that can be encountered during the course of work is covered in training as part of industry and other courses to raise your skill levels. This page outlines the main health risk areas that our type of business is subject to and to focus on how you, as employees, have a responsibility to support our guidelines to minimise or eliminate those risks.

- Tetanus (Lockjaw) This is a serious disease resulting from wound infection, ground workers are especially at risk due to the spores held in the ground. You are encouraged to be protected by inoculation obtained through your G.P. or Health Centre.
- Leptospirosis (Weil's disease) This is a disease contracted from rat urine contact and through an open wound. Again, this disease can kill if the 'flu-like' symptoms are ignored. Inoculation against poliomyelitis and hepatitis A is recommended, but good personal hygiene is most important. Information leaflet is available from Office.
- Vibratory White Finger (VWF) Prolonged use of breakers can cause VWF, which can cause severe hand and finger problems, this being a reportable disease. All breakers must have rubber hand grips and workers must wear gloves. Information leaflet is available from Office.
- Dermatitis This disease can be caused by reaction to substances used within our industry. Compliance with COSHH and Risk Assessments and safeguards (i.e., PPE use etc.) will reduce or eliminate these risks.
- Noise Equipment used by the company to support its operations can generate excessive noise levels. Risk assessments confirm that ear protection must be used to reduce these to acceptable levels.

The above are not necessarily a complete list of all health risks but are currently seen as being the most relevant to our industry. The company insist all employees follow the instructions issued by the company to maintain our high Health & Safety standards and low record of incidents. If in doubt on any Health & safety matter consult your line manager.

Employee Health & Safety Responsibilities

All employees must:

- Read the Company's Health & Safety policy (full copy in main office) and associated Risk Assessments and local emergency and safety protocols
- Understand and comply with the safety rules
- Report any safety hazard within their work area or defect in any equipment to their line manager
- Comply with all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Report any injury, ill health or near miss, which results from a works accident or incident, even if it appears minor and may not stop you working.
- Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay
- Use any safety equipment and/or protective clothing provided
- Avoid improvisation in any form which may create a risk to their safety and to the safety of others
- Maintain all equipment in good condition and report any defects to their supervisor immediately
- Attend as requested any training course, meeting etc. designed to further the interests of Health & Safety
- Observe all laid down procedures concerning work activity and client requirements
- Observe the fire evacuation procedure and learn or observe the position of all fire equipment and exit routes
- Not invite visitors onto company premises without permission from management and follow local building access protocol
- Maintain personal hygiene standards to minimise risk of catching diseases
- Not consume food or drink in areas where there is a risk of contamination
- Not smoke other than in designated areas outside the building