

**WOOL & ALLIED TEXTILES INDUSTRY (CBWT/TFA)
SAFETY & HEALTH ESSENTIAL CRITERIA SCHEME**

| COMPLIANCE STATEMENT | EXPECTED EVIDENCE | Yes | No | REQUIRED ACTION |
|---|---|-----|----|-----------------|
| <u>HEALTH & SAFETY MANAGEMENT</u> | Help <i>Members – downloadable model policy, website, telephone & on-site support</i> <i>Non-members – HSE website & ELC insurers website/advice</i> | | | |
| Policy & Arrangements Document | | | | |
| We have an up-to-date policy document signed and dated within the last two years | Complies with INDG324 'Stating your business' | | | |
| The document is publicised and available to all employees | On display Employee awareness | | | |
| H & S is a board/senior management agenda item | Minutes available | | | |
| Consultation & Communication | | | | |
| We have arrangements for consulting with employees on h & s matters | Small companies – face to face communication | | | |
| Consultation is through an active h & s committee | Minimum of quarterly meeting minutes | | | |
| <i>Members of the committee have received training for this role</i> (Aspirational Criterion) | <i>Course attendance record</i> | | | |
| Minutes of h & s meetings are displayed on notice boards | Latest minutes on display | | | |

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| Checking Health & Safety Management | | | | |
| One or more employees carry out regular hazard spotting safety inspections | Minimum of three inspections per year Reports available | | | |
| The findings of safety inspections are actioned | Corrective action record | | | |
| An employee hazard & 'near miss' reporting procedure is in operation | Reports & action taken records available | | | |
| Training | | | | |
| Every new starter receives essential h & s induction training within the first week of employment | Completed induction form | | | |
| All employees engaged in or responsible for high risk tasks eg using guarded machinery, chemicals, fork truck driving, heavy lifting, have been trained in how to work safely | Job training records | | | |
| The person(s) responsible for supervising work on a daily basis has been briefed on our h & s procedures and requirements | Individual records of briefing | | | |
| <i>At least one employee has completed a recognised h & s course lasting at least one day (eg IOSH Working Safely) in the past five years (Aspirational Criterion)</i> | <i>Record of course attendance</i> | | | |
| <i>At least one manager/director has completed a recognised h & s course lasting more than one day (eg IOSH Managing Safely) in the past five years (Aspirational Criterion)</i> | <i>Record of course attendance</i> | | | |

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| Accident Reporting & Investigation | | | | |
| We have a procedure for incident and accident investigation and recording the results | Accident investigation records | | | |
| There is a system for taking action on the results of investigations and checking on the actions taken | Investigation close out notes | | | |
| Employees are involved in the investigation process | Accident investigation records | | | |
| First Aid | | | | |
| We have the appropriate number of trained First Aiders/Appointed Person | Lists/Training records | | | |
| <u>HAZARD MANAGEMENT</u> | | <i>Help As Health & Safety Management</i> | | |
| Risk Assessment & Safe Systems of Work – General | | | | |
| Safe ways of working have been devised for all known hazards eg noise, manual handling, working with guarded machinery | Assessments | | | |
| The safety and integrity of all equipment is regularly checked | Records | | | |
| We have involved employees in carrying out risk assessments and in developing safe systems of work | Verbal confirmation by employees | | | |

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| Risk Assessments & Safe Systems of Work - Specific | | | | |
| NOISE (Where applicable) | | | | |
| Where noise levels are likely to be 85dbA or higher, an adequate noise assessment has been carried out by a competent person in the last three years | Noise risk assessment document | | | |
| Where noise levels exceed 85dbA, ear protectors are provided which are suitable to each employee and for the task | PPE issue records | | | |
| Our employees are trained in how to wear hearing protectors and the reasons for them | Training records | | | |
| Records are retained of weekly checks on the correct wearing of hearing protection | Records of weekly checks | | | |
| Ear Protection Zones are demarcated and FULLY observed by ALL personnel | Plain to see | | | |

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| Musculoskeletal (Manual Handling & Upper Limbs) | | | | |
| An inventory has been made of all remaining manual handling tasks & repetitive tasks where there is a risk of injury | Inventory of tasks | | | |
| <p>*We ensure that NO manual handling of loads over 20kg involves ANY:</p> <ol style="list-style-type: none"> 1. Handling of the load below knee height or above shoulder height 2. Twisting of the body or stretching away from the body | <i>*(We have confirmed these statements with our employees)</i> | | | |
| <p><i>*Through instruction and supervision we ensure that no ONE person ever manually handles (lifts, lowers, pushes, pulls, carries):</i></p> <ol style="list-style-type: none"> 1. <i>A load of more than 20kg without mechanical aid</i> 2. <i>Any objects that are wider than shoulder width</i> <p style="text-align: center;"><i>(Aspirational Criterion)</i></p> | <i>*(We have confirmed these statements with our employees)</i> | | | |
| Safe systems of work have been established where it is not possible to eliminate the handling task | Written safe systems of work | | | |
| Employees have been provided with suitable and sufficient instruction and training for these tasks | Training records | | | |

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| Musculoskeletal (Manual Handling & Upper Limbs) cont/d | | | | |
| Employees are informed that if they feel they are at risk from lifting a load, they must seek assistance | Induction/briefing records | | | |
| <i>Employees who regularly do manual handling or repetitive tasks are asked at least every three months if they have symptoms eg back ache, wrist ache</i> (Aspirational Criterion) | <i>Records</i> | | | |
| Slips & Trips | | | | |
| Potential slipping and tripping hazards have been identified across the site and corrective action taken | Record | | | |
| Employees are instructed to remove or report any slipping or tripping hazard regardless of who or how it was created | Training records/safety minutes | | | |
| Access/egress routes are kept free from trip hazards | Safety inspection records | | | |
| Internal floors are even and free from holes | | | | |
| Gangways are well marked | | | | |
| Stairs are well constructed and fitted with handrails | | | | |

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| Falls From Height | | | | |
| All potential work at height (>2m) has been identified, documented and safe ways of working established | Task list | | | |
| Employees have been instructed in the safe use of access equipment | Training records | | | |
| All access equipment, including fork truck cages, 'cherry pickers' as well as ladders and step ladders are in a maintained state and regularly inspected | Maintenance and inspection (minimum six monthly) records | | | |
| All roof work is subject to a Permit to Work procedure | Permit records | | | |
| Workplace Transport | | | | |
| <p>A written assessment has been made of the hazards associated with powered mobile equipment and vehicle activity in our workplace(s), particularly</p> <ol style="list-style-type: none"> 1. Arrival & departure of vehicles (reversing operations) 2. Vehicle movement in the workplace 3. Loading & unloading | Assessment document | | | |

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| Workplace Transport cont/d | | | | |
| The layout of routes is appropriate for vehicle and pedestrian activities | Assessment document | | | |
| All powered mobile equipment and vehicles are subject to appropriate safety checks and maintenance procedure | Records | | | |
| All authorised operators of powered mobile equipment and vehicles for work have been trained and licensed by an approved organisation | Training records Copy of licence(s) | | | |
| Work Equipment | | | | |
| A safe method of operating guarded machinery has been developed with the involvement of employees <u>and</u> through instruction and supervision we ensure that operators follow these safe operating methods | Training checklists | | | |
| The condition and failsafe operation of the machine guards eg fixed, interlocked, light beams, is checked on a regular basis and records kept | Guarding checklists | | | |
| Any new or hired equipment is checked/verified before it is put into use | Records | | | |

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| Fire | | | | |
| A fire risk assessment has been completed | Risk assessment | | | |
| Weekly checks are made to ensure all emergency exit routes are kept free from obstructions | Records | | | |
| The fire alarm is tested on a weekly basis | Record of test | | | |
| Fire evacuation drills are practised on each shift at least once every 12 months | Evacuation records | | | |
| Electricity | | | | |
| Our distribution system has been subject to periodic inspection in the last five years | Inspection documents | | | |
| <i>All modifications are carried out in accordance with IEE Wiring Regulations</i> <i>(Aspirational Criterion)</i> | <i>Records of modifications</i> | | | |
| Portable appliances are subject to systematic testing, marking & recording | PAT records | | | |

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| COSHH | | | | |
| We have identified & assessed all hazardous substances (eg chemicals, dust, fumes, solvents) | Assessments | | | |
| All employees have been trained in their safe use & have received written information on their possible health effects | Training records | | | |
| Local exhaust ventilation (LEV) system(s) are inspected and tested at least every 14 months | Inspection & testing records | | | |
| Personal Protective Equipment (PPE) | | | | |
| All tasks requiring the wearing of PPE have been identified & assessed | | | | |
| Employees required to wear PPE have been trained in its correct wearing, use and maintenance | Issue records Training records | | | |
| Employees are provided with suitable storage facilities for PPE | | | | |

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| Health Surveillance | | | | |
| <i>We have access to a:</i> <ol style="list-style-type: none"> 1. Occupational Health Nurse 2. Occupational Health Physician <p style="text-align: right;"><i>(Aspiration Criterion)</i></p> | <i>Verbal confirmation</i> | | | |
| We use the employees GP for our health surveillance | <i>Verbal confirmation</i> | | | |
| We undertake health surveillance when applicable. This includes: <ol style="list-style-type: none"> 1. Pre-employment health questionnaires 2. Health assessment for night workers 3. Fork truck driver medicals 4. Audiometric testing 5. DSE user eye tests 6. Others eg colour weighers | | | | |
| Control of Contractors & Visitors | | | | |
| A documented procedure is followed for all contractors & visitors | Records | | | |

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| Permits to Work | | | | |
| Formal permits cover the following operations: <ol style="list-style-type: none"> 1. Roof working 2. Confined spaces 3. Hot work 4. Asbestos | Permits available | | | |
| Asbestos | | | | |
| We have undertaken a formal assessment to confirm that NO asbestos containing material remains on our premises | Assessment | | | |
| We have a risk assessment & management plan which complies with the requirements of CAWR 2002 | Assessment & Plan | | | |
| Industry Support | | | | |
| We participate in the twice yearly industry accident/ill health survey | Submission records | | | |