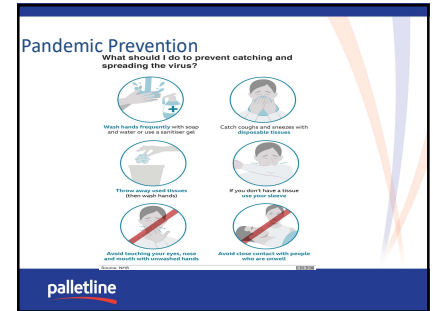




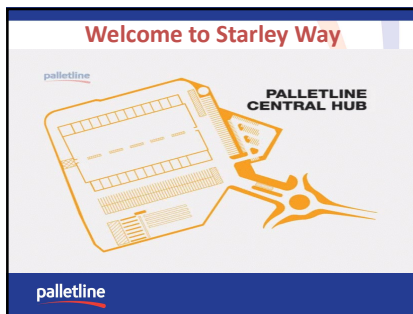
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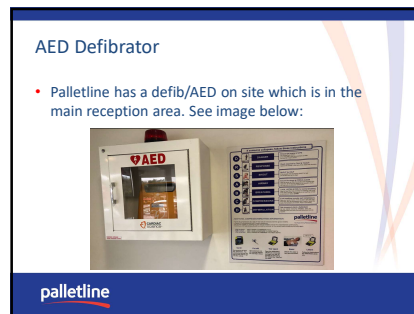
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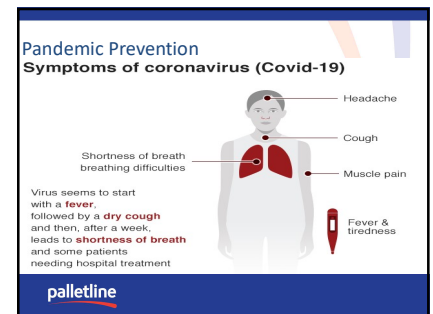
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3



6



9

## Pandemic Prevention

- Further information on pandemic prevention:
- <https://www.youtube.com/watch?v=FJrpfnOnpc>

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## Health & Safety at Work Act 1974

- Employers Duties
  - workplace safe and without risk to health
  - plant and machinery are safe, safe working procedures set
  - articles and substances are moved, stored and used safely
  - provide adequate welfare facilities
  - give information, instruction, training and supervision

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## Palletline's Policies



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## Health & Safety

Health & Safety Policy  
Workplace risks identified  
Employee responsibilities  
Accident Reporting



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## Health & Safety at Work Act 1974

- Employees Duties
  - Take reasonable care of your own health and safety and that of others who may be affected by what you do or not do.
  - Co-operate with your employer on health and safety
  - Correctly use work items provided by your employer
  - Not interfering with or misusing anything provided for health and safety

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## Enforcement

**Enforcement Officers help ensure compliance with the law**  
The Health & Safety Executive (HSE) is the enforcement agency for premises such as factories.  
The Environmental Health Officers (EHO) are usually the enforcement agency for the service sector such as shops, offices, warehouses and catering premises.  
The address of the enforcement agency for these premises is listed on the 'What you should know' poster in the canteen

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## What is Safety?

"Safety is not the absence of accidents, but the result of all those at work taking positive action to identify accident causes and implementing suitable prevention measures"



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## Failure to comply

in a magistrates court, for individuals

**£20000 FINE**

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## Controlling and identifying the Risks and Hazards in a workplace

- Do risks exist in your workplace?
- Do Hazards exist in your workplace?

The answer to both of these questions is **YES!!**  
This however does not mean that your workplace is dangerous. It simply means that we have to identify and control both the risks and the hazards

**BUT FIRST WE NEED TO UNDERSTAND WHAT A RISK AND A HAZARD ARE**

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## Risk Assessments

- Identifies significant hazards
- Evaluates the extent of the risk
- Evaluates severity of the risk
- Identifies control measures against the risk
- Creates a safe working environment



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## Introduction to the Health and Safety processes

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## Failing to comply with Safe Working Procedures or Site Rules

- Usually results in any combination of the following:
  - Accidents resulting in personal injury
  - Damage to equipment
  - Damage to property
  - Lost production
  - Lost customers
  - Loss of revenue
  - Lost jobs



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## What is a safe working procedure?

A safe working procedure is a:

formal procedure which results from a systematic examination of a task in order to identify all hazards. It may be needed when hazards cannot be physically eliminated and some element of risk remains.



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## Process Sheet

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## What is an accident and a near miss?

An **Accident** is an unplanned, uncontrolled event which may cause major or minor injury, disease, illness, death, damage or other loss



A **Near Miss** is an unplanned, unforeseen event/incident that could have led to injury to persons, damage to property or loss to the company

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## Safe Working Procedures (Systems of Work)

The HSE define safe systems of work as: "a formal procedure which results from a systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or risks minimised".

The Hub has compiled Safe Working Procedures for the activities which you may be required to perform in the course of your daily duties. These safe working procedures will be trained out to relevant personnel as required



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## Site Rules

- The wearing of a clean hi-visibility, safety footwear and a bump cap / hard hat is compulsory whilst on site.
- Only trained and authorised personnel are permitted to operate FLT's on site.
- Seat Belts must be worn at all times.
- Pre-operational checks must be carried out daily and any defect reported immediately.
- Never carry passengers on your FLT.
- Follow the FLT key control process at all times and remove your keys from the truck when it is not in use.
- Ensure that pedestrian activity is controlled and kept to an absolute minimum.
- Ensure that all visiting drivers adhere to the Visiting Drivers Site Rules at all times.
- Check that curtains are closed / restrained whilst vehicles are inside the hub.
- The safe working procedure for dealing with spillages must be followed.
- It is strictly forbidden to consume or be under the influence of drugs or alcohol whilst on site.
- Smoking is prohibited on site except for the designated smoking areas.
- The use of personal mobile phones / audio systems is prohibited.
- All accidents must be reported to a member of staff and an accident form completed.
- Failure to comply with these rules may result in disciplinary action.

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## Why Report Accidents?

- Legal Requirement
- Identify how to prevent recurrence
- Establish frequency
- Identify trends
- Relationships between accidents
- Cost of accidents




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### Action Plan for Prevention

- Workplace inspections
- Plant and equipment checks
- Safe working practices
- Training
- Safety equipment & clothing
- Communications
- Supervision
- **HAZARD REPORTING**



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### Fire Evacuation Procedures

- raise alarm first
- only tackle fire, if necessary to aid escape
- fire extinguishers are for 'first aid' fire fighting only
- always put safety first
- never risk injury to fight fires
- make sure you can escape, never let fire get between you and your exit

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### Limited Quantity & Carriage of Dangerous Goods

Ali Karim BSc FRSC CChem CSci FCILT FEI  
Industrial Chemist / Managing Director Hazchem Network




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### Fire is a Hazard

Fire requires three elements to survive, these are  
Oxygen (Air), Heat and Fuel.  
Removal of any one of element will kill a fire



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### Fire Extinguisher Colour Code

Extinguisher	Type	Type of Fire					Special Notes
		Flammable Gases	Flammable Liquids	Flammable Solids	Electrical	Chemical	
Water	Water	Yes	Yes	No	No	No	Not suitable for use on electrical fires or flammable liquids
CO2	CO2	No	No	No	Yes	Yes	Not suitable for use on flammable solids
Dry powder	Dry powder	Yes	Yes	Yes	Yes	Yes	Safe use on all fires
Carbon dioxide	Carbon dioxide	No	Yes	No	Yes	Yes	Safe on high voltage equipment

Notes: The extinguisher chart is a recommendation for house use and not a guide to the suitability and use of each type of extinguisher.

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### Dangerous Goods



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### On discovering a fire.....

- Raise the alarm
- Evacuate
- Report to fire assembly



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### FIRE ESSENTIALS DVD

- Introduction to fire safety
- Prevention
- Employer / employee responsibilities
- Emergency Equipment (Suitability)
- Emergency Procedures
- The Fire Triangle
- Fire Signage (Know Your Signs)
- The Importance of Housekeeping

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### How Chemicals are Classified for Carriage, Storage and Usage

Kemmler Classification System – (Packing groups 0 most hazardous, I, II, III, and IV non hazardous)

CLASS	DESCRIPTION	HAZARD SYMBOLS
CLASS 1	EXPLOSIVE	Explosive symbol
CLASS 2	COMPRESSED GASES (Cylinders)	Gas cylinder symbol
CLASS 3	FLAMMABLE LIQUIDS / GASES	Flammable symbol
CLASS 4	FLAMMABLE & REACTIVE SOLID	Flammable symbol
CLASS 5.1	OXIDIZING AGENTS	Oxidizing symbol
CLASS 5.2	ORGANIC PEROXIDES	Oxidizing symbol
CLASS 6.1	TOXIC PRODUCT	Toxic symbol
CLASS 6.2	BIOLOGICALLY INFECTIOUS	Biological symbol
CLASS 7	RADIOACTIVE	Radioactive symbol
CLASS 8	CORROSIVE	Corrosive symbol
CLASS 9	ENVIRONMENTALLY HAZARDOUS	Environmentally hazardous symbol

RED & YELLOW  
DO NOT MIX!

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**Carriage of Dangerous Goods Regulations**

**Modes of Movement & Regulations**

- # Road – ADR
- # Rail – ADR / RID
- # Ship – IMO / IMDG
- # Air – ICAO / IATA / CAA
- # Pipelines – PSR



# All must reference : The Health & Safety At Work Act 1974  
# Dangerous Goods Safety Advisor (DGSA) requirement  
# All Modes have specific regulations e.g. Gas Cylinders have other regulations pertaining to carriage, class 7 Radioactive products have specific issues et. al.  
# Many industries have trade associations with codes of practise eg SCGA (British Compressed Gas Association), APN (Association of Pallet Networks), FTA (Freight Transport Association), CBA (Chemical Business Association) et. al.

**Acronyms**  
ADR = Accord Dangereux Routiers (aka Agreement on Dangerous Goods by Road)  
RID = Regulations concerning the International Transport of Dangerous Goods by Rail  
IMO = International Maritime Organisation  
ICAO = International Civil Aviation Organisation  
IATA = International Airline Travelers Association  
CAA = Civil Aviation Authority  
PSR = Pipeline Safety Regulations


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**LQ Limited Quantity**

Many common household goods such as paints, perfumes, aerosols and household cleaning products for example are in effect classified as dangerous goods but are transported using what are known as the limited quantity provisions. These provisions recognise that certain dangerous goods may potentially carry a lower risk to the public in the event of an incident if they are packed in a certain way in smaller containers, hence the term 'limited quantities'.

**KEY POINTS ON LQ**  
[A] Inner Vessel Quantity - LQ Value 0 to 5 L or KG [Max]  
[B] Packaging Compliance to ADR  
[C] LQ Labelling Compliance  
[D] Staff 'ADR' Awareness Trained on handling



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**LQ Limited Quantity – markings / labels**



Since the 1st July 2015 this label has become mandatory for all LQ dangerous goods transported by road. If your pallet doesn't have one 'clearly' displayed, it cannot come through the network.

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**Dangerous Goods Safety Adviser**

You must have a dangerous goods safety adviser (DGSA) if you transport dangerous goods unless:  
you only do it occasionally e.g. breakdown recovery vehicles  
you're only receiving the dangerous goods (you're the 'consignee')  
they're in 'limited quantities'  
you're moving them a very short distance by road, e.g. between buildings on an industrial estate  
you're using private vehicles

The DGSA has 3 main duties:

- monitoring compliance with rules governing transport of dangerous goods
- advising their business on the transport of dangerous goods
- prepare annual report to management on business activities in the transport of dangerous goods

The DGSA is also responsible for:

- monitoring procedures and safety measures
- investigating and compiling reports on any accidents or emergencies
- advising on the potential security aspects of transport

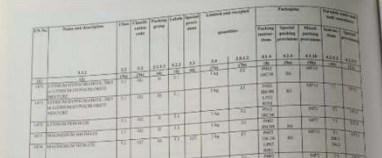
**Appointing a Dangerous Goods safety Adviser**

You can either get a member of staff trained as a dangerous goods safety adviser or use a company that specialises in providing dangerous goods safety advice.  
Contact the Department for Transport by email for advice on appointing a DGSA :-  
[dangerousgoods@dt.gov.uk](mailto:dangerousgoods@dt.gov.uk)

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**LQ Limited Quantity – ADR Orange Book**



To determine if the product can be designated with L.Q. and what is required to ensure compliance

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**Special Provisions within ADR [e.g. SP 598 'Wet Batteries']**


The following are not subject to the requirements of ADR:

(a) **New storage batteries** when:

- they are secured in such a way that they cannot slip, fall or be damaged
- they are provided with carrying devices, unless they are suitably stacked, e.g. on pallets
- there are no dangerous traces of alkali or acid on the outside
- they are protected against short circuits

(b) **Used storage batteries** when:

- their cases are undamaged
- they are secured in such a way that they cannot slip, fall or be damaged
- they are provided with carrying devices, unless they are suitably stacked, e.g. on pallets
- there are no dangerous traces of alkali or acid on the outside
- they are protected against short circuits



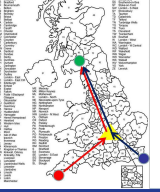
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**Packing Groups : Not to be confused by Limited Quantity**

**Load Threshold Limits (though if PG limit used / Driver must be ADR Aware)**

- 0 – 0 KG / L
- I – 20 KG / L
- II – 333 KG / L
- III – 1,000 KG / L
- IV – Unlimited KG / L



**The Problems**

- # 1 Hub Issues
- # 2 Outgoing Trucks
- # Incompatible Goods on truck vehicle[s]
- # Insurance Issues
- # Hub and Trucks
- # Emergency Services if 'undeclared' DG

- HSAWA 1974  
- ADR Load Outbound  
- Food, Food Packaging

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**LQ Limited Quantity – HSE Warning**

Certain dangerous goods may be carried in 'limited quantities' (commonly called LQ) subject to conditions are set down in chapter 3.4 of ADR. The key criteria are:

- The inner receptacles (tins, bottles, aerosol dispensers etc) must be 'fit for purpose', but otherwise do not need to be certified for dangerous goods. There are some extra rules for aerosol dispensers to ensure their fitness for pressure containment.
- The size of the inner receptacle is limited according to the nature of the product, but may not be larger than 5 kg or 5 litres.
- The inner receptacles must be packed in a box or shrink wrapped on a tray. Boxes may not be larger than 50 kg gross and trays are limited to 20 kg gross.
- The outer packaging must display the 'LQ' mark

**Legal position**

Modification of LQ packaging, other than within the terms of the UK derogation, is unacceptable, and will lead to a breach of Regulation 5 of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009

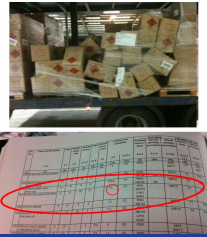
This remains the case even if the 'inner packaging' (e.g. cans of paint, aerosol dispensers etc) are then shrink-wrapped on a pallet, but without their original box or tray.

The duties under the regulations commonly fall on 'consignees' and 'carriers' (the transport undertaking). However, any person who 'causes or permits' the carriage of dangerous goods otherwise than in compliance with ADR may be guilty of an offence.

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**Serious Problems – Presentation of freight**



**Freight Presentation Guide**

1. **Label location** - On the top face
2. **Label size** - Must be at least 100mm x 100mm
3. **Label content** - Must be legible and not obscured
4. **Label placement** - Must be on the top face of the box
5. **Label orientation** - Must be upright
6. **Label condition** - Must be clean and not damaged
7. **Label placement** - Must be on the top face of the box
8. **Label orientation** - Must be upright
9. **Label condition** - Must be clean and not damaged
10. **Label placement** - Must be on the top face of the box
11. **Label orientation** - Must be upright
12. **Label condition** - Must be clean and not damaged

**APN**

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### COSHH (Control of Substances Hazardous to Health)

The CoSHH regulations aim to protect people against risks to their health which may occur from exposure to substances or processes hazardous to their health at the workplace.

Cosh substances are identified by orange boxed symbols some examples of which are indicated below



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### Manual Handling



Instructor Ken Bell

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### Manual Handling



#### Spinal injuries

These are sadly very common and the most difficult to treat. In some cases when the injury occurs, there is a possibility of long term permanent damage. One of the most common spinal injuries is the slipped or prolapsed disc.

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### Control of Substances Hazardous to Health (1999)

#### 4 Golden Rules

- Never use a chemical unless trained to do so
- Always wear the PPE provided
- Wash hands after using substances
- Be extra careful when handling or using chemicals bearing the signs:-



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### Definition:

Any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving of a load by hand or bodily force.

#### Before lifting consider:

- Does the load have to be moved ?
- Can it be moved by another means ?
- Can the weight of the load be reduced ?
- Does it require two people to move the load?

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### Manual Handling



#### Spinal injuries

This occurs when the soft tissue cushion becomes displaced and deformed, from the pressure of uneven loads on the spine which is caused by

**POOR MANUAL HANDLING!**

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### SPILLAGE PREVENTION & CONTROL DVD



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### Manual Handling

#### Common Injuries

**Crushed / fractured limbs**  
These can be very painful but they do mend over time.

**Cuts and abrasions**  
Short term injuries, causing discomfort and some scarring.

**Soft Tissue Damage**  
Injuries to the muscle, tendons and ligaments are painful, but given time and treatment they will heal.

**Hernias**  
Causes major pain and mobility problems. Needs corrective surgery but, with adequate care and support they are repairable. Sometimes continued weakness can prevent you from continuing moving loads.

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### Manual Handling

**Acute**  
(A short term episode of pain or injury)  
For example, you could get a badly damaged muscle in the neck. It would be very painful and you would be off work for a period of time, but it should mend.

**Chronic**  
(A more long term episode of pain or injury)  
A Chronic back problem could be brought by one serious injury, or a range of Manual Handling tasks performed badly over a period of time. During a **chronic** injury, you could suffer from **acute** periods of pain.

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## Manual Handling

Any of these injuries could occur at any time, it depends on the circumstances. You could be simply lifting a rubbish bin incorrectly into a skip and suffer serious damage to your back.

You might spend a number of months or even years lifting heavy or awkward loads when suddenly you get out of your car or pick up something off the floor, and you suffer severe pain from what seems like a sudden injury to your back.

However this is clearly not the case, you have just suffered the effect of "cumulative injury". This is when you damage your back over a period of time by poor manual handling, and at that point in time, the damage becomes a painful injury!

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## Manual Handling

### PROGRESSIVE RELAXATION

Relax the knees and sink down until you can make contact with the load.

This should be a relaxed fluent movement, and no attempt should be made to keep the back muscles under tension, or the spine unnaturally straight.

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## Manual Handling

### ARMS

When carrying, keep the arms close to the body and the elbows tucked in. This tension and fatigue in the arms and shoulders.

Carry loads well down onto the body to reduce unnecessary muscular work.

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## Manual Handling

So the important question is:

How can we avoid these painful and potentially life changing injuries?

The answer is simple always follow the **GENERAL RULES FOR SAFE LIFTING!!**

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## Manual Handling

### FIRM GRIP

The load should then be gripped by the roots of the fingers and the palm of the hand. This keeps the load under control and reduces tension in the forearms.

Also when the hands are parallel, there is excessive tension in gripping and the elbows tend to point outwards. Whenever possible, one hand should be below the object carried.

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## Manual Handling

### MOVEMENT

As far as possible, a smooth progressive forwards movement should be incorporated when lifting.

This gives momentum to the object and is therefore less likely to cause unwanted stresses on the body.

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## Manual Handling

### GENERAL RULES FOR SAFE LIFTING.

#### FOOT POSITION

Whenever there is a danger of a body being unbalanced, the muscle of the lower limbs and back contract to give the body stability.

It is for this reason that the positioning of the feet is so important when performing different types of work.

To position the feet correctly, place the feet hip width apart to provide a large base. Then put one foot forward and to the side of the object, which gives better balance and reduces the risk of stumbling.

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## Manual Handling

### HEAD POSITION

The upward movement starts by raising the head, this has the effect of automatically straightening the back at the moment the load is taken.

It is important to note that no one should aim to consciously maintain a straight back throughout a lifting movement, but raising the head to start the upward movement ensures that the back is straight just at the right moment.

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## Manual Handling

### CONCLUSION

Good movement always begins at the "BASE" and progresses upwards. Therefore instead of bending forwards from the hips "TOP HEAVY BENDING" and causing unnecessary tension in the back and legs to maintain balance, the initial movement begins at ground level by placing the feet in such a way as to give the body a wide, stable base. This reduces stiffening in the tissues and muscles to prevent the body falling.

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## Manual Handling

### CONCLUSION – CONTINUED

The knees are relaxed or “**UNLOCKED**”. Simply bending the knees is not the same, as people generally bend their knees to the point where they lose the mechanical advantage of the joint.

A good grip is achieved on the object, and then the raising of the head begins the upwards movement and straightens the back at the moment of lifting.

Long established bad habits of movement cannot be changed overnight, and it requires careful practice before these principles can automatically incorporated into everyday routine.

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## MANUAL HANDLING DVD

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## Noise

The Control of Noise at Work Regulations, 2005 state the following limits for personal exposure to noise at work:-

**Lower exposure action value:** a daily or weekly personal noise exposure of 80 dB(A) and a peak pressure level of 135 dB(C).

At this level employers are required to provide suitable information and training, and provide hearing protection. They will also have a duty to provide hearing tests if there is evidence that their employees' hearing is at risk.

**Upper exposure action value:** a daily or weekly personal noise exposure of 85 dB(A) and a peak pressure level of 137 dB(C).

At this level all employees have a right to hearing tests; employers will have a duty to put in place control measures to reduce noise levels; designate ear protection zones and ensure that workers wear ear protection.

**Exposure limit value:** a daily or weekly personal noise exposure of 87 dB(A) and a peak pressure level of 140 dB(C). At this level employers will be required to ensure that noise exposure, taking account of any hearing protection worn by employees, does not exceed this value.

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## Manual Handling

### REWARDS

The rewards for following these simple steps are significant. Over time, elasticity of the body structures will be maintained.

Also, the progressive stiffening of the body and loss of suppleness as we grow older will be significantly reduced, enabling us to enjoy a more active and full life into later years.

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## Personal Protective Equipment

Personal protective equipment is an essential last resort in circumstances where hazards cannot be controlled in other ways. There are various types including safety glasses and goggles, helmets, clothing, gloves, footwear, masks, ear defenders and ear plugs. PPE may provide necessary protection for example when handling dangerous but essential chemicals



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## The effect of permanent hearing loss

Include:

- Sound or speech becoming muffled
- Tinnitus
- Distorted sense of loudness
- Difficult to use the telephone, or needing to turn the television to a high volume



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## Manual Handling

### THE GOLDEN RULES OF MANUAL HANDLING.

#### RULE 1.

If you think you can't manage to move the load.....Get Help!

This may be through assistance from another persons or the use of a mechanical handling aid. The decision must ultimately be left to the person who is doing the job. There will rarely be only one deciding factor. The size, shape, weight and lack of rigidity, outside surfaces of the load, the conditions i.e. the height, walking surfaces, headroom, temperature and, most importantly the physical and psychological characteristics of the individuals concerned, must be considered.

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## Noise

The Noise at Work Regulations 2005 are aimed at protecting people from the risks related to the exposure to noise at work.

Employers have a duty to give information to employees including: telling them that noise might damage their hearing, what they should do to minimise the risk, when and where ear protection must be used and about their obligations.

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## Guidance for Existing Double Deck Trailers

- All trailers must be fitted with Side/Centre load securing straps and must be kept in good working condition.
- Trailers to be equipped with 14-16 pairs of straps dependent on the load.
- The straps should be used at all times.
- Ensure that all vehicles are additionally equipped with an adequate number of load-securing ratchet straps, to secure the freight to the bed and bottom deck of the trailer.

RHA

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**DO NOT CLIMB ON TRAILER DECKS UNDER ANY CIRCUMSTANCES!!!**

If you or the drivers have any issues with the straps, please contact a person with authority usually in **ORANGE**.



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**Pallet Label**

The section the pallet is held in

The bay number



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**SECURITY**

Palletline has the right to search whilst on Company premises one or any of the following areas

- Any vehicles parked on or exiting the site
- Any parcels, bags, cases or personal holdalls
- Any lockers, cloakrooms, wardrobes
- Any Personnel



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**RHA**

Only pallets that weigh 400kg or less are to be loaded on the top deck of trailers and under no circumstances are pallets to be double stacked.

Palletline has fitted weighing scales to each lift truck and therefore any breaches will be considered as serious misconduct.



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**ENVIRONMENTAL AWARENESS DVD**



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**Thanks for not sleeping 😊**


Author: Ken Bell

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**FLT Scanning Mode**

- PALLETLINE has fitted label scanners to the lift truck to ensure full traceability of its freight, the system we use is called **Palletsys**
- There are 3 modes for you to choose from:
  - Tipping – This is identified by the downward-facing arrow
  - Loading – This is identified by the forward-facing arrow
  - Moving (Moving pallets from the ECO-Bay to bays/misroutes) Identified by a circular arrow.



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**Safety Signs**

**PROHIBITION**

**MANDATORY**

**SAFE CONDITION**

**WARNING**

**THE SAFE WAY**

**DANGER**

**MUST DO**



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