

# **A & J WELDING SUPPLIES LTD**

**UNIT 23, QUEENS COURT TRADING ESTATE  
GREET'S GREEN ROAD  
WEST BROMWICH  
B70 9EG**

**TEL: 0121 522 2666 FAX: 0121 557 6753**

**E-MAIL: [sales@ajwelding.co.uk](mailto:sales@ajwelding.co.uk) WEBSITE: [www.ajwelding.co.uk](http://www.ajwelding.co.uk)**

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## A & J WELDING SUPPLIES LTD HEALTH & SAFETY POLICY

### GENERAL

It is the policy of A&J Welding Supplies Ltd to take all practicable steps to safeguard the health, safety and welfare of all employees and other persons arising from work activities. The company will provide adequate and proper facilities to safeguard the health and safety of employees and will ensure that any work which is undertaken produces no risk to health and safety.

### RESPONSIBILITY

All staff are responsible for the health and safety of themselves and their colleagues, therefore are encouraged to co-operate in the promotion of the safety policy and of any safety rules. Any potentially hazardous situations must be addressed and/or reported immediately to the Managing Director.

### AUDITS

Regular audits of the premises to identify new or persisting hazards will be carried out under the direction of the Managing Director.

### WORKING ON CUSTOMERS' SITES

All personnel visiting customer sites and factories, whilst employed on A & J Welding Supplies Ltd business, must comply with the local site rules and regulations.

Personal safety equipment is provided for such purposes: each representative of the company must always ensure the availability of the equipment and must wear it when the circumstances require.

Employees are encouraged to take all necessary action to avoid endangering themselves and other parties.

### EMERGENCIES ON CUSTOMER'S SITES

It is company policy that all staff familiarise themselves with emergency procedures on the sites they visit. In the case of emergency, A&J Welding Supplies personnel will follow the instructions given by the site management.

#### IDENTIFICATION AND HANDLING OF DANGEROUS ITEMS

Any potentially dangerous items received by A&J Welding Supplies personnel on behalf of the company are kept clearly identified and are only strictly in accordance with manufacturer's requirement.

#### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Company will not carry out any work which is liable to expose any employee to any substances hazardous to health unless an assessment has been carried out by a competent person. The Company would introduce such measures which are appropriate to prevent or control the risks by means of provision of extra protective equipment, substitution of substances for less harmful ones or apply the means to reduce exposure.

Any health and safety information concerning substances will be communicated to those using the substances and adequate instructions and training will be provided.

#### LIFTING LOADS

Staff are responsible for lifting loads in a safe and secure manner, and for seeking assistance when it is required. Guidance is provided on correct lifting methods.

#### WORKING ENVIRONMENT

All reasonable effort is made by the Managing Director to ensure the environment on the premises controlled by them is conducive to safe working. All staff are responsible for ensuring this situation is maintained.

#### FIRST AID

First aid facilities are available for use by all employees and visitors. In the event of an emergency, the emergency services may be called by any member of staff by dialling 999 on an external telephone.

#### RECORDING AND REPORTING OF ACCIDENTS

All accidents no matter how minor, must be reported to the Managing Director. The person reporting the accident is responsible for ensuring the accident details are recorded in the accident book.

General Manager