



SAMPLE Meat Industry Employee Safety Manual

A **SAMPLE Employee Safety Manual
to Support a Safety-Conscious Work Environment**

Provided by: Todd & Cue Ltd

Legal disclaimer to users of this sample manual:

The content of this sample safety manual is of general interest only and not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. It does not address all potential compliance issues with UK, EU, or any other regulations. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. It should not be used, adopted or modified without competent legal advice or legal opinion. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly.

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This employee safety manual is just a **SAMPLE** and needs to be edited and adapted. It is not exhaustive, nor is it a bespoke safety manual for your specific company. If you are planning to create, edit or adapt an employee safety manual, seek assistance from a recognised health and safety expert and/or the Health and Safety Executive.

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Commitment to Safety

recognises that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by 's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and .

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable UK regulations and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, will make every reasonable effort to provide a safe and healthy workplace that is free from any recognised or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective health and safety control policies and programmes. will conduct periodic risk assessments and record the significant findings in order to monitor and prevent workplace accidents.
2. Health and safety controls are a major part of our work every day.
3. Accident prevention is good business. It minimises human suffering, promotes better working conditions for everyone, holds in higher regard with customers, and increases productivity. This is why will comply with all health and safety regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy. This includes providing employees with adequate training and ensuring that all employees are competent to do their tasks.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication and consult with employees. This includes soliciting and receiving comments, information, suggestions and assistance from employees where health and safety are concerned.
6. Management and supervisors of will set an exemplary example with good attitudes and strong commitment to health and safety in the workplace. Towards this end, Management must monitor company health and safety performance, working environment and conditions to ensure that programme objectives are achieved.
7. Our employee safety manual applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Managing Director

Risk Manager

Safety Training

is committed to providing safety- and health-related orientation and training for all employees at all levels of the facility. will maintain and support a programme to educate and familiarise employees with health and safety procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data. A record of training will be kept and made available by the safety coordinator, [INSERT NAME].

The training may include, but is not limited to, the following:

1. Facility-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment (PPE)
6. Emergency procedures
7. Employee accident-reporting requirements
8. Return to work programme
9. Any HSE-required training not included or addressed above

Employee Safety Responsibilities

The primary responsibility of the employees of is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey 's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

Periodic Inspections

It is the policy of that workplaces are subject to periodic health and safety inspections to ensure implementation and execution of our policies and procedures.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Risk Assessments

has conducted a "suitable and sufficient" risk assessment of all workplace hazards, as required by the Health and Safety at Work etc. Act 1974. Our risk assessment process consists of 5 steps:

1. Identify the hazards
 - Inspect the workplace for anything that could reasonably be expected to cause harm
 - Ask your employees to find hazards you may have overlooked
 - Review manufacturers' instructions, data sheets, and accident and ill-health records
2. Decide who might be harmed and how
 - Identify how people/groups may be harmed and what type of injuries may occur
 - Include people with disabilities, contractors, members of the public, etc.
3. Evaluate the risks and decide on precaution
 - Compare your actions with a source of good practice (HSE website)
 - Try to eliminate the risk entirely. If this is not possible, decide how to control the risk so that harm will be unlikely
4. Record your findings and implement them
 - Write down results and share with your staff
 - Make an effort to implement changes and tackle the most important issues first
5. Review your assessment periodically and update when necessary
 - Formally review your risk assessment at least once a year. Keep up to date on changes, new equipment and procedures that could lead to new hazards.

A copy of the risk assessment can be found at: _____.

It is your responsibility to familiarise yourself with relevant risk assessments within your area of work. If you feel that there is a significant risk not currently supported by the written risk assessment, please notify your supervisor immediately.

Emergency Contact Information

THE HSE HEALTH AND SAFETY POSTER IS POSTED AT: _____

Leaflets are also available from the safety coordinator, **[INSERT NAME]**.

FIRE SERVICE: _____

TELEPHONE: _____

POLICE DEPARTMENT: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

TELEPHONE: _____

JOBSITE TELEPHONE NUMBERS:

PROJECT NAME/NUMBER:

ADDRESS: _____

TELEPHONE: _____

HOME TELEPHONE: _____

CLIENT CONTACT: _____

OFFICE TELEPHONE: _____

HOME TELEPHONE: _____

General Safety Rules

This Section contains SAMPLE employee safety rules. All organisations need to adapt this section to their own specific workplace needs, based on their risk assessments.

This is a general overview of health and safety rules in the workplace. There may be a more specific policy available for many of the following rules. The longer policies may be found online at [INSERT WEBSITE] or contact [INSERT NAME].

1. Conduct:

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behaviour. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

2. Drugs and Alcohol:

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

3. First Aid:

There are a sufficient number of first aiders and/or appointed persons to help you in the event of a medical injury or emergency. Their names and contact numbers are: _____.

There are numerous first aid boxes strategically placed throughout the workplace. These first aid boxes are marked with a white cross on a green background and located at:

_____. Please make yourself aware of your nearest first aid box and how to contact a first aider.

4. Reporting Injuries:

- Any work-related injury, suspected injury, "near-misses" and hazardous conditions must be reported to your supervisor immediately.
- will follow all guidelines and requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) when dealing with any accidents or ill-health at the workplace. [INSERT NAME] is in charge of complying with RIDDOR requirements reporting accidents, diseases or dangerous occurrences to the appropriate authorities.
- An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
- Any attempt to defraud with a false injury claim will result in disciplinary action.
- also provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

5. Fire Prevention

- [INSERT NAME] is in charge of conducting a fire risk assessment and implementing fire safety procedures. This risk assessment will be reviewed periodically, [INSERT TIME FRAME], and as circumstances in the workplace change. Emergency evacuation tests will be conducted [INSERT TIME FRAME]
- All escape routes and the following areas must remain clear and unobstructed at all times:
 - Exit doors,
 - Aisles,
 - Electrical panels, and
 - Fire extinguishers.
- Fire extinguishers are located throughout the building at: [INSERT LOCATIONS]
- No candles or open flames are allowed within the facility.
- Hot work: contractors performing hot work (welding, grinding, flame cutting, brazing, soldering, etc.) must contact [insert name] for approval prior to the start of the work.
- Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the working day, etc.).
- No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact Human Resources for guidance.
- Follow all electrical safety rules

General Safety Rules

6. Housekeeping:

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches
- Eye wash/safety showers

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of rubbish and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them. Refer to the Job Specific Safety precautions section for more detail.

7. Personal Protective Equipment (PPE):

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

Safety Glasses – must be worn at all times in designated areas in this facility.

- Hard Hats – must be worn at all times in designated areas.
- Safety Glasses – must be worn at all times in designated areas in this facility.
- Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- Welding – appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
- Respirators – only employees trained and authorised to use respirators are allowed to do so.
- Hearing Protection – is required in areas where noise exposure is more than 85dBA (80dBA if you already have experienced a hearing loss).

8. Equipment Operations

You must specifically be trained and authorised by your supervisor to operate vehicles and machines. Before operating/using any equipment or machinery, visually check that all safeguards are in place and there are no maintenance issues. If you see any issues or have any concerns, contact [INSERT NAME] immediately.

This includes include:

- Forklifts,
- Machine and power tools,
- Paint sprayers,
- Welders, and
- Cranes/hoists

Basic safety tips when operating machines: do not wear loose clothing, long hair should be tied up and back, remove jewellery, and sleeves should either be rolled all the way up, or all the way down.

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

9. Work From Height

Never work from height if there a reasonable alternative method. If work at height is a must, only employees properly trained and authorised may do so.

Ladders:

- Inspect all ladders prior to each use;
- Ladders must be placed on secure footing;
- Only one person is allowed on a ladder at a time;
- Never stand on the top two steps of a stepladder;
- Always maintain 3-point contact when working on ladders;
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

General Safety Rules

Cranes/Hoists/Lifting Devices:

- Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- Never walk under a load suspended from a hoist or crane.
- Keep all personnel clear of the 'fall zone' of the crane/hoist.
- Know the weight of material being lifted. Never overload a crane/hoist.

10. Isolation/Lockoff

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockoff operation performed by another employee or contractor. A lockoff could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for isolation/lockoff. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

11. Confined Space Entry:

Only trained and authorised employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. (Confined spaces are areas

not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmosphere, or entrapment hazards).

12. Electrical Safety

- Never operate or tamper with the electrical main switch or breakers. You are authorised only to operate switches/disconnects on/for individual machines.
- Report all electrical problems and suspected problems to your supervisor immediately.
- Keep electric cables out of areas where they will be damaged by stepping on/kicking them. Never run cables under rugs or other floor coverings.
- All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- Inspect all plugs, cables, and portable equipment prior to use.
- Report any damaged electrical equipment to your supervisor. Only authorised personnel are permitted to work on electrical equipment.
- Extension cables are to be used only for temporary applications. Never stretch cables across aisles or areas where others may trip over them. Do not attach extension cables to the building or run them under rugs/mats or through walls.
- Turn electrical appliances off with the switch, not by pulling out the plug. Turn all appliances off before leaving for the day.
- Any personal electrical devices must be approved by prior to use. Radios, CD players and PDAs are the only personal electrical devices allowed to be used in the workplace. These devices must be in good repair. reserves the right to instruct you to remove personal electrical devices at any time.

13. Lifting/Manual Handling:

If you need help moving material, request assistance.

- Take time to fully assess the handling/lifting task.
- Consider moving the load by other means, e.g. a trolley, if possible. If manual lifting is necessary, try to reduce the load.
- When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- When you turn holding an object, move your feet, and do not twist.
- Place the load and ensure it is left in a stable condition

14. Asbestos:

Asbestos is common construction material in older buildings. If you see any materials labelled as containing asbestos or have suspicion to believe the material is asbestos, leave the area immediately and contact a supervisor. Under no circumstances should you disturb any of the materials.

15. Working at Night:

recognises that some staff may wish to work in the evenings, on weekends, or very early in the mornings. When working outside normal working hours, consideration must be given to the reduced presence of staff throughout the building. Medium and high hazard activities are inappropriate unless arrangements are in place to avoid lone working. Access to the building outside of normal working hours must be granted by a supervisor. In case of an emergency after working hours, please call: _____.

16. Using Display Screen Equipment (DSE):

- Position your monitor at, or slightly below, eye level. As an exception, bi-focal users should lower their monitors more to avoid tilting their head back while working.
- Move your eyes when viewing the screen as opposed to moving your head.
- Avoid twisting your body in order to use your computer; set up your workstation to achieve a comfortable position in front of the computer.
- Adjust your computer chair such that your forearms are horizontal to the desk with your elbows at right angles. Keep your wrists flat and in a neutral position whilst avoiding resting your wrists on the desk during typing.
- Adjust your monitors resolution, brightness and contrast to avoid eyestrain.

17. Temperature

The temperature in workrooms shall be reasonable to the circumstances. For normal environments, the temperature will be at least 16°C. All reasonable steps will be taken to ensure the temperature does not get uncomfortably high.

18. No Smoking

Smoking is not allowed in any interior area of the building or in any vehicles owned or leased by . Smoking is only allowed in designated exterior smoking areas.

No smoking signs will be posted conspicuously at the entrance and in certain areas throughout the building.

19. Noise

will take proper precautions concerning noise in the workplace. Noise risk assessments will be conducted periodically and employees at risk of high noise exposures will be notified of the results in writing. Whenever feasible, noise exposure exceeding 80 dB will be controlled by engineering or administrative means. Proper personal protective equipment, such as ear plugs and ear defenders will be issued to employees in the event engineering controls do not lower noise levels to under 80 dB in the workplace.

All employees exposed to noise levels of 80dB or higher will be required to participate in a hearing conservation programme. This consists of audiometric testing, mandatory hearing protection, and safety training.

20. Disabled Persons

Traffic routes, facilities and workstations will be suitable for employees with disabilities to use. We will make reasonably practicable adjustments to ensure a suitable working environment. Please consult your supervisor if you have specific concerns concerning your work environment.

21. Young Workers

's risk assessment will take into account specific characteristics of young workers and the activities they may be assigned. The risks will then be identified and shared with the young worker. Specific safety training will be provided to any worker under the age of 18 and all working hour rules and regulations will be followed. Night work will not be permitted.

Safety training will also include emergency procedures and permitted work assignments. Additional supervision will be provided to all young workers to ensure their safety. For any questions and concerns on youth workers, please see the safety coordinator, [INSERT NAME].

22. Off-Site Safety

Employees of are required to follow all client safety and security procedures during client visits.

If your client host does not advise you regarding safety hazards consider the following:

General Safety Rules

- Emergency exit location(s);
- Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs);
- When visiting construction sites, eye protection, hearing protection and hard hats are required. This equipment will be in the possession of the employee and not provided by the client
- Wear shoes that support your feet and are slip resistant.
- Avoid clothing that is either constrictive or too loose; loose clothing be get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

23. Blood-borne Pathogens

- Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
- Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
- In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
- In the event that you find spilt bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources or your supervisor immediately for instructions.

24. Staying Safe

Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

Job Specific Safety Precautions

Machinery such as head splitters, bone splitters, snout pullers and jaw pullers, as well as band saws and cleavers, pose potential hazards to workers during the various stages of processing animal carcasses. A wide variety of other occupational health and safety hazards exists in the industry. Be aware of the following hazards, and take all the necessary steps to avoid exposure.

Knives and Sharp Objects:

- Always direct sharp points and edges away from the body.
- Always cut in the direction away from your body.
- Inspect all knives and cutting devices before use and do not use those with broken or loose handles.
- Never use dull blades.
- Carry knives with tips pointed towards the floor. Never carry sharp tools in pockets or apron unless they are protected by a sheath or case.
- Never pick up knives by their blades.
- Store knives and sharp objects in sheaths or cases after use.

Knife Cuts

Knives are the major causes of cuts and abrasions to the hands and the torso. Although modern technology has eliminated a number of hand knife operations, the hand knife remains the most commonly used tool and causes the most frequent and severe accidents. For example, one worker used a knife to pick up a ham prior to boning; the knife slipped out of the ham striking him in the eye and blinding him. Another worker was permanently disfigured when his knife slipped out of a piece of meat and struck his nose, upper lip and chin. Workers have also been cut by co-workers as they remove their knives from a slab of meat. These "neighbour cuts" are usually the direct result of over-crowded working conditions.

Falls

Falls also represent one of the greatest sources of serious injuries. Due to the nature of the work, floor surfaces throughout the plants tend to be wet and slippery. Animal fat, when allowed to accumulate on floors to dangerous levels, blood, leaking pipes and poor drainage are the major contributors to treacherously slippery floors.

Toxic Substances

Workers are often exposed to ammonia, a gas with a characteristic pungent odour and is used as a refrigerant, and occasionally, as a cleaning compound. Leaks can occur in the refrigeration pipes carrying ammonia to coolers. Contact with anhydrous liquid ammonia or with aqueous solution is intensely irritating to the mucous membranes, eyes and skin. There may be corrosive burns to the skin or blister formation. Ammonia gas is also irritating to the eyes and to moist skin. Mild to moderate exposure to the gas can produce headaches, salivation, burning of the throat, perspiration, nausea and vomiting. Irritation from ammonia gas to the eyes and nose may be sufficiently intense to compel workers to leave the area. If escape is not possible, there may be severe irritation of the respiratory tract with the production of cough, pulmonary oedema or respiratory arrest. Bronchitis or pneumonia may follow a severe exposure.

On some occasions, employees may be exposed to unsafe levels of carbon dioxide from the dry ice used in the packaging process. When meat is ready to be frozen for packaging, it is put into vats where dry ice is stored. During this process, carbon dioxide gas may escape from these vats and spread throughout the room. Breathing high levels of this gas causes headaches, dizziness, nausea, vomiting and even death. Meat industry employees may also be exposed to carbon monoxide. Carbon monoxide is a colourless, odourless gas that is undetectable by the unaided senses and is often mixed with other gases. Overexposed workers may experience headaches, dizziness, drowsiness, nausea, vomiting and death. Carbon monoxide also aggravates other conditions, particularly heart disease and respiratory problems.

Workers may also be exposed to the thermal degradation products of polyvinyl chloride (PVC) food-wrap film. PVC film used for wrapping meat is cut on a hot wire, wrapped around the parcel of meat and sealed by the use of a heated pad. When the PVC film is heated, thermal degradation products irritate workers' eyes, nose and throat or cause more serious problems such as wheezing, chest pains, coughing, difficulty in breathing, nausea, muscle pains, chills and fever.

Cumulative Trauma Disorders

Cumulative trauma disorders (CTDs) are widespread among workers in the meat industry. CTDs such as tendonitis (inflammation of a tendon sheath) and carpal tunnel syndrome are very serious diseases that

Job Specific Safety Precautions

often afflict workers whose jobs require repetitive hand movement and exertion. Carpal tunnel syndrome is the disorder most commonly reported for this industry and is caused by repeated bending of the wrist combined with gripping, squeezing and twisting motions. A swelling in the wrist joint causes pressure on a nerve in the wrist. Early symptoms of the disease are tingling sensations in the thumbs and in the index and middle fingers. Experience has shown that if workers ignore these symptoms, sometimes misdiagnosed as arthritis, they could experience permanent weakness and numbness in the hand coupled with severe pain in the hands, elbows and shoulders.

Infectious Diseases

Workers are also susceptible to infectious diseases such as brucellosis, erysipeloid, leptospirosis, dermatophytoses and warts. Brucellosis is caused by a bacterium and is transmitted by the handling of cattle or swine. Persons who suffer from this bacterium experience constant or recurring fever, headaches, weakness, joint pain, night sweats and loss of appetite. Erysipeloia and leptospirosis are also caused by bacteria. Erysipeloid is transmitted by infection of skin puncture wounds, scratches and abrasions causing redness and irritation around the site of infection and can spread to the blood stream and lymph nodes. Leptospirosis is transmitted through direct contact with infected animals or through water, moist soil or vegetation contaminated by the urine of infected animals. Muscular aches, eye infections, fever, vomiting, chills, and headaches occur, and kidney and liver damage may develop.

Dermatophytosis, or the other hand, is a fungal disease and is transmitted by contact with the hair and skin of infected persons and animals. Also known as ringworm, this disease causes the hair to fall out and small yellowish cuplike crusts to develop on the scalp. "Verruca vulgaris," a wart caused by a virus, can be spread by infectious workers who have contaminated towels, meat, fish knives, work tables or other objects.

Equipment and Machine Guarding

Equipment used to hold and move meat and items such as shackles, conveyors and hooks should be checked frequently and repaired. Equipment that poses a hazardous energy source should, when not in use, be subject to lockout and tagout procedures. This assures that workers inspecting or maintaining equipment are not injured by start-up of the equipment. All equipment that poses a hazard should be guarded.

Work Practices

Safe work practices are essential in helping to maintain a healthful work environment. Employees are encouraged to keep all surfaces clean and orderly. To do this, spills must be cleaned up immediately. Water, blood or grease on floors will cause falls. Also, wet working conditions pose a serious threat of electrocution. Periods during the day should also be set aside for general housekeeping, and constant surveillance should be kept to spot slippery areas. Do not remove non-skid floor mats used in potentially dangerous areas.

Knives left carelessly in sinks or on counters can cause serious accidents. Knives should be kept sharpened at all times. Dull knives can cause serious safety hazards and worker fatigue. Equipment, such as the band saw and the bacon press, must be cleaned with the power off and locked out/tagged out. Do not use tools and equipment that you are not familiar with.

Hand washing facilities are readily available to employees working with or near toxic substances. They are also available for workers who handle meat without the use of protective gloves. Prompt hand washing and the use of disposable hand towels will help prevent the spread of infectious diseases.

Protective Clothing and Equipment

Since slippery floors are a major cause of fall accidents, protective clothing such as safety shoes or boots with toe guards and slip-resistant soles must be worn by workers. To help reduce the spread of infectious diseases, protective gloves should be worn when workers handle meat. Workers who use cleaning compounds must also wear protective gloves to prevent chemical burns. In addition, workers who use knives must wear metal mesh gloves and aprons as well as wrist and forearm guards to protect them from knife cuts.

Workers performing hoisting and shackling operations should be protected with safety helmets that meet industry regulations. These safeguards can prevent injuries from falling or moving animals and/or materials. In addition, workers should leave the immediate area during hoisting operations is to avoid potential injuries.

will furnish employees with proper PPE required for specific work operations and exposures, as outlined above. For example, in the event of exposure to toxic chemicals, workers will be provided suitable respirators to prevent inhalation of harmful substances. In addition, adjustable work stands will be available

Job Specific Safety Precautions

to accommodate for worker height to minimise the possibility of back strain.

Machines and equipment found in meat production plants produce a high level of noise; in such circumstances, workers may want to use ear plugs to block out the noise. Employees may also be required to wear face shields or goggles using mix or handle cleaners. The use of this equipment will prevent chemical burns to the face and eyes. Goggles may also be required during the boning, trimming and cutting operations to prevent foreign objects from entering workers' eyes.

Emergency Action Plan

GENERAL EMERGENCY GUIDELINES:

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance 999
 - Internal Emergency Number _____
 - Human Resources _____
 - Page _____
 - Operator _____
- In the event of any emergency, do not take lifts, use the stairs
- Know where the stairwell exits are located
- Do not hesitate to call/alert others if you believe that an emergency is occurring — you will not “get in trouble.”
- Know where emergency equipment is located: [INSERT LOCATION]

FIRE:

1. EVACUATION

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest stairs. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use lifts during fire alarm situations).
- Supervisors should be the last persons to leave the area. Check all areas to be sure that all personnel have evacuated.
- Any employee having a mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, personnel should report to [INSERT MEETING LOCATION] for a headcount. [INSERT DEPARTMENT] personnel should gather and be accounted for by [INSERT NAME]. [INSERT DEPARTMENT] personnel should gather and be accounted for by [INSERT NAME].
- If any employee is missing, an immediate report should be made to [INSERT NAME] who will in turn report to the first available fire service officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by [INSERT NAME].
- In the event of inclement weather, [INSERT NAME] will make arrangements for all personnel to move to shelter.

2. EMPLOYEE DISCOVERING A FIRE:

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call [INSERT NAME] to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P=Pull the safety pin
 - A=Aim the nozzle at the base of the fire
 - S=Squeeze the operating lever
 - S=Sweep side to side covering the base of the fire

**When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Have someone notify [INSERT NAME] where the emergency is located. He/she will relay this information to the fire service.

3. MEDICAL EMERGENCY: (chest pains, loss of consciousness, fall from height, etc.)

- Upon discovering a medical emergency, contact a first aider or call 999.

Emergency Action Plan

- Contact a supervisor and report the nature of the medical emergency and location.
- Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
- Send two persons (greeters) to the building entrance, [INSERT AREA], to await the fire service. (One person should call and hold the lift. Often two fire service units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene).
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

4. SEVERE WEATHER:

- The receptionist will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately page the following announcement: [INSERT ANNOUNCEMENT]. (This announcement will be repeated three times).
- Employees will shut down equipment and will be instructed where to go for safety.
- The receptionist will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

5. WORKPLACE VIOLENCE:

- Any employee who feels that she/he has been threatened should immediately report their concern to their manager and to Human Resources.
- If any person is observed exhibiting threatening behaviour or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behaviour.
- Depending upon the level of concern, the police (999) should be called immediately.
- Never attempt to confront any person exhibiting threatening behaviour.

*If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

Hazardous Substances and Communication

1. All employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely. If there are any substances hazardous to your health in the workplace, a COSHH risk assessment will be performed. Employees will be informed and trained on steps to eliminate, reduce and control exposures. This COSHH risk assessment will be conducted and reviewed periodically by: **[INSERT NAME]**.
2. Employees working with hazardous substances will receive on-going health surveillance. The following jobs at involves working with hazardous substances: **[INSERT JOBS, IF ANY]**
3. Safety Data Sheets (SDSs) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards, and general safe handling guidelines. At , the SDS collection is located at **[INSERT LOCATION]**. Employees are free to utilise the SDS as needed.
4. All chemical containers must be labelled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - **FIRE** (red background colour) - will the material burn?
 - **HEALTH** (blue background) - is the material dangerous to my body?
 - **REACTIVITY** (yellow background) - is the material dangerously unstable?
5. After each hazard (Fire, Health, Reactivity), a number from 0-4 will be assigned. The number reflects the degree (or amount) of hazard:
 - **0** - Minimal
 - **1** - Slight
 - **2** - Moderate
 - **3** - Serious
 - **4** - Severe
6. General rules for handling chemicals are:
 - Read all label warnings and instructions.
 - Do not mix chemicals unless authorised to do so.
 - Do not eat, drink, or smoke while using chemicals. And always wash your hands after handling chemicals.
 - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
 - Follow instructions for quantity. More is not better.
 - Minimise contact with chemicals. Use Personal Protective Equipment to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to Human Resources.
7. Employees and former employees who are, have been or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by upon request.

Considerations Following a Serious Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimise the impact from regulators, such as HSE.

1. Be prepared to talk to local police officials, investigators, coroners, and HSE compliance officers. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that the HSE will investigate. Take steps to be sure that your entire facility is as prepared as possible).
2. If an incident occurs, have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, this contact should be made in person. Offer to provide transport and/or other support. (For example, providing a representative at the hospital will convey the company's concern).
3. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
4. Render safe any hazards created by the accident scene. (i.e. potential falling materials, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
5. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
6. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, number plate numbers, etc.
7. Follow 's procedure for blood-borne pathogens in cleaning any bodily fluid spills.
8. Consider meeting with employees in small groups to discuss, in general terms:
 - The serious accident that occurred.
 - That all the necessary steps were taken to care for the person involved.
 - That an accident investigation is being performed.
 - That all employees will be kept informed.
 - The availability of the Employee Assistance Programme (EAP) (if applicable).
 - Provide encouragement and request that employees work safely.
9. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardising their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
10. If your company has a doctor on contract, have him/her follow the case.

Return to Work Programme

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both the company and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work. The company also has an administrator, [INSERT NAME], who will work with you to see whether you are eligible for Statutory Sick Pay.

The company wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work programme, which includes transitional or light duty work. The Return to Work programme is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor.
- If a **post-accident drug screen** is not performed the **same day** as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected. [DELETE IF COMPANY DOES NOT HAVE DRUG SCREENING]
- You must complete and sign a Report of Injury or Illness form. Have your doctor complete a Statement of Fitness for Work (FIT note) and submit it to your supervisor.
- Under this programme, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty.
- Employees who are unable to work and whose absences are approved must keep us informed on a weekly basis of their status. Failure to do so will result in discipline, up to and including termination from employment.
- If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- If you have problems or concerns, please contact your supervisor and the Human Resources Department.

Client Visits

1. Employees of are required to follow all client safety and security procedures during client visits.
2. If your client host does not advise you regarding safety hazards consider the following:
 - Emergency exit location(s);
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs);
 - When visiting manufacturing or construction sites, eye protection, hearing protection, and hard hats are frequently required. Ideally, this equipment will be in the possession of the employee and not provided by the client.

If you will be touring a factory or construction site, dress appropriately. Wear shoes that support your feet and are slip resistant. Avoid clothing that is either constrictive or too loose; loose clothing be get caught in machinery or other equipment.

Sexual Harassment Policy

does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with . Any form of harassment related to an employee's race, colour, sex, religion, national origin, age, handicap, or any other protected class is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, colour, sex, religion, or national origin; sexual advances; requests for sexual favours and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to guidelines as:

- Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- *Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.*

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, colour, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, colour, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given 's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

Vehicle Use Policy

To: All drivers of

Effective: [INSERT DATE]

This policy applies to:

- Vehicles owned, leased or rented to .
- Personally owned vehicles driven by employees on behalf of .

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and .

- All drivers must have a valid driving licence.
- Only employee's authorised by are permitted to operate vehicles.
- Driving records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your licence status or driving record.
- No 'side trips' or personal use of company vehicles are permitted.
- Seatbelts/shoulder harnesses must be worn whenever the vehicle is in motion.
- All traffic regulations and signs must be followed.
- No unauthorised riders, hitchhikers, etc., are allowed.
- Driving while under the influence of alcohol or other drugs is forbidden.

When operating your **own** vehicle for business:

- Your Personal Motor Vehicle Liability insurance is the primary payer. Ensure that your personal policy covers business use of the vehicle.
- You should carry at least £(insert amount) per occurrence liability cover. Evidence of insurance cover is to be provided to each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive cover.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
- Report the accident to as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Employee Signature

Date

Employee Acknowledgement Form

is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

We value you not only as an employee but also as a human being critical to the success of your family, the local community, and .

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance with all applicable UK regulations and company policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognised or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective Health and Safety Control policies and programmes. will conduct periodic risk assessments and record the significant findings in order to monitor and prevent workplace accidents.
2. Health and Safety controls are a major part of our work every day.
3. Accident prevention is good business. It minimises human suffering, promotes better working conditions for everyone, holds in higher regard with customers, and increases productivity. This is why will comply with all health and safety regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where health and safety are concerned.
6. Management and supervisors of will set an exemplary example with good attitudes and strong commitment to health and safety in the workplace. Towards this end, management must monitor the company's health and safety performance, working environment, and conditions to ensure that programme objectives are achieved.
7. Our safety programme applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of 's employee safety manual. I have read and understood all policies, programmes, and actions as described, and agree to comply with these set policies.

Employee Signature

Date