

Health and Safety Policy Contents Page

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PART I

General health & safety policy

Commencement Date: _____

1. General Statement

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Company.

1.1 OBJECTIVES

The main objective of the Company is to minimise the number of instances of occupational accidents and illnesses to ultimately achieve an accident-free workplace.

Thus, GREEN SKIP SERVICES LTD will, so far as is reasonably practicable:

- Aim to achieve compliance with legal requirements through good occupational health and safety performance.
- Provide adequate resources to implement this policy.
- Establish and maintain a safe and healthy working environment.
- Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
- Develop and implement appropriate occupational health and safety procedures, and safe working practices.
- Include the management of health and safety as a specific responsibility of managers at all levels.
- Ensure this policy is understood and implemented throughout the organisation.
- Involve employees in health and safety decisions through consultation and co-operation.
- Maintain workplaces under our control in a condition that is safe and without risk to health.
- Regularly review compliance with the policy and the management system that support it.
- Provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.
- Ensure that employees receive appropriate training, and are competent to carry out their designated responsibilities.
- Developing a positive safety culture, based on information, consultation and participation.

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2. APPLICATION

This policy applies for Management, Staff and Visitors including suppliers and/or contractors.

3. EXCEPTIONS *NIL*

4. DEFINITIONS

4.1 As far as is reasonable practicable.

Means all reasonable measures must be taken, in consideration of:

- The severity of hazard
- The likelihood of the hazard occurring
- How much is known about the hazard and how to eliminate or control it
- The availability, suitability and cost of safeguards.

The cost has to do with the expense and inconvenience necessary to put the safeguards in place measured against the consequences of failing to do so. It is not a measure of whether the employer can afford to put the necessary safe guards in place.

4.2 Hazard

A hazard is a situation which poses a level of threat to life, health, property or environment.

4.3 Risk

A Risk is the chance, High or Low, that somebody may be harmed by the hazard.

4.4 Workplace

A workplace is any place where work is, or is to be, performed by a worker, or a person conducting a business or undertaking.

5. POLICY STATEMENT

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Company. Thus, the Company is committed to provide a workplace where all employees are confident that their health, safety and welfare at work are considered to be of utmost importance at all times. GREEN SKIP SERVICES LTD and its employees shall work together to promote safe working practices, prompt and accurate reporting procedures and to ensure that individuals are aware of their different responsibilities under the Act XXVII of 2000. GREENS SKIP SERVICES LTD is also bound to provide suitable information, instruction, training, and supervision as required in order to ensure occupational health and safety. The responsibilities of each individual or group are outlined below:-

- 5.1 The **Company** will, as a responsible employer, ensure that it is complying with the mentioned Health & Safety Legislation and any other subsequent regulations and where possible provides its own higher standards. GREENS SKIP SERVICES LTD accepts that it will be the duty of every employer to ensure, so far as is reasonably practicable, the health,

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safety and welfare for all his employees and persons not in his employment who may be affected thereby exposed to risks to their health & safety.

5.2 Top Management have the overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

- Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that Management/Supervisors are accountable for health and safety.
- Considering health and safety during the planning and implementation of business strategy.
- Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
- Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
- Including health and safety on the agenda of Board meetings and management meetings.
- Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
- Reviewing the objectives of the health and safety policy on an annual basis.

5.3 Management at all levels are expected to set an example in safe behaviour and to maintain a constant and continuing interest in employee safety, in particular by:-

Group Responsible Officers (Directors, Managers and Senior Officers) have the responsibility for health & safety within their defined area. They have the day to day responsibility for the safe operation of Company activities. This will entail ensuring that Company policies and procedures are followed, records are kept, audits & risk assessments are conducted and acted upon and that supervision and monitoring arrangements are in place, to ensure that all of this is being done adequately. They are ultimately responsible to the members of the organization for the rectification or reporting of any safety hazard which has been brought to their attention. It is the duty of the management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

5.3 Each Employee is responsible for his/her own safety and the safety of others who might be affected by their activities. Each employee is responsible for ensuring that the work they undertake is conducted in a manner which is safe to themselves, other employees, and to members of the general public, and for obeying the advice and instructions on Safety and Health matters issued by their supervisor. If any employee believes that a hazard to health and safety exists, it is their responsibility to report the matter without delay to their supervisor or such other person as may be subsequently defined. All employees must attend for any health & safety training provided by the Company for staff, and work in accordance with information and training provided. They are not to undertake any task for which authorization and/or training has not been given and they

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must refrain from intentionally misusing or recklessly interfering with anything that has been provided for health & safety reasons.

5.4 Joint consultation on health and safety matters is important.

5.4.1 Health and Safety Representatives.

One person from each area shall be elected, chosen or designated to represent workers on all matters relating to the promotion and protection of their occupational health and safety. A number or all health & safety representatives are to form specialist sub committees (First Aid, Fire fighting, etc) to discuss issues related to health & safety at the workplace with the Health & Safety Officer. Health and Safety Representatives must act as a contact person in relation to Health & Safety issues of the area concerned between the staff of the specific areas and the Health & Safety Officer.

5.4.2 Health and Safety Committee

A Health & Safety committee shall be established. It shall consist of two representatives of the Management and two representatives of the general staff under the chairmanship of the Officer performing Health & Safety duties or under the chairmanship of an official so designated by the Directors. In case, there will be a Trade Union, the mentioned Trade Union shall be consulted on health and safety issues as appropriate. The main function of this committee shall be to make recommendations to the Management as to how the place of work can be rendered as safe as possible. It shall be its function to promote safe practices and to make recommendations for improvements in health and safety matters to Management in line with the guidelines issued by the competent authorities.

In accordance with Part II Section 6 (4) of the Occupational Health and Safety authority Act XXVII of 2000, GREENS SKIP SERVICES LTD must ensure that no H&S Representative/ Committee Member is penalised for carrying out activities appropriate to that role. In addition Committee Members will be given time away from normal duties to enable them to acquire knowledge and training and to discharge their role.

5.5 Health & Safety Assistance: Competent persons can be appointed to assist GREENS SKIP SERVICES LTD in meeting the Health & Safety Legal requirements. These people must have sufficient qualifications, knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

5.6 Auditing System: Regular Audits should be carried out to check that the designated responsibilities are being followed accordingly by the different levels of staff/management.

5.7 A review, addition or modification of this statement may be made at any time and may be supplemented as appropriate by further statements relating to the work of particular sections/areas and in accordance with any new regulations or Codes of Practice.

5.8 The GREENS SKIP SERVICES LTD Safety policy is divided into 3 main parts:

- Part I The General Statement of Policy;
- Part II The organization of Safety in the Organisation;
- Part III General and detailed arrangements for the implementation of the Safety Policy.

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5.9 **Dissemination of Information:** This policy statement will be brought to the attention of all employees. GREENS SKIP SERVICES LTD will ensure that suitable and relevant information relating to health, safety & welfare at the workplace is disseminated to staff and third parties.

5.10 The successful implementation of this policy requires total commitment from all levels of Management and employees.

=====

RESPONSIBILITIES	
Policy Managers	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors
Policy Contact	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors Tel: 21422009/10/17 Fax: 21422029
Approval Authority	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors
Review Date	2 years from date policy approved / Significant changes that effect this document.

REVISION HISTORY

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference

Prepared & Issued by: Arthemese Micallef

PART II

THE ORGANISATION OF HEALTH AND SAFETY IN

THE COMPANY

PEOPLE AND THEIR RESPONSABILITIES

Commencement Date: _____

1.0 POLICY SUPPORTED

GREEN SKIP SERVICES LTD., GENERAL HEALTH & SAFETY POLICY – PART 1.

2.0 APPLICATION

The policy applies for Directors, Staff and Visitors including suppliers and contractors.

3.0 RESPONSIBILITIES

3.1 The **Joint Managing Directors** are responsible of all the members of the Company for all health and safety aspects of the work, at the Company.

3.2 The **Joint Managing Director in charge of HR and Finance** is responsible for the administration of the Company and therefore carries **responsibility for the general management of health, safety and welfare**.

3.3 The **Joint Managing Directors** have a direct responsibility to the principal for the overall management of health and safety and for ensuring that staff within their areas work in a safe manner and understand their respective responsibilities as contained in the Company Safety Policy. However, the responsibility for the day to day management of health and safety and implementation of the Company Safety Policy is delegated to the respective Officer in Charge of each area/section (Site, Garage, Shed, Offices).

3.4 **Officers in Charge of the designated areas** are responsible to the top management team as follows:-

- a) making arrangements for the implementation of the Safety Policy and for monitoring its effectiveness within their specified areas;
- b) ensuring that written safety rules consistent with the content of the Company Safety Policy are compiled in the form of codes of practice or Safe Operating Procedures setting out detailed instructions for safe systems of work or safe methods of work in respect of potentially dangerous machines or work processes, or for the control of health hazards. That such detailed instructions are updated as necessary and submitted to the Company Health & Safety Officer for inclusion in Part III of the Company Safety Policy.
- c) ensuring that a risk assessment is conducted on all dangerous procedures, and that a safe system of work is produced for and followed, by staff.

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- d) ensuring that, all plant and equipment held within their area of control is regularly examined, tested and relevant maintenance records compiled. That any defective equipment which creates a safety hazard is immediately withdrawn from use and conspicuously labelled to that effect.
- e) ensuring that periodic inspections (at least annually) of all places of work under their control are carried out to ascertain that the agreed safe working practices are being adhered to by staff and contractors.
- f) ensuring adequate and appropriate supervision and training of staff and visitors. This particularly applies to young and inexperienced staff and those working outside office hours.
- g) ensuring that records are kept of dates, action necessary and action taken relating to items c, d, e and f above.
- h) ensuring that emergency evacuation and other emergency procedures are made known.
- i) reporting immediately to the Company Health & Safety Officer any serious or potentially serious accidents, occurrences or fires.
- j) undertaking investigation of reports from staff on risky or potentially dangerous situations, instigation and implementation of corrective measures and liaison with the Health & Safety Officer.
- k) ensure that they release their staff from work to attend for training related to health & safety.
- l) promptly undertaking investigations of accidents occurring within their areas and informing the Health & Safety Officer of the findings of the investigation and any remedial action that needs to be taken.
- m) promptly completing the Incident/Accident/Near Misses Form for all relevant accidents involving staff and any third parties within their designated area.
- n) for appointing Safety Representative(s) as appropriate to monitor and advise on health and safety aspects within their areas of control.
- o) informing the Health & Safety Officer on any special or newly identified hazards or new hazards about to be introduced.
- p) informing the Joint Managing Directors of any instances where advice tendered by the Health & Safety Officer or by any other competent person has not been accepted.

3.5 Health & Safety Officer reports to the Joint Managing Director i/c/o HR and Finance for giving advice on the overall implementation of the safety policy within all areas of the Company activities. She is personally responsible for:-

- a) providing advice and assistance to Officers in Charge of their designated areas, other staff and safety representatives in carrying out their respective duties, and the promotion of safety awareness throughout the Company.
- b) keeping herself, and others, informed of new legislation and directives relating to health safety and welfare which are relevant to the activities of the Company.
- c) in conjunction with the Joint Managing Director i/c/o of the HR and Finance and all officers in charge of their designated areas will make the necessary arrangements for training and/or retraining courses, internally or externally, to ensure awareness amongst staff of the requirement of safety legislation.
- d) for the reporting of incident/accidents/near misses to the Occupational Health & Safety Authority and for keeping the required records of all accidents and incidents.
- e) that evacuation procedures are practiced periodically and that evacuation assistants (fire wardens) are appointed and regularly trained.
- f) Ensuring the regular inspection and maintenance of fire warning systems, fire fighting equipment and emergency lighting is carried out.

g) A yearly report should be done and all audits should be included so that all hazards should be eliminated or reduced.

3.6 HR and Finance Joint Managing Director is responsible also for Staff Development:

- a) Liaising with the Management Team and Officers in charge of their section and the Health & Safety Officer in arranging safety training courses for members of staff, including external; training, induction training and other locally arranged safety training.
- b) Liaising with external organisations concerned with health, welfare and safety training and in particular with Company Health Service.

3.7 PA to the Managing Director i.c.o HR & Finances

Is to report to her Joint Managing Director and has the following additional duties:-

- a) To purchase equipment in accordance to LN 122 of 1998

Joint Managing Director i/c/o Hazardous Waste Management & Sales of Products and Services

- b) To Obtain Material Safety Data Sheets (MSDS) prior to accepting material. A copy is to be passed to either :-
 - Store keeper when the material is a store article
 - Manager/ Director requesting Material procurement.

The Health and safety Office is to have a copy of the MSDS in all instances.

- c) Is to obtain the relevant Material certificates from manufacturer/ supplier to ensure conformity with order requirements.
- d) A copy of the order together with copy of certificates are to accompany the material at all times and ensure that mentioned information are available at all times.

3.8 Joint Managing Director: Mary Gaerty – Responsibilities

- a) Business Development
- b) Management of hazardous waste, including export
- c) Purchases and sales
- d) Liaising with MEPA regarding environmental permits.
- e) Training of personnel involved in hazardous waste handling.

3.8.1 Senior Administrator

- a) Preparation and Application of hazardous Waste Permits for local transport and treatment
- b) Record keeping
- c) Liaising with MEPA

3.9 Health and safety Representatives

The Company fully accepts the requirement for joint consultation with employees on health and safety matters, in particular the effective implementation of rights and obligations in accordance with Part II Section 6 (4) of the Occupational Health and Safety Authority Act XXVII of 2000. Moreover, GREENS SKIP SERVICES LTD assures that Safety Representatives elected by the Company staff shall have all the rights laid down by Legal Notice 36 Of 2003 General provisions for Health and Safety at work places Regulations 2003

3.10 Company staff

Company staff at every level have, as individuals, a responsibility for health and safety under the Occupational Health and Safety Authority Act XXVII of 2000.

Staff should:

- a) Exercise the appropriate degree of care when performing all at-work activities so as to avoid risks to themselves and to other persons.
- b) Take positive steps to understand the hazards associated with their work and the necessary precautions to safely deal with such hazards.
- c) Co-operate with the Company Management and others in meeting the requirements of statutory obligations and approved codes of practice concerning health and safety.
- d) Familiarise themselves with the health and safety policies of the Company, the Section in which they are employed and in other Sections where their Company work may take them.
- e) Report to their supervisor/manager any health and safety problem that cannot be resolved and any dangerous occurrences that arise.
- f) Report all accidents and incidents immediately to their supervisor / manager, whether anyone is injured or not, by completing the Company Accident/ Incident Report Form.

In addition to their responsibilities as an individual, all people, staff, contractors and members of the public must not intentionally interfere with or misuse anything that has been provided for the purpose of health, safety and welfare.

4. PROCEDURES FOR THE IMPLEMENTATION OF THE POLICY.

7.1 Operational Policies Documents

Fire safety & Emergency Evacuation plan

Occupational near miss/ injury/ Incident /accident Policy & Procedures

Accesses to and Provision of First Aid Policy & Procedures

Personal Protective Equipment Policy

7.2 Technical Policies Documents

Fire Extinguishers- Scaling and location Policy

Waste Management

Office policy

Shed Policy

Garage policy

Yard Policy

RESPONSIBILITIES	
Policy Managers	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors
Policy Contact	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors Tel: 21422009/10/17 Fax: 21422029
Approval Authority	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors

Prepared & Issued by: Arthemese Micallef

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REVISION HISTORY

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FIRE SAFETY & EMERGENCY EVACUATION PLAN

1. PURPOSE

The purpose of this document is to set up the procedures and plans to be followed in the event of an emergency at the Green Skip Services Ltd.

1.1 Objectives within the purpose are:-

Emergency evacuation procedures are designed to ensure the safety of people in buildings during emergencies by co-ordinating and controlling building evacuations until the appropriate emergency services arrive.

2. APPLICATION

This policy applies for Management, Staff and Visitors including suppliers and Contractors.

3. EXCEPTIONS

Nil

4. DEFINITIONS

4.1 Emergency

An emergency can be defined at any event, natural or man-made which, by its occurrence, endangers the lives of Green Skip staff and visitors within the building and which requires an immediate response.

5. Everyone has responsibilities.

Every member of the Green Skip Group has a responsibility to be prepared for emergencies.

5.1 Everyone should know and be aware of:

- The location of the nearest emergency escape route and fire exit.
- The location of the nearest manual call point station
- The location of the nearest fire extinguishers and what are they suitable for.
- The location of Assembly point allocated for their building.

- The free phone number of the Fire brigade and other emergencies is 112
- The Evacuation Procedure mentioned in this plan (Sections 6 & 7)

5.2 Everyone should:

- Keep hallways, stairs and fire exits clear.
- Report any blocked hallways, stairs or fire exits
- Report any temper of fire prevention equipment.

6. If the fire alarm sounds.

- 1) Proceed immediately to the nearest Fire Exit calmly and in an organised method. Kindly close the door (do not lock) behind you if you are the last person leaving the room. **Do not :**
 - Wait for more information
 - Ascertain the cause of the evacuation
- 2) Follow the instructions given by Fire wardens
- 3) Leave directly to designated areas allocated for your building by following directional signs.
- 4) Do not Re-enter the building until the Director/person authorised by her or Fire department gives clearance.

7. Upon discovery of fire or smoke:

- 1) Activate the building's fire alarm. This is done by pressing the nearest fire alarm station (fog horn/ringer).
- 2) Leave the building, following the Evacuation procedure mentioned in sections 6 and 7.
- 3) Close all doors where applicable (do not lock doors).
- 4) Fire Wardens are responsible for accounting for all staff within their areas. They should take roster with them when evacuating. Attendance roster must be done the first thing before work commence.
- 5) As soon as you can do safely, call the fire department by dialling 112.
- 6) Building re-entry can occur only when the Director/person authorised by her or by the fire official in charge.

8. Evacuation:

1. Upon activation of the fire alarm or discovery of smoke or fire, all persons shall evacuate in accordance with the fire evacuation plan mentioned in sections 6 and 7.
2. The following staff should stay in the building to perform their duty as long as it is safe for them to do so:
 - Appointed Fire Wardens

9. Evacuation for Disabled Persons:

1. Upon activation of the fire alarm system, disabled persons are to be moved outside the building with the pre planned help.

10. Floor Plan of Building/ Fire Hazards Present:

Floor plans including all information are attached as follows:

Annex 1	General Layout: Emergency Evacuation Plan
Annex 2	Offices: Emergency Evacuation Plan
Annex 3	Garage: Emergency Evacuation Plan
Annex 4	Shed: Emergency Evacuation Plan

11. Personnel Responsibilities:

11.1 Fire Wardens:

- Go over evacuation plan at beginning of the year with staff,
- Signal the staff to evacuate upon hearing the fire alarm or seeing smoke or fire,
- Bring attendance roster with you for staff accountability,
- Close doors or offices upon evacuating (do not lock the doors),
- Ensure that all staff are evacuating (you may need to check restrooms and other contiguous rooms),
- Congregate at designated "Assembly Point" outside the building,
- Account for all staff,
- Report any missing staff to CPD and Director/ Health and Safety Officer.

11.2 Other Staff:

- Evacuate building using the nearest exit,
- Perform other duties as specifically outlined in this plan or as directed by Director/ her representative.

11.3 Building Administrator – MRF Site Manager

- Ensure activation of alarm,
- Ensure evacuation of staff and visitors,
- Ensure notification of fire department,
- Ensure that staff are following the fire safety and evacuation plans,
- Assist the fire department and other emergency responders,
- Inform the following of the situation (as time permits): Health and Safety Office on Ext. 116

11.4 Fire warden:

- Instruct other personnel to meet Civil Protection Department at the Main gate,
- Act as liaison with fire department,
- Provide access to all areas for fire fighters.

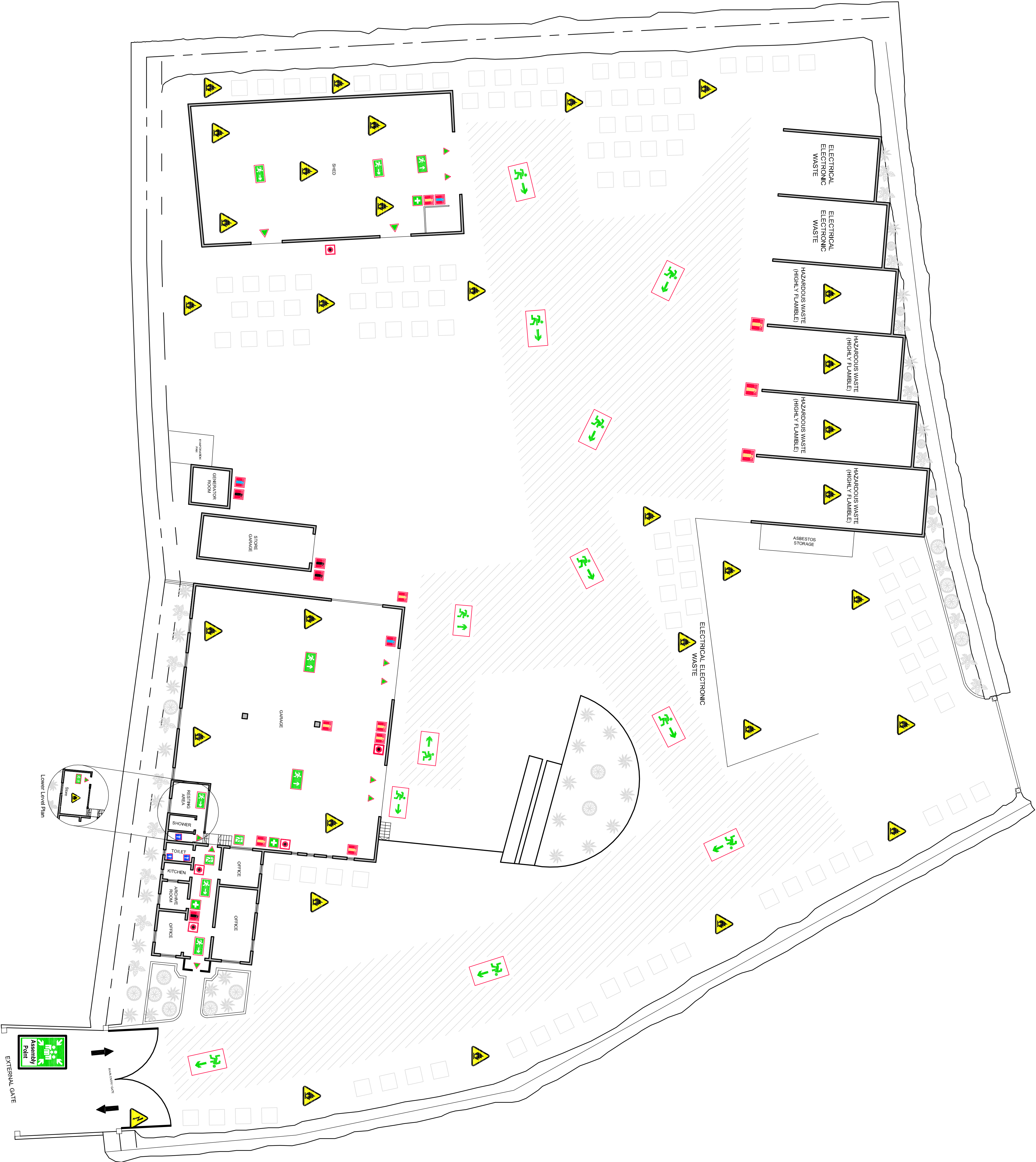
RESPONSIBILITIES	
Policy Officers	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Managing Directors
Policy Contact	Ms Doris Sammut Bonnici Managing Director Tel: 21422009/10/17 Ext. 115 Fax: 21422029 Mob: 99422543 E mail dsammut@greenskipgroup.com
Approval Authority	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Managing Directors Date: _____
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REVISION HISTORY (please fill in all previous details, if it's a NEW policy this will be filled in by Legal & Compliance Services when the details are received from Executive Support)

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference

EMERGENCY EVACUATION PLAN

General Layout Plan



LEGEND

AREA TO BE LEFT UNOBSERVED AT ALL TIMES

PRIMARY EXIT ROUTE

SECONDARY EXIT ROUTE

FIRE ALARM (MCP)

EXIT

FIRST AID

TOILETS

FIRE EXTINGUISHER - FOAM

FIRE EXTINGUISHER - DRY POWDER

FIRE EXTINGUISHER - CARBON DIOXIDE

MAIN ELECTRICAL CIRCUIT BREAKER

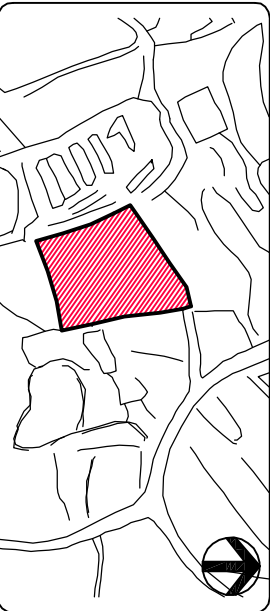
FIRE HAZARD

YOU ARE HERE

FIRE ACTION

- On discovering a fire:
- Operate nearest Fire Alarm.
 - 112** to call Fire Brigade.
 - Attack the fire if possible using the fire equipment provided.
 - Proceed to the Assembly Point
- On hearing the alarm:
- Leave the building by the nearest available exit.
 - Close ALL doors behind you if applicable
 - Report to Assembly Point.

- DO NOT TAKE RISKS.
- DO NOT STOP TO COLLECT ANY BELONGINGS FOR ANY REASON UNLESS ADVISED TO DO SO.
- DO NOT RETURN TO THE BUILDING



CLIENT: GREEN SKIP SERVICES LTD

PROJECT TITLE: AS BUILD LAYOUT OF PREMISES

NAME OF DRAWING: GENERAL LAYOUT PLAN

DRAWING NO: 1/1 DATE: 20 October 2011

SCALE: 1:200 DRAWN BY: Chris D Edono

ISSUED BY: A. Todoros E. Gerasimovskiy Dora Sammut Bommil



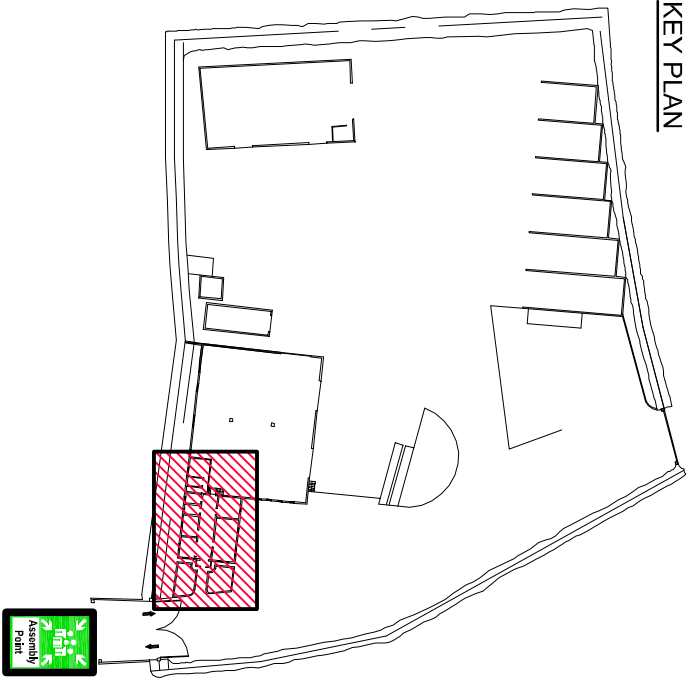
Green Skip Services Ltd
Waste management services, sales and consultancy

EMERGENCY EVACUATION PLAN

Office Area



KEY PLAN



FIRE ACTION

On discovering a fire:

1. Operate nearest Fire Alarm.
2. **112** to call Fire Brigade.
3. Attack the fire if possible using the fire equipment provided.
4. Proceed to the Assembly Point

On hearing the alarm:

1. Leave the building by the nearest available exit.
2. Close ALL doors behind you if applicable
3. Report to Assembly Point.



1. DO NOT TAKE RISKS.
2. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
3. DO NOT RETURN TO THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO.

LEGEND

- | | | | | | | | |
|----------------------|--|-----------|--|----------------------------------|--|---------------------------------|--|
| PRIMARY EXIT ROUTE | | FIRST AID | | FIRE EXTINGUISHER FOAM | | MAIN ELECTRICAL CIRCUIT BREAKER | |
| SECONDARY EXIT ROUTE | | TOILETS | | FIRE EXTINGUISHER DRY POWDER | | FIRE HAZARD | |
| FIRE ALARM (MCP) | | EXIT | | FIRE EXTINGUISHER CARBON DIOXIDE | | YOU ARE HERE | |

ISSUED BY:

Doris Sammut Bonnici

DATE:

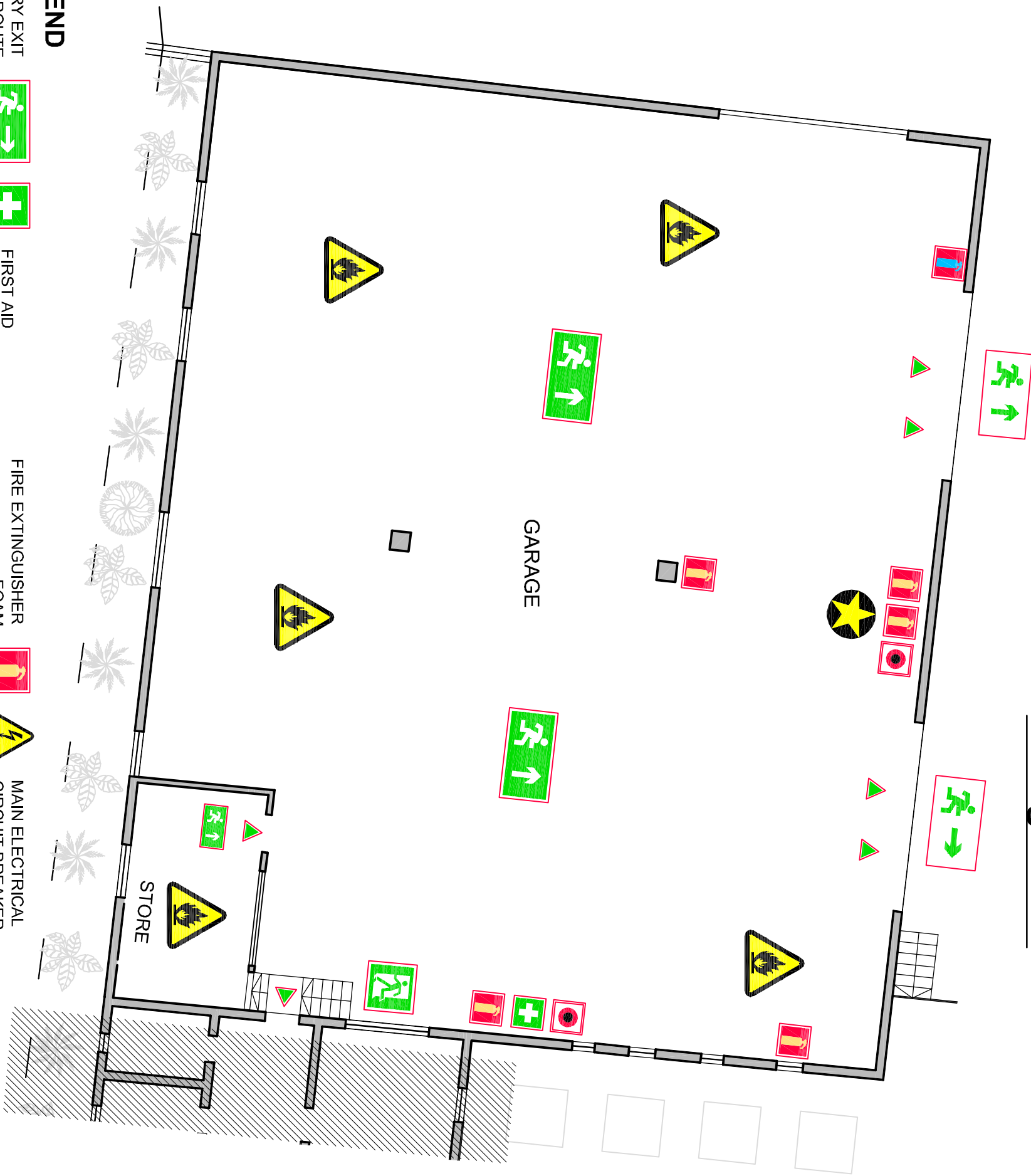
20 October 2011



Green Skip Services Ltd
Waste management services, sales and consultancy

EMERGENCY EVACUATION PLAN

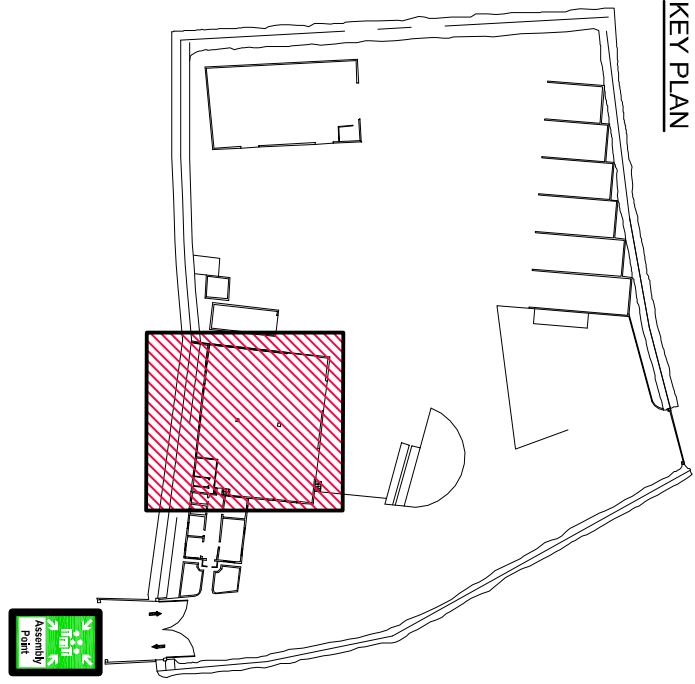
Garage Area



LEGEND

PRIMARY EXIT ROUTE		FIRST AID	
SECONDARY EXIT ROUTE		TOILETS	
FIRE ALARM (MCP)		EXIT	
FIRE EXTINGUISHER FOAM		MAIN ELECTRICAL CIRCUIT BREAKER	
FIRE EXTINGUISHER DRY POWDER		FIRE HAZARD	
FIRE EXTINGUISHER CARBON DIOXIDE		YOU ARE HERE	

KEY PLAN



FIRE ACTION

On discovering a fire:

1. Operate nearest Fire Alarm.
2. **112** to call Fire Brigade.
3. Attack the fire if possible using the fire equipment provided.
4. Proceed to the Assembly Point

On hearing the alarm:

1. Leave the building by the nearest available exit.
2. Close ALL doors behind you if applicable
3. Report to Assembly Point.

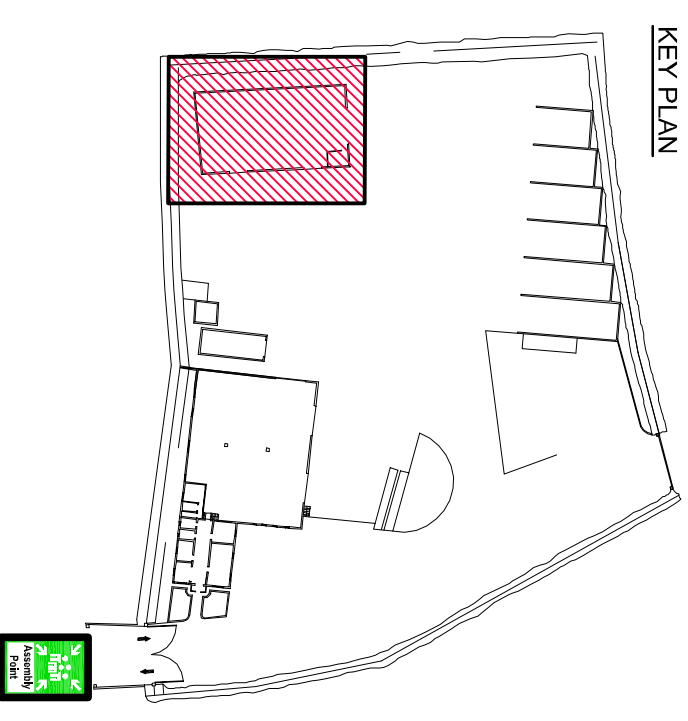


1. DO NOT TAKE RISKS.
2. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
3. DO NOT RETURN TO THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO.

ISSUED BY: Doris Sammut Bonnici
DATE: 20 October 2011



Shed Area



On discovering a fire:

1. Operate nearest Fire Alarm.
2. **112** to call Fire Brigade.

On hearing the alarm:

1. Leave the building by the nearest available exit.
2. Close ALL doors behind you if applicable
3. Report to Assembly Point.

- 
1. DO NOT TAKE RISKS.
 2. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
 3. DO NOT RETURN TO THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO.

ISSUED BY :
Doris Sammut Bonnici

DATE :
20 October 2011



REPORTING OF OCCUPATIONAL INJURY

Management Policy & Procedures

Commencement Date: _____

1. PURPOSE

The purpose of this document is to set up the procedure to be followed in the management of personal injury / occupational illness occurring to a member of staff, student or visitor to the Green Skip Services Ltd.

1.1 Objectives within the purpose are:-

- Meet legal requirements
- Identify hazards
- Prevent any recurrence of the incident.
- Contribute in risk assessment review.

2. APPLICATION

This policy applies for Management, Staff and Visitors including suppliers and Contractors.

3. EXCEPTIONS

Nil

4. DEFINITIONS

4.1 Occupational injury refers to “Near miss/ Injury/ incident/accident” occurring or in connection with activity related to GREEN SKIP SERVICES LTD.

4.2 Incident: Any unintended or unexpected event/circumstances, which could have or did lead to harm. Loss or damage

4.3 Hazard: any object, location or set of circumstances, which could give rise to an incident or near miss.

4.4 Near Miss: Any unexpected or unintended incident, which was prevented, resulting in no harm, loss or damage.

5. RESPONSABILITIES

5.1 GREEN SKIP SERVICES LTD. Legal Responsibility

Under the Factories (Health, Safety & Welfare) Regulations 1986, (LN 52 of 86) GREEN SKIP SERVICES LTD. is obliged to notify certain workplace accidents and dangerous occurrences to the Occupational Health & Safety Authority. In order to ensure that GREEN SKIP SERVICES LTD. complies with its responsibility, GREEN SKIP SERVICES LTD. must have in place a Near miss/Injury/Incident/ Accident recording system to ensure that all such notifiable incidents are reported. In addition, systematic investigation of all injuries/incidents will identify measures that can be put in place to prevent recurrence.

5.2 Management Responsibility

For injuries / illnesses / incidents occurring: responsibility for follow up with the injured party (ensuring appropriate assistance is provided and the incident investigated and documented) lies ultimately with the Joint Managing Directors of the Company. The role of the PA's is to assist the Joint Managing Directors in the investigation of serious injuries.

The Joint Managing Directors will normally delegate responsibility to those with appropriate management authority over the injured party.

- In the case of Garage & Shed employees, the immediate supervisor (SITE Manager) is normally the responsible person.
- In the case of Drivers, the immediate supervisor (Operations Officer) may be responsible for ensuring that the injured person receives the appropriate First Aid assistance and that the incident is fully investigated and that the GREEN SKIP SERVICES LTD. Injury / Incident form is completed.

- For Injuries / Illnesses occurring in common areas / outdoor areas, responsibility for their management and follow up lies with the staff member to whom the injury is reported.
- 5.3 First Aid Personnel are responsible for:
1. Providing First Aid Treatment to the injured party in accordance with professional ethics as per their training
 2. Referring the injured person for further medical assistance if required
- 5.4 Investigating Staff Member is responsible for:
1. Ensuring that the injured party is attended by First Aid personnel
 2. Investigating the circumstances of the accident with the injured party and any witnesses
 3. Establishing what corrective action (if any) should be taken.
 4. Ensuring that all sections of the GREEN SKIP SERVICES LTD. near miss/Injury/Incident/ Accident Form/s are completed
 5. Forwarding the completed Near miss/Injury/Incident/ Accident Report Form to the Health & Safety Office of the Company.
- 5.5 Injured Party is Responsible for:
1. Reporting the Injury / Incident to their immediate supervisor / staff member (in the case of a student).
 2. Seeking First Aid / Medical Assistance where appropriate
 3. Co-operating in the investigation of the incident and completion of the Near miss/Injury/Incident/ Accident Report Form
- 5.6 The Health and Safety Office of the Company is responsible for
1. Collating all Injury/Incident Report Forms Received
 2. Pass all copies of injury/ incident report forms to HR for record purposes.
 3. Assisting in the investigation of serious injuries

4. Reporting all notifiable accidents/incidents to the Occupational Health & Safety Authority

6. Injury / Incident Procedure

- 6.1 Any person suffering an injury / illness shall
 1. Seek first aid /medical assistance as appropriate
 2. Follow all first aid / medical advice
 3. Report the incident to their immediate supervisor / Joint Managing Director as soon as possible
 4. Assist their supervisor in the investigation of the incident and the completion of the GREEN SKIP SERVICES LTD. injury/Incident report form
 5. Keep their supervisor informed of any medical complications that may arise following the injury.
- 6.2 On receiving notification of an injury the supervisor shall
 1. Ensure that the injured person has received appropriate First Aid / Medical treatment
 2. If the person has left the Company, follow up with them (if necessary with the assistance of the HR & Finance Office) to ascertain their condition.
 3. Investigate the circumstances of the accident and establish if there were any witnesses.
 4. In consultation with the injured party, establish what happened and what could be done to prevent recurrence
 5. Complete the GREEN SKIP SERVICES LTD. Injury/Incident Report Form and distribute copies as instructed

5. RELEVANT DOCUMENTS/LINKS

- GREEN SKIP SERVICES LTD. Near miss/Injury/Incident/ Accident Report Form
- Access to provision of First aid, Management Policy and procedures

RESPONSIBILITIES	
Policy Managers	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors
Policy Contact	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors Tel: 21422009/10/17 Fax: 21422029
Approval Authority	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors
Review Date	2 years from date policy approved / Significant changes that effect this document.

REVISION HISTORY

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference

Il-korriment gara f'din
id-data:

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Il-formola waslet
f'dan l-Uffiċċju f'din id-data:

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PARTI 1. TIMTELA' MILL-PERSUNA LI QED TAGHMEL IT-TALBA / RAPPORT

[A] Skop ta' din il-formola: *Aghmel sinjali (✓) kif applikabbli:*

- ☐ Talba għall-Benefiċċju għall-Korriment lid-Divizjoni tas-Sigurtà Soċjali.
- ☐ Rapport dwar Korriment fuq ix-xogħol lil Awtorità dwar is-Saħħa u s-Sigurtà fuq ix-xogħol.
- ☐ Talba għall-Benefiċċju għall-Korriment u Rapport dwar korriment.
- ☐ Rapport lill-Awtorità dwar is-Saħħa u s-Sigurtà fuq ix-xogħol minn min iħaddem.

[B] Tagħrif dwar l-applikant

Nru. tal-Karta ta' l-Identità: Nru. tas-Sigurtà Soċjali:

Isem: Kunjom:

Nru. tal-Karta ta' l-Identità tal-Konjuġi (*jekk japplika*):

Isem il-Konjuġi: Kunjom il-Konjuġi:

Il-Konjuġi qed taħdem full time? *Aghmel sinjali (✓) kif applikabbli:* ☐ IVA ☐ LE ☐

Indirizz:

Data tat-Twelid: Sess: Nazzjonalità:

Stat: ☐ persuna wahedha ☐ ☐ miżżewweġ / a ☐ ☐ Ġenitur Singlu ☐ ☐ separat/a u i/tmantni 'lil mara / lir-raġel ☐ ☐ separat/a u ma j/tmantnix 'il mara / lir-raġel ☐

Numru tat-Telefon: Numru tal-mobile:

Numru tal-Fax: E-Mail:

- ☐ Immarka (✓) din il-kaxxa jekk trid tirċievi notifika permezz tal-SMS dwar il-ħlas ta' benefiċċji soċjali.
- ☐ Immarka (✓) din il-kaxxa jekk trid tirċievi informazzjoni u aħbarijiet permezz tal-e-mail jew l-SMS mid-Divizjoni tas-Sigurtà Soċjali.

Impjieg: ☐ Imjegat ☐ Għal rasi ☐ Tip ta' xogħol li tagħmel

☐ Part-Time ☐ Full-Time

Nahdem b'roster / shift hames jew sitt ijiem fil-ġimgħa ☐

Ma nahdimx nhar ta' u

[C] Tagħrif dwar il-Korriment *(Huwa importanti li s-sezzjonijiet i, ii, iii, u iv f'din it-taqsima jintlew kollha)*

Data tal-Korriment:

Hin tal-Incident: | | | |

- i. X'tip ta' post tax-xogħol kont qed taħdem fih meta korrejt?
(eżempju: post fejn issir il-produzzjoni f'fabbrica jew hanut tax-xogħol,
post li jintuża bħala maħzen ta' fabbrica; f'tarzna; f'post fejn kien qed
jitwaqqa' xi bini; f'post fejn kien qed jittella' xi bini; go lukanda jew restaurant;
fi sptar jew postijiet tax-xogħol oħra)

- ii. X'kien il-kagun ewlieni li wassal biex korrejt?
(*eżempju: żelqa għal mal-art; waqgħa minn x'imkien għoli; ifriġ ta' ogġetti tqal; twaqqiġ ta' xi ogġett; twaqqiġ ta' xi likwidu; nar; ksar ta' xi materjal; telf ta' kontroll ta' xi magna; telf ta' kontroll ta' xi għodda; problema fl-elettriku; splużjoni; eċċ.*)

- iii. Aghti aktar taghrif dwar il-makkinarju; l-ghodda; is-sustanzi; l-ingenji; “scaffolding” jew hwejjeg ohra li bihom kont qed tahdem qabel sehħ l-accident:

- iv. Ma xiex kien il-kuntatt li bih sehh l-aċċident?
(*eżempju: habta mal-art; habta ma' xi oġġett li jkun waqa' fuqek; kuntatt ma' kurrent elettriku; kuntatt ma' sustanza perikoluża; kuntatt ma' makkinarju*)

[D] Dettalji ta' żewġ xhieda tal-inċident:

XHUD 1

Nru. tal-Karta ta' l-Identità: | | | | | | | |

İsem:

Kunjom:

XHUD 2

Nru. tal-Karta ta' l-Identità: | | | | | | | | | |

Isem:

Kunjom:

[E] Pagament

Il-benefiċċju għandu jiġi ddepożitat il-Bank f'kont Savings jew Kurrenti imma mhux kont ta' self.

[illegible][illegible]

Dikjarazzjoni ta' l-Applikant

Jien hawn taht iffirmat nixtieq napplika għall-benefiċċju għall-korriment / nagħmel rapport ta' korriment u niddikjara:

- a) li jiena weġġajt fuq ix-xogħol jew minhabba x-xogħol,
- b) li t-tagħrif li jidher f'Parti 1 ta' din l-applikazzjoni huwa korrett, u
- c) nikkonferma li għadni ma dhalx lura għax-xogħol wara l-korriment.

Naf, li fil-każ ta' talba għall-Benefiċċju tal-Korriment, jekk din l-applikazzjoni ma tasalx għand id-Direttur (Benefiċċji) fi żmien 10 ijiem mid-data tad-disgrazzja nista' nitlef id-dritt għall-Benefiċċju.

Jiena nawtorizza lid-Diviżjoni tas-Sigurtà Soċjali biex tgħaddi informazzjoni dwar il-każ tiegħi lill-Awtorità dwar is-Saħħa u s-Sigurtà fuq il-post tax-Xogħol skond kif ikun meħtieġ għal-ġbir ta' l-istatistika.

.....
Firma ta' l-Applikant

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Data

PARTI 2. TIMTELA' MILL-PRINĊIPAL F'KAŻ TA' PERSUNA MPJEGATA jew

MILL-PULIZIJA F'KAŻ TA' PERSUNA LI TIMPJEGA LILHA NFISHA

[A] Dikjarazzjoni f'każ ta' mpjegat *(timtela' mill-Prinċipal)*

Nikkonferma li l-inċident imsemmi ġara waqt jew minhabba x-xogħol tal-persuna ndikata.

Jekk id-diżgrazzja ma ġratx minhabba jew fil-kors ta' l-impjieg, agħti iżjed dettalji.

.....

.....

.....

.....

Dettalji tal-Kumpanija:

Isem:

Indirizz:

Nru tat-telefon:

E-mail:

timbru uffiċjali:

Numru tal-P.E.:

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VAT No.:

--	--	--	--	--	--	--	--	--	--

Indika d-daqs ta' l-intrapriża fit-tabella hawn taht billi tagħmel sinjal (✓)

Daqs ta' l-Intrapriża	
0 impjegati (tinkludi self-employed li ma jhaddmu 'l hadd magħhom)	
1 - 9 impjegati	
10 - 49 impjegat	
50 - 249 impjegat	
250 - 499 impjegat	
500 impjegat jew iktar	
Daqs ta' l-Intrapriża mhux magħruf	

L-impjegat dahal lura ghax xoghol?

IVA

LE

Jekk IVA, imla wkoll id-dikjarazzjoni li ġejja:

Niddikjara li l-persuna hawn fuq imsemmija reġghet bdiet taħdem fil-

wara li ma rrapportatx ghax-xoghol minn

sa

Firma tal-Principal

Data

[B] Dikjarazzjoni f'każ ta' persuna li timpjega lilha nfisha. *(Timtela' mill-Pulizija)*

Nikkonferma li sar rapport ta' incident fuq il-post tax-xoghol mill-persuna ndikata.

Firma tal-Pulizija

Numru tal-Pulizija

Data

PARTI 3. TIMTELA' F'KAŻ TA' IMPJEGAT FIS-SETTUR PUBBLIKU

Ghall-użu tal-Kap tad-Dipartiment *(fejn applikabbli)*

"Injury / Ordinary Sick Leave" approvat *(aqta' fejn ma japplikax).*

Firma tal-Principal

Data

PARTI 4. TIMTELA' MIT-TABIB LI JEŻAMINA LILL-PERSUNA MWEĠĠA'

Eżaminajt lill-persuna korruta u niċċertifika li mhix kapaċi tkompli x-xoghol illum minhabba korriment kif indikat fit-Tabelli A u B hawn taht.

Fl-opinjoni tiegħi l-persuna ser tibqa' nkaċi għax-xoghol għall-anqas sa (jiem/gimghat/xhur) ohra.

TABELLA A - Klassifikazzjoni tat-Tip ta' Korriment fuq ix-Xoghol

It-Tabib hu mitlub jindika [✓] t-tip ta' korriment skond it-Tabella.

TIP TA' KORRIMENT	
Korriment mhux magħruf jew speċifiku	
Ferita jew Korriment Superfiċjali	
Korriment superfiċjali	
Ferita miftuħa	
Tipi ohra ta' feriti jew korrimenti superfiċjali	
Ksur ta' l-Għadam	
Ksur magħluġin	
Ksur miftuħin	
Tipi ohra ta' ksur ta' l-għadam	
Żlogaturi, Tfekkik u Strapazzar	
Żlogaturi	
Tfekkik u strapazzar	
Tipi ohra ta' zlogaturi, tfekkik u stapazzar	
Qtugh ta' xi Parti tal-Ġisem	
Konkussjoni u Korriment Intern	
Konkussjoni u korriment fil-qurriegħa tar-ras	
Korriment intern	
Tipi ohra ta' konkussjoni u korriment intern	
Hruq, Tismiet u Infjammazzjoni tal-ġilda kawża tal-Ksieh	
Hruq u tismiet	
Hruq kawża ta' kimika	
Infjammazzjoni tal-ġilda kawża tal-ksieh	
Tipi ohra ta' hruq, tismiet u infjammazzjoni tal-ġilda kawża tal-ksieh	
Avvelenament u Infezzjonijiet	
Avvelenament qawwi	
Infezzjoni qawwi	
Tipi ohra ta' avvelenament u infezzjonijiet	
Għarqa u Qtugh ta' Nifs	
Qtugh ta' Nifs	
Għarqa	
Tipi ohra ta' għarqa u qtugh ta' nifs	
Effetti ta' Hoss	
Nuqqas qawwi ta' smiegh	
Effetti ohra ta' hoss	
Effetti ta' Temperatura Esterna, Dawl u Radjazzjoni	
Shana u xemxati	
Effetti ta' radjazzjoni	
Effetti ta' temperatura baxxa	
Effetti ohra ta' temperatura esterna, dawl u radjazzjoni	
Xokk	
Xokk minn aggressjoni jew theddid	
Xokk trawmatiku	
Tipi ohra ta' xokkijiet	
Korriment Multiplu	
Korrimenti ohra speċifiċi li mhumx imnizzla f'din it-tabella	

TABELLA B - Parti tal-ġisem milquta mill-inċident

It-Tabib hu mitlub jindika [✓] l-parti tal-ġisem milquta skond it-Tabella.

IL-PARTI TAL-ĠISEM MILQUTA MILL-INĊIDENT	
Parti mill-ġisem mhux speċifikata	
Ir-Ras	
Ir-ras, il-mohh u n-nervituri tal-kranju	
Il-wiċċ	
L-ghajnejn	
Il-widnejn	
Is-snien	
Diversi partijiet tar-ras	
Partijiet ohra mir-ras mhux imsemmija hawn fuq	
L-Ghonq u s-Sinsla tad-Dahar	
L-ghonq u s-sinsla tad-dahar	
Partijiet ohra tal-ghonq mhux imsemmija hawn fuq	
Id-Dar u s-Sinsla tad-Dahar	
Id-dahar u s-sinsla tad-dahar	
Partijiet ohra tad-dahar mhux imsemmija hawn fuq	
It-Torso	
Il-kustilji, il-ġogi u l-ispallejn	
Is-sider	
Il-pelviku z-zaqq	
Diversi partijiet tat-torso	
Partijiet ohra tat-torso mhux imsemmija hawn fuq	
Parti ta' Fuq tal-Ġisem	
L-ispallejn u l-ġogi tal-ispallejn	
Id-dirghajn u l-minkbejn	
L-idejn	
Is-swaba	
Il-polz	
Diversi partijiet tal-parti ta' fuq tal-ġisem	
Partijiet tal-parti ta' fuq tal-ġisem mhux imsemmija hawn fuq	
Parti ta' Isfel tal-Ġisem	
Il-ġenbejn u l-ġogi tal-ġenbejn	
Ir-riglejn u l-irkoppa	
L-ghaksa	
Is-sieq	
Il-swaba tas-saqajn	
Diversi partijiet tal-parti ta' isfel tal-ġisem	
Partijiet tal-parti ta' isfel tal-ġisem mhux imsemmija hawn fuq	
Il-Ġisem kollu jew Diversi Partijiet mhux Speċifikati	
Il-ġisem kollu	
Diversi partijiet tal-ġisem	
Partijiet ohra tal-ġisem mhux imsemmija hawn fuq	

Isem it-tabib b'ITTRI KBAR:

Numru tal-Kunsill Mediku

Firma tat-Tabib

Data

Dikjarazzjoni dwar il-Protezzjoni u l-Privatezza tad-Data

Id-Divizjoni tas-Sigurtà Soċjali żżomm dik l-informazzjoni kollha li hija relevanti biex tagħti s-servizzi meħtieġa li dawk il-persuni li jikkwalifikaw għal xi assistenza, benefiċċju jew pensjoni mhux kontributorja, skont l-Att dwar is-Sigurtà Soċjali (Kap. 318). Id-Divizjoni tista' tverifika l-informazzjoni li inti ssottomettejt kif jipprovdli l-artikoli 133 (b) tal-Att dwar is-Sigurtà Soċjali sabiex tiżgura l-eżattezza fir-rigward tat-talba. Id-data personali tista' tingħata lil dipartimenti jew terzi partijiet, li jistgħu jkollhom aċċess għad-data personali tiegħek kif tippemmetti l-igi. Fil-għieda kontra u l-prevenzjoni tal-frodi, id-Divizjoni tista' tgħaddi lil istituzzjonijiet barranin ta' benefiċċji, l-informazzjoni personali kif stipulat fi trattati internazzjonali u / jew ftehim bilaterali li Malta tagħmel parti minnhom. Tingħata risposta dwar ir-riżultat tal-applikazzjoni tiegħek wara li din kun mishaqqja.

Biex ttiproteġi l-privatezza tiegħek, id-Divizjoni tas-Sigurtà Soċjali tittratta l-informazzjoni personali tiegħek skont l-Att dwar il-Protezzjoni u l-Privatezza tad-Data (Kap. 440). Int tista' tikeb biex tkun taf x-informazzjoni personali għandha dwarek id-Divizjoni, u eventwalment titlob biex l-informazzjoni tiġi korretta jew fejn applikabli titthassar informazzjoni li mhix korretta, b'referenza għat-talba li għamit. Din it-talba trid tinbagħtat il: "Kontrollur ta' Data Personali" f'din id-Divizjoni u azzjoni neċessarja tittehed mill-aktar fis possibbli. Meta tikeb f'dan ir-rigward, jekk jogħġbok niżzejjel in-numru tal-karta tal-identità tiegħek, in-numru tas-sigurtà soċjali tiegħek, ismek, l-indirizz, kif ukoll xi dokumenti ohra li jistgħu jkunu meħtieġa biex nidentifikaw il-kaz tiegħek.



FIRST AID Management Policy & Procedures

Commencement Date: _____

1. PURPOSE

The purpose of this document is to set up the procedure to be followed in the management of First Aid occurring to a member of staff or visitors at Green Skip Services Ltd.

1.1 Objectives within the purpose are:-

- Access first aid assistance
- Provide first aid assistance
- Report accidents/incidents requiring first aid assistance
- Access and maintenance of first aid equipment and supplies.

2. APPLICATION

This policy applies for Management, Staff and Visitors including suppliers and contractors.

3. EXCEPTIONS

Nil

4. DEFINITIONS

4.1 "First Aid" means

- (a) treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained from a medical practitioner or nurse and
- (b) treatment of minor injuries which would otherwise receive no treatment or which to do need treatment by a medical practitioner

4.2 "first aider" means a person who has received training and holds a valid certificate qualification issued by an organization which appear in Schedule I to Legal Notice 11 of 2002

4.3 Occupational injury refers

"Near miss/ Injury/ incident/accident" occurring or in connection with activity related to GREEN SKIP SERVICES LTD.

5. Procedure/ Responsibilities.

5.1. A list of qualified First Aiders and their telephone numbers is displayed in a prominent place in all areas i.e. within the office area, shed and garage area. near each First Aid box. In the event that a First Aider is required, the injured party or their helper should call the number listed giving clear details of the location of the accident/incident and a brief description of the nature of the injuries

5.2 The caller or other by-standers should remain with the injured party until the arrival of the First Aider.

5.3 After office hours, a member of the security team, trained in First Aid will assist for all emergencies. The GREEN SKIP SERVICES LTD. general Emergency Call Number is **0112**

5.4 First Aiders will respond to the incident according to their training in accordance with health and safety guidelines. If the injured party requires more than basic First Aid (e.g hospital treatment) the First Aider will arrange transportation either by means of a personal/Green Skip Services Ltd. vehicle or ambulance depending on the seriousness of the condition. When personal vehicle is used standard compensation can be requested through the immediate supervisor/Joint Managing Directors.

6. The Provision of First Aid

6.1 The Joint Managing Directors have the responsibility to provide adequate number of trained First Aiders to respond to first aid incidents. The Health & Safety Office of the Company has the responsibility for the provision of First Aid training complying with the requirements of the Legal Notice 11 of 2002 Occupational Health and Safety Authority Act (Act 27 Of 2000) – Workplace (First Aid) regulations, 2002 .

6.1.1 Selection of First Aid personnel.

Individuals selected to be trained as First Aiders, need to be capable and accept the following factors:

- Reliability, disposition and communication skills;
- Aptitude and ability to absorb new knowledge and learning skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- Ability to go immediately and rapidly to an emergency;
- Availability and willingness to attend training course, to refresh skills and to retain the first aid qualification.

6.2 If a First Aider leaves Green Skip Services Ltd. or no longer wishes to participate in the Green Skip Services Ltd. first Aid team, the Joint Managing Directors or their direct Supervisor must notify the Health & Safety Office. They should seek a replacement from among their staff and forward that name to Health and Safety Office ASAP in order to provide him/her with adequate First-Aid Training Courses in accordance to Local OHS Legislation.

7.0 Reporting/Documentation of Injuries/Incidents

7.1 The First Aider will assist his/her supervisor to record the Injury / Incident at the scene of the accident. The injured party should where possible complete their own details. The form should then be forwarded to the relevant Joint Managing Director for completion prior to it

being sent to the Health and Safety Office according to **Reporting of Injuries – Management and Procedures**.

Every event must be additionally logged in an appropriate form (Appendix 1) which should be situated in every First Aid Box.

7.2 In case of a serious or unusual accident/event, the first aider is required to notify the respective supervisor/Joint Managing Director as soon as possible.

7.3 Injury / Incident forms are obtained from the Health and Safety Office.

8.0 Maintenance of First Aid Equipment and Supplies

8.1 The minimum number of items listed in Appendix 3 should be available at all times. The purchasing of items is the responsibility of the Joint Managing Director in charge of OHS.

8.2 First Aiders within Institutes/ departments should ensure that all the First Aid boxes are also restocked according to needs.

8.3 First Aid Kits should be made of a suitable material to protect the contents from moisture and dust, preferably wall mounted and located near a basin for hand washing. It must be labelled with a white cross on a green background.

8.3.1 Contents of the First Aid Box

The list of the minimum items which should be available in the First Aid Box can be referred to in Appendix 3.

8.3.2 Where assessment indicates the need for eye wash facilities, a minimum of 1 liter sterile normal saline 0.9% in sealed disposable containers must be available as close as possible to the place where the need might arise. Once the seal is broken it should not be kept for reuse, and it should not be used after the expiry date. Containers must be checked on a regular basis by the appointed person/first aider.

9.0 Policy Maintenance and Ongoing First Aider Training

9.1 The Health and Safety Office maintains listings of all the Green Skip Services Ltd. First Aiders and is responsible for notifying First Aiders of the refresher training dates every three years. In addition, in order to ensure First Aiders skills are practiced, annual workshops shall be provided. These workshops also ensure that First Aiders are kept informed of any skills updates, new legislation and other relevant information.

9.2 It is the responsibility of the Health and Safety Office to update all health and safety policies in response to changes in legislation and local developments.

9.3 All staff are required in the interest of health, safety and welfare at work to keep themselves informed of the relevant policies and procedures.

10. RELEVANT DOCUMENTS/LINKS

- GREEN SKIP SERVICES LTD. Reporting of injuries – Management Policy and Procedures
- Appendix 1 First Aid Record sheet
- Appendix 2 Checklist for First Aid Kits
- Appendix 3 Contents of a First Aid Kits

RESPONSIBILITIES	
Policy Managers	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors
Policy Contact	Ms Doris Sammut Bonnici & Mrs Mary Gaerty Joint Managing Directors Tel: 21422009/10/17 Fax: 21422029
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Appendix 1



First Aid Record

(To be fixed to inside door of First Aid Cabinet)

FIRST AID TREATMENT RECORD						
TREATMENT CARD FOR (kit location):				OFFICER IN CHARGE:		
<u>Please complete each time you use the First Aid Kit. Thank you.</u>				Card Number		
DATE/TIME	NAME OF INJURED	NATURE OF INJURY	PART INJURED	TREATMENT AND SUPPLIES USED	LOCATION	TREATED BY

Accident Injury & Incident Report Form must be completed and forwarded to the Health & Safety Office within 2 days.

Appendix 2
Checklist for First Aid Kits

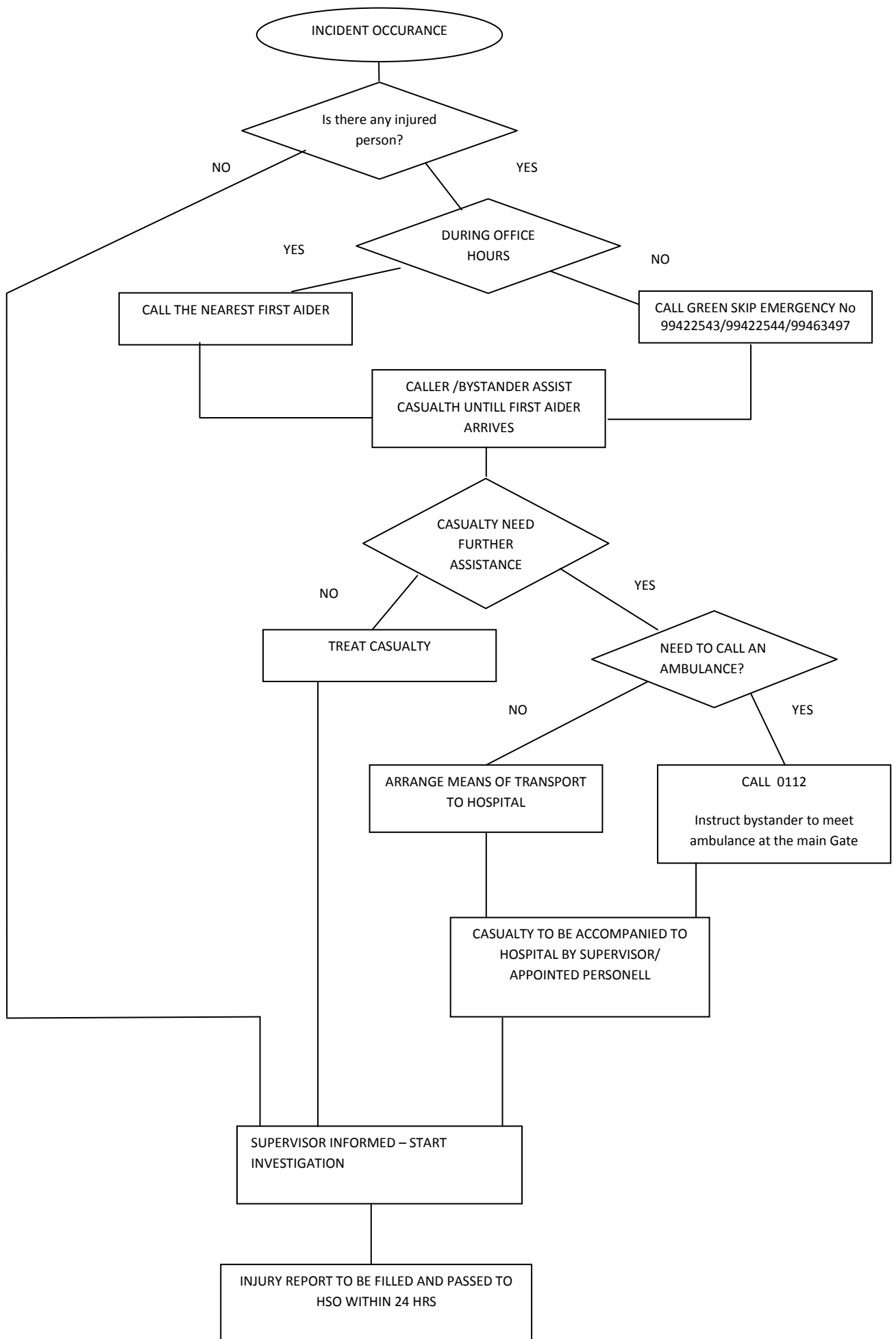
The purpose of this checklist is to check the appropriateness of first aid kits. Indicate by ticking the relevant answer. Where the answer to the question is "no" further action may be necessary.

1. Location and Position			
	Yes	No	Comments (If any)
Is the first aid kit located in a prominent and accessible position?			
Are employees informed and aware of the location of first aid kits?			
Do all employees have access to first aid kits during all the time?			
2. Clearly Identifiable			
Can the first aid kit be clearly identified as a first aid kit?			
Is the first aid kit clearly marked with a white cross on a green background?			
3. Contents			
Are the contents appropriate to the injuries and illnesses at your workplace?			
Does the first aid kit contain sufficient quantities of each item?			
Is an employee trained in first aid responsible for maintaining the first aid kit?			
Are the contents appropriately labelled?			
Are the contents within their "use by" dates?			
Are the contents adequately stored?			
4. Relevant Information			
Is there a list of contents provided in the kit?			
Are emergency telephone numbers clearly displayed?			
Are the extension number, name and location of the nearest first aid personnel clearly identified?			
5. Training			
Have selected employees received training in the use of the contents and the maintenance of the first aid kit?			

Appendix 3 Recommended Contents of a First Aid Kit: 50 Person

	Contents	Size/Type	Use/Function/Comments
1	First Aid guidance leaflet		
60	Sterile adhesive plasters	Assorted sizes	Minor wound dressing
1	tape surgical	(2.5cm x 5m)	Secure dressings, strapping
6	Eye pads with bandage	Single packs No 16	Emergency eye cover
8	Triangular bandage		Slings, support, padding
	Elastic crepe bandage	5cm	Retain dressings, bandage sprains
4	Wound Dressings	Large 18x18	Infection control
12	Wound Dressings	12 medium 12x12	Infection protection
1	pin safety assorted	Packet of 12	Secure bandage, slings
2	Gauze swabs	10x10 pack of 5	Cleaning wounds
1	tweezers	Stainless steel 4 inch	Clean wounds/remove foreign bodies
1	scissors	Stainless steel 4 inch	
3	glove disposable latex	pairs assorted sizes	Infection control
20	Antiseptic wipes	Individually wrapped	Infection control
12	bags plastic / rubber bands or ties	Medium size (12)	Waste disposal
3	Sterile eye wash solution	5 x 20ml	single use only to avoid contamination
1	Disposal emergency blanket		
1	Ice pack		

The above contents and amounts are suggested for a 50 person kit.





OCCUPATIONAL HEALTH & SAFETY POLICY

PERSONAL PROTECTIVE EQUIPMENT

POLICY STATEMENT

Green Skip Serviced Ltd strives to protect the health and safety of its community. In fact the Company has developed a comprehensive policy to ensure employees, contractors, clients and visitors use the appropriate personal protective equipment (PPE) where engineering techniques, systems, work practices or administrative controls to eliminate or reduce the hazard cannot be implemented. This policy is consistent with local OHS Legislation.

DEFINITIONS

Personal protective equipment means equipment or clothing worn by an employee, client, contractor or visitor to protect him/her from health or safety hazards, associated with working conditions at work site, and includes a fall arresting device.

PROCEDURES

1. Identifying the Hazards
 - Managers, supervisors and/or staff members are responsible to identify hazards in their work processes.
 - Resources include Material Safety Data Sheets and Transportation of Dangerous Goods information. Internal and external experts may assist in identifying hazards.
2. Controlling Identified Hazards Using the Following Techniques:
 - Substitution of a material with a less hazardous one
 - Isolation of the hazard
 - Addition of safety features to existing equipment or the purchase of new equipment
 - Redesign of work processes

If the measures in Pt. 2 above are impractical or cannot eliminate, or reduce a hazard sufficiently to ensure there is no danger to the health and safety of the worker, PPE must be worn.

PPE does not reduce the hazard itself nor does it guarantee permanent or total protection from the hazard.

TO PROTECT THE ...	PERSONAL PROTECTIVE EQUIPMENT
HEAD from falling objects; bumps; harmful substances, such as chemicals; contact with energized equipment	Industrial protective headwear that complies with BSEN standards attached list
EYE from exposure to radiant energy (sun, welding flash); flying particles such as slag from welding, chipping, grinding or sandblasting; splashing liquids such as caustics and acids; harmful airborne chemicals or particles; etc.	Properly fitting eye protective equipment appropriate to the work being done and hazard involved that complies with BSEN standards attached list
HEARING from a sudden, loud noise; exposure over 80 decibels.	Hearing protection that complies with BSEN Standards attached list
HAND from extreme temperatures; motion causing scrapes, abrasions, or punctures; chemical caustics and/or acids; biological organisms such as bacteria, viruses or fungi; any source of electrical power; etc.	Properly fitting hand, arm or body protective equipment appropriate to the work being done and the nature of the hazard. You may refer to the attached BSEN standards list.
FOOT from impact i.e. an object falling on the foot; compression i.e. an object squeezing the foot; punctures i.e. a sharp object piercing the foot; burns e.g. hot material such as molten metal; electrical shocks; etc.	Safety footwear appropriate to the nature of the hazard associated with the particular work practice and that complies with BSEN standards attached list
RESPIRATORY SYSTEM from an oxygen deficiency hazard; toxic or disease producing contaminants including dust, gases and fumes; etc.	Respiratory protection that complies with BSEN standards attached list
BODY from falls	Use of fall arresting devices
CLOTHING from natural elements; fire; work processes; etc.	Dangling neckwear, rings, chains, etc. are prohibited when working around machinery or energized sources

RESPONSIBILITIES

1. Employees, clients, contractors and visitors must wear PPE where required.
2. Green Skip Services Ltd will provide or ensure that all employees, clients, contractors and visitors exposed to hazards are provided with PPE prior to the start of work.
3. Green Skip Services Ltd through its supervisory employees will provide appropriate and specific training for each article of PPE prior to each new employee using the personal protective equipment. Employees must receive training prior to wearing PPE.
4. Employees must care for their PPE. They are responsible to ensure PPE is clean and in good repair. Green Skip Services Ltd will replace worn PPE or will require clients and contractors to replace their worn PPE.
5. Employees and their supervisors will review hazards and the applicable PPE annually.
6. Any person not wearing PPE as required will be subject to disciplinary action.

GUIDELINES FOR SELECTION OF PPE

a. Match the PPE to the hazard

Each hazard associated with a work process may require PPE to be worn. Two or more hazards may require multiple protection.

b. Obtain advice

Discuss basic needs with trained sales representatives and ask for their recommendations. Ask for alternatives and check into product claims and test data. Test PPE products before ordering.

c. Involve worker in evaluations

Introduce approved models for trials and require workers to evaluate the PPE. Information regarding fit, comfort and worker acceptability will be gained. Workers should select from among two or three models allowing for personal preference.

d. Consider physical comfort of PPE (ergonomics)

If PPE is unnecessarily heavy, poorly fitted, or uncomfortable, compliance will likely be poor. When several forms of PPE are worn together, interactions must be considered.

e. Evaluate cost considerations

Evaluating costs of PPE over time may indicate significant cost savings through the initiation of engineering controls or different PPE.

f. Ensure compliance with the standards

BSEN standards may be quoted for specific materials.

g. Check the fit

The PPE when selected should be fitted to each worker. Qualified personnel should conduct the fitting.

h. Perform regular maintenance and inspections

Maintenance includes inspection, care, cleaning, repair and proper storage of equipment. Careful inspections will ensure damaged equipment will not be used.

i. Conduct training

Training should cover how to fit and wear PPE, how to adjust it for maximum protection and how to care for it. Training can be done individually or in groups. Explain how the PPE protects the worker from the hazard.

j. Obtain support from all departments

Involvement from management, the health and safety committee and individual workers assist in overcoming objections to wearing the PPE.

=====

RESPONSIBILITIES	
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BS EN Standards

There are exhaustive standards, which specify what the product/garment is required to do & how the manufacturer can comply. Manufacturers can meet their legal duties by manufacturing either in accordance with basic health & safety requirements, or to specific standards.

In the majority of cases PPE will be made to standardise European Standards or 'Norms' (ENs). These will gradually replace British Standards (BSs), which will become known as BS ENs. Where ENs are not yet finalised, they are known as Provisional European Norms (prENs).

It is also worth remembering that as world trade develops so world standards are being developed & ENs will ultimately become ISO's.

British Standards, BS ENs or prENs currently cover the manufacture of the following:

HEAD PROTECTION

BS EN 397: Specification for industrial safety helmets.

BS EN 812: Specification for industrial bump caps.

EYE PROTECTION

BS EN 166: Specification for personal eye protection.

BS EN 169: Specification for filters used in eye protection for welding etc (braze-welding, arc gouging and plasma jet cutting)

BS EN 170: Specification for Ultra Violet filters.

BS EN 171: Specification for infrared filters.

BS EN 172: Specification for sun-glare filters.

prEN 175: Equipment for eye & face protection during welding/allied processes.

BS EN 207: Specification for laser radiation filters.

BS EN 379: Specification for filters (switchable or dual luminous) used in welding etc.

prEN 1731: Mesh type eye/face protectors against mechanical hazards & heat.

EAR PROTECTION

BS EN 352-1: Specification for earmuffs.

BS EN 352-2: Specification for earplugs.

prEN 352-3: Specification for earmuffs attached to safety helmets.

prEN 352-4: Specification for level-dependent earmuffs.

BS EN 458: Selection, use, care & maintenance of hearing protectors.

RESPIRATORY PROTECTION

BS EN 136: Full face masks.

BS EN 137: Self-contained open-circuit compressed air.

BS EN 138: Fresh air hose & mask/mouthpiece.

BS EN 139: Compressed air line & mask/mouthpiece.

BS EN 140: Half masks & quarter masks.

BS EN 141: Gas filters & combined filters.

BS EN 143: Particle filters.

BS EN 145: Self-contained closed-circuit breathing.

BS EN 146: Powered particle filtering devices (including hoods or helmets).

BS EN 147: Powered particle filtering devices (including masks).

BS EN 149: Filtering half-masks against particles.

BS EN 270: Compressed air line & hood.

BS EN 271: Compressed air line or powered air hose & hood (abrasive blasting).

BS EN 371: AX gas filters (against low boiling organic compounds).

BS EN 372: SX gas & combined filters (against specific compounds).

BS EN Standards

HAND PROTECTION

BS EN 374: Protective gloves against chemicals/ microorganisms.
prEN 381-7: Protective gloves for chainsaws.
BS EN 388: Protective gloves against mechanical risks (abrasion, cutting, etc).
BS EN 407: Protective gloves against thermal risk (heat &/or fire).
BS EN 420: General requirements for gloves.
BS EN 421: Protective gloves against ionising radiation/radioactive contamination.
BS EN 511: Protective gloves against cold.
BS EN 659: Protective gloves for fire fighters.
prEN 1082: Protective gloves against cuts by hand knives.
prEN 12477: Protective gloves for welders.

GENERAL PROTECTION

BS ENV 342: Protection against cold (more than -5°C).
BS ENV 343: Protection against foul weather.
BS EN 381: Protection for users of hand-held chainsaws.
BS EN 412: Protection aprons against hand knives.
BS EN 471: Protection against low-visibility hazards.
BS EN 510: Protection against entanglement in moving parts.
BS EN 1073-1: Protection against radioactive contamination.
BS EN 1149-1: Protection against electrostatic discharge to avoid incendiary.

HEAT & FLAME PROTECTION

BS EN 469: Protection for fire fighters.
BS EN 470-1: Protection clothing for use in welding, grinding and cutting.
BS EN 531: Protection clothing for industrial workers exposed to heat (includes molten metal splash in foundries - levels D (Alum) & E (Iron)).
BS EN 533: Protection against limited flame spread - limited materials.
BS EN 1486: Fire-fighting specialised clothing.

CHEMICAL PROTECTION

BS EN 465: Liquid chemicals (spray-tight) Type 4 equipment.
BS EN 466: Liquid chemicals (liquid-tight) Type 3 equipment.
BS EN 467: Liquid chemicals (partial body e.g.. Apron, sleeves & hoods).
prEN 943-1: Liquid and gaseous chemicals Type 1 (gas-tight) + Type 2 (non gas-tight).
prEN 1511: Liquid chemicals for limited life/use (liquid-tight) Type 3 equipment.
prEN 1512: Liquid chemicals for limited life/use (spray-tight) Type 4 equipment.
prEN 1513: Liquid chemicals for limited life/use (partial body).
prEN 13034: Liquid chemicals for limited performance/re-usable Type 6.
prEN 13982-2: Partial-tight limited life/re-usable Type 5.

FOOT PROTECTION

BS EN 344-1: Requirements & tests methods for safety footwear.
BS EN 344-2: Additional requirements for protection against water, cut resistance & metatarsal protection
BS EN 345-1: Additional requirements for protection against IMPACT at 200J.
BS EN 345-2: Additional requirements for protection against water, cut resistance & metatarsal protection.
BS EN 346-1: Additional requirements for protection against IMPACT at 100J.
BS EN 346-2: Additional requirements for protection against water, cut resistance & metatarsal protection.
BS EN 347-1: Occupational footwear without safety toecaps.
BS EN 347-2: Additional requirements for protection against water.
BS EN 381: Protection against hand-held chain saws
prEN 13287: Slip resistance specifications.

Technical policy statement

Offices

1.1 Volume per worker

The volume of empty room divided by number of people must be at least 11m³ per person. Parts of the room more than 3m.high must be ignored. Furniture and fixtures are excluded from the calculation.

1.2 Ventilation

Effective and suitable provision shall be made to ensure that the circulation of a sufficient quantity of fresh or purified air ventilates every enclosed workplace. Improved ventilation may be necessary depending on the number of computers to be provided, due to the increase in heat output.

1.3 Lighting

Lighting must be suitable and sufficient and so far as is reasonably practicable be natural. Diffusers or louvers may be fitted where glare will interfere with the safe/comfortable use of equipment.

1.4 Workstations and seating

Workstations and seating must be suitable for the work to be undertaken and suitable for the person for whom it is provided.

1.5 Furnishings

Chairs for display screen work must allow worker to achieve a comfortable position. The seat and back must have height adjustment and the back must also have tilt adjustment. Work surfaces may need to be larger than that for conventional non-screen office work. Size and anthropometrics must be taken into account.

References

L.N 44 of 2002 - Workplace (Minimum Health and Safety Requirements) Regulations, 2002

L.N 43 of 2002- Minimum health and Safety requirements for work with Display Screen Equipment Regulations

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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH ASSESSMENT

PROCESS/ANALYTICAL TEST

--

Substance name	
Supplier/s	
CAS no	
Routes of Entry (tick all that apply)	
Inhalation	
Skin	
Eye	
Other	
Comments	
Type of Hazard (tick all that apply)	
Harmful	
Irritant/sensitising	
Toxic	
Corrosive	
Flammable	
Carcinogen	
Teratogen	
Mutagen	
Special Hazards e.g.	
Dust	
Fumes	
Vapour	
Biological agent	
Physical form	
Solid	
Liquid	

Gas	
Disposal?	
Spillage?	
<i>Comments</i>	

ARE ANY SPECIAL CONTROLS REQUIRED AND IN PLACE? (Give brief details)

Engineering Yes ☐ No ☐

Respiratory Yes ☐ No ☐

Personal Yes ☐ No ☐

Other Yes ☐ No ☐

RISK ASSESSMENT

Do you have all the information required to complete the assessment?

Yes ☐ No ☐

Are the potential risks to health inherent in the process significant? Yes ☐ No ☐

Could the risks to health become significant? Yes ☐ No ☐

Is health surveillance required? Yes ☐ No ☐

Are the control measures adequate? Yes ☐ No ☐

Is any special monitoring required? Yes ☐ No ☐

Is any special training required? Yes ☐ No ☐

Could the work continue if any hazardous substance was eliminated? Yes ☐ No ☐

Can a less hazardous substance replace any hazardous substance? Yes ☐ No ☐

Comments

Assessed by _____ **Signature** _____ **Date** _____

Approved by _____ **Signature** _____ **Date** _____

GREEN SKIP SERVICES LIMITED					
DECLARATION ON USE OF MEDICAMENT BOX CONTENTS					
Name of Employee:					
Type of Work:		Date:			

I confirm that I am aware that in addition to the First Aid Box as stipulated by local legislation, my employer has also made available a medicament box containing the following items:

- ALCOHOL DISINFECTANT
- PARACETAMOL
- COTTON WOOL
- MUSCULAR PAIN CREAM

I confirm that I shall use the contents of the medicament box provided by the company at my own will and discretion. I shall not abuse the materials provided and shall not retain my employer responsible for any damages as a result of the use of such medicaments.

Signature

GREEN SKIP SERVICES LTD.					
Name of Employee:				Signature:	
Type of Work:				Date:	
Personal Protective Equipment Distribution					
Quantity:	Item:	Type:	Color/Size:	Note:	Employee Confirm Sign.:
All Equipment is property of Green Skip Services Ltd.. The Employee should keep clean and in good state. In case of termination of employment all items are to be returned.					
Substitution of Personal Protective Equipment					
Quantity:	Item:	Type:	Color/Size:	Date:	Employee Confirm Sign.:
Equipment will only be substituted upon return of old items.					
Training					
On the following date the employee has followed internal training on the use of PPE, the cleaning of PPE and the reasons applicable to the use of PPE in the relevant work environment:					
Date:				Signature of tutor:	
Material given:					
Refresher training due on:				Signature of employee:	
Comments:					

Register Number: (e.g. 001/2008)					
GREEN SKIP SERVICES LTD.					
CONTROL REGISTER – FIRE EXTINGUISHERS					
Name of Controller:				Signature:	
Name of Verifier:				Signature:	
Date:				Time:	
Number:	Floor:	Type:	External Body:	Manometer:	Hose Pipe.:
Next check scheduled for: Date:					
COMMENTS					

NOTES:

8. Type – e.g. ABC 6KG; CO2 2KG, etc.
9. External Body – check that it is not broken, dented or rusted.
10. Manometer – check that the dial indicator is on the green part.
11. Hose Pipe – check that it is present and not broken.

