

## APPENDIX 3 to Health & Safety Policy Document

### ENVIRONMENTAL POLICY

#### **POLICY STATEMENT**

Sharps Skips will continue to control its activities to avoid unnecessary or unacceptable risks to employees, customers, the general public and the environment by planning, concluding and monitoring its operating using the concepts of Best Practicable Environmental in all Company activities.

All standards shall comply with or exceed regulatory control (i.e. Environmental Protection Act 1990) and/or relevant codes of practice as appropriate.

The Company intends to continue to develop and improve operational standards where feasible by ongoing assessment, controls and monitoring of emissions into the atmosphere of noxious or offensive substances that may adversely affect people and the environment.

The objectives of the policy are:

- to develop safety and environmental awareness amongst employees at all levels.
- to encourage full and effective consultation.
- to provide all employees with relevant information.
- to maintain a safe and healthy working environment.
- to prevent nuisance to the community and to avoid damage to the environment.
- To increase the percentage of materials recovered and recycled from the incoming waste stream
- To reduce the amount of waste being landfilled by the Company
- To raise awareness of the benefits of separating waste at source
- To maximise re-use and the amount of energy recovered from waste
- To minimise the use of energy, materials and non renewable natural resources
- To assist customers to reduce the environmental impact of waste by providing a reprocessing service
- To develop new uses for recycled materials
- to comply fully with all relevant statutory requirements.
- to take positive steps to conserve resources.

It is the Company's intention to minimise waste and pollution thereby reducing costs in both financial and environmental aspects.

This statement and associated documentation relating to Organisation and Arrangements shall be disseminated to all relevant staff and shall form a constituent part of the Company Statement of General Safety Policy.

#### **ARRANGEMENTS FOR ENVIRONMENTAL POLICY**

Because it is recognised that pollution may cause substantial or irreparable damage to the local or wider environment, Sharps Skips have ensured total integration of environmental

consideration into all its policies, plans and practices as appropriate, with the intention of minimising environmental impact of all business activities, viz:

- design of buildings
- emissions produced (smoke, fumes, dust, over effluvia, noise, effluent).
- energy usage.
- choice and handling of materials/substances (material source, re-cycled materials etc.)
- disposal of wastes.

The Company is also committed to:

- minimise any disturbance to the local and global environment and to the quality of life of the local communities in which the Company operates.
- comply fully with all relevant statutory regulations.
- maintain premise structure/appearance in good condition.
- take positive steps to conserve resources and energy usage.
- carry out all necessary assessments of the workplace environment, determine adequate controls and monitor effectiveness.
- provide adequate information and training to ensure proper use of equipment, substances (use and storage) and safe disposal to avoid unacceptable effect on staff and/or the environment.
- keep the public informed of any aspect of change that may affect them in their locality.

As part of the Company's environmental strategy to facilitate management control of environmental practices and assess compliance with company policies, a systematic examination by means of a regular Environmental Audit will be conducted by the Safety Adviser or other competent person to quantify performance with regard to:

- ensuring compliance with legislation.
- ensuring efficiency of business activity.
- predicting future controls.
- establishing confidence of employees, neighbours, customers, suppliers and the general public.
- providing a benchmark for measuring environmental performance.

#### APPENDIX 4 to Health and Safety Policy Document

### **ALCOHOL & DRUGS POLICY**

#### **Introduction**

The following sets out the company policy on drugs and alcohol. The policy recognises the need to ensure that all employees, and the company, conform to the legal requirements covering this subject.

### **The Policy**

- No person will drive a company vehicle or work on other duties whilst under the influence of drink or drugs. In simple terms we operate a zero tolerance policy.
- The above applies in total to the working day / environment.
- No employee should accept alcohol from any person whilst on company business at any time.

### **Why do we have a policy?**

We endeavour at all times to prevent risks / accidents to all employees, customers and the general public from the use and misuse of alcohol and drugs by our employees and others working with or for the company. We also use this policy to prevent any effects alcohol and drugs may have on our business performance, and as important, protect our employees who drive company vehicles from drink and drive convictions.

### **Who does this policy effect?**

Without exception, all employees and directors of the company, all people who have access to our vehicles, and all contractors who may work for, or on behalf of, the company.

### **What if I take medicine?**

All employees must be fully aware that if medication is prescribed, or advised by a medical practitioner or pharmacist, they must advise them of the nature of this company policy in order that appropriate information on the possible side effects and workplace safety can be given.

### **Screening testing for alcohol and drugs.**

We reserve the right to screen any employee who would appear to have taken drugs or alcohol either at work or prior to coming to work. This would normally be carried out by a urine sample.

We would also consider screening any potential employees for drugs or alcohol, failure to agree to this by the candidate may result in them not being employed. We would also test when there was a clear reason i.e. abnormal behaviour by current employees, was apparent.

### **Random testing.**

We do not operate a random testing policy, however we reserve the right to operate one subject to us giving all employees adequate notice of intent (2 weeks).

### **We are here to help.**

Any employee who needs advice, help on any drug or alcohol concerns should contact in the first instance their own manager or the company Managing Director. Every effort will be made to assist the employee in this situation.