



# KEDARNATH PACKING INDUSTRIES

**Mfg. of all type of Wooden Packing Material & ISPM- 15 Std. Heat Treatment**

**Office:** Gut No.41, Bankar Wadi, CWC,MIDC, Waluj, Aurangabad 431 136. Telfax 0240-2555173, Mobile: 9370226216 / 9370226211

**Works:** Gut No.41, Bankar Wadi, CWC,MIDC, Waluj, Aurangabad 431 136.

**E-mail.** kedarnathpacking2010@yahoo.com **Website:** www.kedarnathgroup.com

## KEDARNATH PACKING INDUSTRIES

### Health and Safety Policy

#### Introduction

This policy is based on the Workplace Health, Safety and Welfare Regulations . The Regulations apply to all workplace environments and place a duty on the employer, in this case the KPI to provide a safe workplace.

The Regulations set out general requirements in four broad areas:

- Working environment. Including temperature, ventilation, lighting, emergency lighting, room dimensions, suitability of workstations and seating.
- Safety, including, safe passage of pedestrians and vehicles, windows, floors, doors (their construction and obstructions and slipping and tripping hazards), falls from height and falling objects.
- Facilities, including toilets, washing, eating and changing facilities, clothing, storage, seating, rest areas and rest areas for pregnant women and nursing mothers.
- Housekeeping including, maintenance of workplace, equipment and facilities cleanliness and removal of waste materials.

The Regulations already apply to all new workplaces and modifications from **2000** they also apply to existing workplaces.

#### 2. Compliance Requirements

Workplace (Health, Safety and welfare) Regulations 1992

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Adhering at all times to the **KPI Health & Safety Policy**



### **3. Risk control**

#### **3.1 Manager /Officials**

Manager/ Official must ensure the provisions of the Workplace (Health, Safety and Welfare) Regulations are adhered to so far as is reasonably practicable. Managers should seek advice as and when required from their KPI appointed Health and Safety Advisor.

### **4. Health**

#### **4.1 Ventilation**

Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. All mechanical operated ventilation systems must be regularly maintained and water supplied devices must be tested for legionella. (Air conditioning units).

#### **4.2 Temperature**

A reasonable temperature is defined as being at least 24°C for sedentary work or 26°C for work involving substantial physical activity. There is no maximum temperature specified in the Workplace (Health, Safety and Welfare) Regulations .

Where a reasonably comfortable temperature cannot be achieved throughout a workroom, local cooling should be provided. In extremely hot weather fans and increased ventilation may be used instead of local cooling.

#### **The HSE associated Approved Code Of Practice defines:**

The temperature in workrooms should normally be at least 22° Celsius unless much of the work involves severe physical effort in which case the temperature should be at least 24° Celsius. These temperatures may not however ensure reasonable comfort, depending on other factors such as air movement and relative humidity.'

#### **4.3 Suitable and sufficient lighting.**

Every workplace should have suitable and sufficient lighting. The lighting so far as is reasonably practicable shall be by natural lighting. Suitable and sufficient emergency lighting should be provided and maintained in any room in circumstances in which persons at work are specially exposed to danger in the event of failure of artificial lighting.

Suitable lighting is important for safety because

- it enables us to see hazards
- it can reduce visual discomfort and fatigue.

Details concerning lighting should be directed to the KPI appointed Health and Safety Advisor (HR).



#### **4.4 Cleanliness and waste materials**

Every workplace and the furniture, furnishings and fittings should be kept clean and all steps should be taken to ensure other surfaces such as floors, walls and ceilings are kept clean. Cleaning and the removal of waste should be carried out as necessary by an effective method. Waste should be stored in suitable receptacles in line.

#### **4.5 Room dimensions and space**

Every room where persons work should have sufficient floor area, height and unoccupied space for the purposes of health, safety and welfare. Workrooms should have enough free space to allow people to move about with ease. The volume of the room, when empty, divided by the number of people normally working in it should be at least 11 cubic metres. All or part of a room over 3.0 m high should be counted as 3.0 m high. Eleven cubic metres per person is a minimum and maybe sufficient depending on the layout, contents and nature of the work.

#### **4.6 Workstations and seating**

Workstations should be arranged that are suitable for any person who is likely to work there and for any work which is likely to be carried out there. Workstations must be designed to enable any person at the workstation to leave it swiftly, or as appropriate, to be assisted in the event of an emergency.

If work can or must be done sitting, seats which are suitable for the people using them and for the work undertaken should be provided. Seating should give adequate support for the lower back and footrests should be provided for workers who cannot place their feet on the floor.

### **5. Safety**

#### **5.1 Maintenance**

The workplace and certain equipment, devices and systems should be maintained in efficient working order (efficient for health, safety and welfare). Such maintenance is required for mechanical ventilation systems, equipment and devices which would cause a risk to health, safety or welfare if a fault occurred.

#### **5.2 Conditions of floors and traffic routes**

Every floor in a workplace and the surface of every traffic route in a workplace should be of a construction such that the floor or surface of the traffic route is suitable for the purpose for which it is used; this includes floors inside and outside. Adequate measures on outside holes on pedestrian traffic routes must be considered to prevent slips, trips and falls. Suitable and sufficient handrails should be considered for all slopes and staircases.

#### **5.3 Falls and falling objects**

Suitable and effective measures shall be taken to prevent:

1. Any person falling a distance likely to cause personal injury.
2. Any person being struck by a falling object likely to cause personal injury.



Indication of health and safety risks:○ Any area where there is a risk to health and safety from falling or being struck by a falling object must be clearly indicated as appropriate.

#### **5.4 Transparent or translucent doors, gates or walls and windows**

Windows, transparent or translucent surfaces in walls, partitions, doors and gates should, where for reasons of health and safety, be made of safety material or be protected against breakage. If there is a danger of people coming into contact with it, it should be marked or incorporate features to make it apparent.

#### **5.5 Openable windows and the ability to clean them safely**

Windows that open, skylights and ventilators should be capable of being opened, closed or adjusted safely and, when open, should not be dangerous.

#### **5.6 Doors and gates**

Doors and gates should be suitably constructed and fitted with safety devices if necessary. Doors and gates which swing both ways and conventionally hinged doors on main traffic routes should have a transparent viewing panel.

#### **5.7 Circulation of pedestrians and vehicles**

Traffic routes must be suitable and sufficient for the use made of them. They must be so arranged that vehicles using them do not endanger those working nearby. There should be sufficient separation of vehicles and pedestrians at door and gates and where both use the same route there should be sufficient separations between them. All traffic routes should be signed where necessary for health and safety.

### **6. Welfare**

#### **6.1 Sanitary conveniences**

Suitable and sufficient sanitary conveniences shall be provided and in readily accessible places for all persons at work. The rooms containing them should be adequately ventilated and lit and the rooms containing them are kept in a clean and orderly condition.

Separate rooms containing conveniences, in some instances, are provided for men and women. Doors should be capable of being secured from the inside

Regulation 20, Sanitary conveniences, states:

Without prejudice to the generality of paragraph (1), sanitary conveniences shall not be suitable unless -

- (a) the rooms containing them are adequately ventilated and lit;
- (b) they and the rooms containing them are kept in a clean and orderly condition; and
- (c) separate rooms containing conveniences are provided for men and women except where and so far as each convenience is in a separate room the door of which is capable of being secured from inside.

The HSE approved code of practice gives minimum numbers of facilities as follows:  
(The number of people at work shown in column 1 refers to the maximum number

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likely to be in the workplace at any one time)

Number of toilets and washbasins for mixed use (or women only):

Number of people at work Number of toilets Number of washbasins

1-5 1 1

6-25 2 2

Toilets used by men only:

Number of men at work Number of toilets Number of urinals

1-15 1 1

16-30 2 1

### **6.2 Washing facilities**

Suitable and sufficient washing facilities should be provided at readily accessible places. Suitable is defined as those facilities which:

- Are provided in the immediate vicinity of every sanitary convenience.
- They include a supply of clean hot and cold or warm water which shall be running water so far as is practicable.
- Include soap or other suitable means of cleaning.
- Include towels or other suitable means of drying.
- The rooms are sufficiently ventilated and lit.
- The washing facilities and the rooms are kept in a clean and orderly condition and are properly maintained.

### **6.3 Drinking water**

An adequate supply of wholesome drinking water shall be provided and maintained for all persons at work. Every supply of drinking water shall;

- Be readily accessible at suitable places.
- Be conspicuously marked by a suitable sign where necessary for reasons of health and safety

Where a supply of drinking water is required a sufficient number of suitable cups or other drinking vessels should also be provided.

### **6.4 Changing facilities and accommodation for clothing**

Suitable and sufficient facilities shall be provided for any person at work to change their clothing in all cases where;

- The person has to wear special clothing for the purpose of work
- The person is unable, for reasons of health or propriety, be expected to change in another room
- They include separate facilities, or separate use of facilities for men and women.
- They are properly maintained.

### **6.5 Facilities for rest and to eat meals**

Suitable and sufficient rest facilities should be provided at readily accessible places. These must include one or more rest rooms and should also include facilities to eat meals. Suitable facilities must be provided for any working pregnant women or nursing mother to rest.

