

Health & Safety Policy Statement

Quick Circuits Ltd regards the management of health and safety as an integral part of its business. Through the development of policies and procedures, all activities are carried out in a safe manner, at its premises in 1 Loverock Road, Reading.

The Health and Safety rules follow the guidelines set out by the Health and Safety at Work Act 1974. Annual risk assessment reviews and regular consultations are intended to encourage awareness of appropriate processes and practices to ensure the health, safety and welfare of all Quick Circuits employees. An overview of working practices and day-to-day operations are outlined below.

WORKING PRACTICES

1. Employees must not operate any machine, plant or equipment unless they have been trained and authorized to do so.
2. Employees must make full and proper use of all machine guarding.
3. Employees must report to Management immediately any fault, damage, defect or malfunction in any machinery, plant, equipment tools or guards.
4. Employees must not make repairs or carry out maintenance work of any description unless authorised to do so. Under the 'Operations of Unfenced Machinery Regulations, 1938', those employed to examine, lubricate or adjust Machinery which is in motion, must be over 18 years of age.
5. Employees must use all substances, chemicals, liquids etc, in accordance with written instructions.

EMPLOYEES ARE REQUIRED:

1. Comply with the Health & Safety Policy
2. Observe the Safety Rules
3. Dress sensibly and safely for their particular working environment.
4. Report all accidents to their Supervisor whether injury is sustained or not.
5. Observe the Fire Evacuation Procedure and learn the position of all fire equipment and Exit routes.

QUICK CIRCUITS LTD

• 1 Loverock Road • Reading • Berkshire • England • RG30 1DZ
• Email: sales@quick-circuits.com • Website: www.quick-circuits.com
• Tel: +44 (0) 118 9508921 • Fax: +44 (0) 118 9568327
• Registration No. 1203058 • Vat No. GB200 5582 08
© Quick Circuits 2017



FIRST AID:

Accident Involving Personal Injury:

All injuries must be reported to the Supervisor and to the first aider.

The Accident Report Form must be completed part (a) of this Accident Report form must be completed by first aider, or appointed person part (b) of the Accident Report must be completed by the Supervisor.

Accidents Not Involving Personal Injury:

Resulting in danger to property, plant, machinery, tool/equipment, company vehicles, fixtures together with any near misses must be reported to a Supervisor.

Names of qualified first aiders, cyanide first aiders, fire offices, and spillage team are displayed on Company notice boards.

FIRE:

All persons employed to work in the premises will be given instruction and training by a competent person to ensure that they understand the fire precautions and the action to be taken in the event of fire.

Persons discovering fire must follow fire procedures which are on Company notice boards.

The meeting place in the event of fire is displayed on Company notice boards.



Mick Prater
Director

QUICK CIRCUITS LTD

• 1 Loverock Road • Reading • Berkshire • England • RG30 1DZ
• Email: sales@quick-circuits.com • Website: www.quick-circuits.com
• Tel: +44 (0) 118 9508921 • Fax: +44 (0) 118 9568327
• Registration No. 1203058 • Vat No. GB200 5582 08
© Quick Circuits 2017

