

# Health, Safety and Environmental Procedures for Sub-contractors and visitors



*Welcome to Servosteel.*

It would be appreciated if you did not proceed past the reception area until you have read and understood the information in this leaflet and signed the necessary paperwork relating to your visit. Should you require further information your host will be able to help you.

## General Site Rules

1. Please sign the relevant book and wear your visitors badge at all times whilst on our site. Please sign out and hand in your badge upon departure.
2. Minimum Personal Protective Equipment (PPE) requirements for this site are Hard Hat, Ear Protection, and High Visibility Vest. Safety Footwear, Safety Gloves and Eye Protection are required for designated areas.
3. Contractors are bound by our method statement and permit to work procedure, and will not be allowed to commence work until the necessary formalities have been completed, and an authorisation to work has been issued.
4. You must be accompanied by your host at all times whilst on site, unless you are a contractor with an authorisation to work.
5. There are continuous crane, forklift and other traffic movements within and around the works. You are instructed to keep to designated walkways at all times unless allowed to take a different route authorised by your host.
6. Floor areas painted red are exclusion zones which should not be entered whilst vehicles are being loaded or any other activity is being carried out. You must not deviate from green walkways unless escorted by your host and wearing safety footwear.
7. Wherever there are safety equipment signs, personal Protective Equipment must be used/worn.
8. Your host must give you information about the location of first aid facilities and toilets.
9. Smoking is only permitted outside at designated points, please ask your host to inform you where these are.
10. Site speed limit is 10mph.
11. You must adhere to all safety signs whilst on our site.
12. Any steel material samples must be taken by authorised Servosteel Personnel only. Gloves must be worn whilst handling samples. If you need a pair of gloves please ask your host.

## Emergency Procedures



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1. To obtain First Aid assistance, go to the nearest production line and ask for a first aider to assist you.
2. Emergency evacuation procedures are posted on each production line and on all notice boards within the factory, offices and gate house. Please familiarise yourself with these procedures upon your arrival on site.

## Fire Safety

1. The fire alarm is a distinctive siren. If you hear this siren, please leave the building by the nearest exit or as directed by your host.
2. To report a fire, go to the nearest production line and report to the nearest operator who will take the necessary action or leave the premises by the nearest fire exit, activating the alarm as you leave.
3. Do not delay or return to collect any personal belongings.
4. Assemble outside at your nearest assembly point or as instructed by your host.
5. DO NOT re-enter the building until you are told to do so by the fire marshal.
6. At Servosteel we have trained, competent fire marshals and first aid personnel. Please follow any instruction which you may be given and do not do anything which may interfere with the operation of these items.

## Environmental

The management of this site is committed to:

- an ISO 14001:2004 Environmental Management System.

This has the ultimate aim of:

- Complying with our applicable legal requirements.
- Preventing pollution.
- Controlling our environmental impacts.
- Continuous improvement.

Applicable legal requirements for this site include:

- **Environmental Permitting Regulations permit for our coil pickling operation.**
- **Consent to discharge to sewer for trade effluent.**
- **Environmental Permitting Regulations permit for discharge to surface waters.**
- **Hazardous Waste Regulations and duty of care for waste.**

## Spillages



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This site borders the Fens Pool SSSI, which is protected by law. All surface water from this site drains into these pools, so anything spilt on our roadways has the potential of contaminating surface water. In order to mitigate any accidental hazards, we have:

- Emergency drain covers, located in our weighbridge and the Effluent treatment Plant.
- Emergency spill kits located around the interior and exterior perimeter of the building
- Emergency shut off valve to the Fens Pool outlet.

Should you have or witness a spillage of any kind please contact a member of staff immediately. **Protection of the drainage network is of paramount importance!**

## Waste Management

In accordance with and compliance to the Environmental Protection Act 1990, you have a duty of care to dispose of waste materials whilst working on this site by adhering to the following procedure:

1. Any **hazardous waste** including liquids that you may find must be reported to the Environmental Supervisor who will arrange for its identification and disposal under controlled conditions. This includes Fluorescent Tubes and Electrical Equipment, which may contain hazardous materials.
2. All waste paper, plastic and cardboard should be placed either within the dedicated mixed recycling bins located around the site or the Mixed Recycling Skip, which is marked up accordingly, if in any doubt please ask a member of staff. However it should be noted that this skip is only for **NON HAZARDOUS WASTE**.
3. All **oil contaminated** absorbents and other materials must be placed into the Oil Contaminated IBC's, please ask a member of staff for assistance.
4. Any and all waste oil that you may need to dispose of must be reported to the Environmental Supervisor who will arrange for it to be disposed of under controlled conditions.
5. Any waste chemicals either identified or otherwise found or used must be reported to the Environmental Supervisor who will arrange for its controlled disposal.
6. All metal waste must be placed into the Metal Waste Skips.

Please ensure that waste is segregated as above. Plastic cups etc. should not be put in metal scrap bins, or filter cake skips. **USE THE CORRECT SKIP!**



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# ENVIRONMENTAL AND SUSTAINABILITY POLICY

Servosteel is committed to undertaking its activities regarding the environment by meeting the requirements of ISO 14001:2004 through our established working practices and our commitment to continual improvement. We will endeavour to comply with all environmental legislation, regulations and other requirements relating to our activities, with particular reference to:

- o *Environmental Permitting Regulations (EPR) Permit KP3732PL*
- o *MCERTS Self-Monitoring of Effluent Flow*
- o *MCERTS Emissions Monitoring from Emissions Point A1 (Permit KP3732PL)*

It is our declared policy to minimise the effects of our activities through environmental and sustainable measures, which will include;

- Assess the effects of our activities on the surrounding environment.
- Be committed to a programme of continual improvement and pollution prevention by:
  - o Limiting the amount of waste produced by raising staff awareness through our quality standards which meet ISO 9001:2008, and where waste is produced we work closely with our staff and our fully licensed waste contractors to ensure we can re-cycle and recover as much waste as possible through the waste management hierarchy.
  - o Effectively managing the consumption of Energy and Water through a system which constantly measures our usage. Analysis of which helps to decide best practice working techniques and future improvement programmes.
- Maintain awareness of any developments designed to improve the environment and apply best available technology where viable.
- Communicate the policy to employees and interested parties through various methods including the use of notice boards, company intranet and our website [www.essar.co.uk](http://www.essar.co.uk)
- Set definable and measurable Environmental Objectives and Targets.
- Train and inform all employees so as to raise awareness of environmental and sustainability matters, which includes the use of call conferencing instead of physical travel.
- If requested, provide information and assistance to customers on environmental issues arising from our products and services.

Phillip Guest  
Executive Director  
Steelstrip Services Ltd t/a Servosteel

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