



i-design furniture Health and Safety Policy

Everyone shares the responsibility to promote Health and Safety. Health and Safety requirements are explicitly placed on all activities undertaken in the Operational Domains of i-design furniture Ltd.

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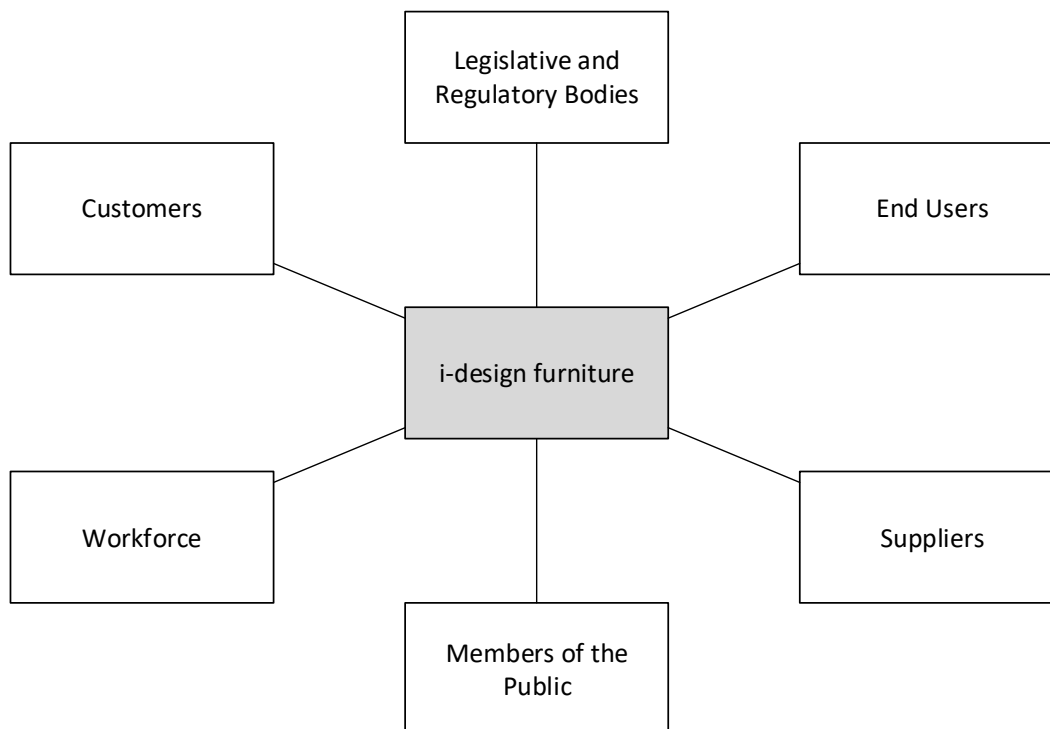
1 SCOPE

- 0001. This i-design furniture (idf) General Health and Safety Policy statement considers the health and safety contributions from all resources in our Operational Domains from design, through manufacture, distribution, installation, maintenance and recovery.
- 0002. Specific Health and Safety requirements and implementation arrangements are contained in Domain-specific Health and Safety Policy Manuals described later in this document.
- 0003. This General Health and Safety Policy Statement that you are reading applies to every operating domain and must be used in conjunction with the domain-specific Health and Safety Manual.

1.1 BUSINESS FUNCTIONS

- 0004. idf, as a business, functions in society and must undertake all its operations with due consideration for the safety and well-being of others.

Figure 1 Business – Functional Responsibilities in Society



1.2 LEADERSHIP AND MANAGEMENT

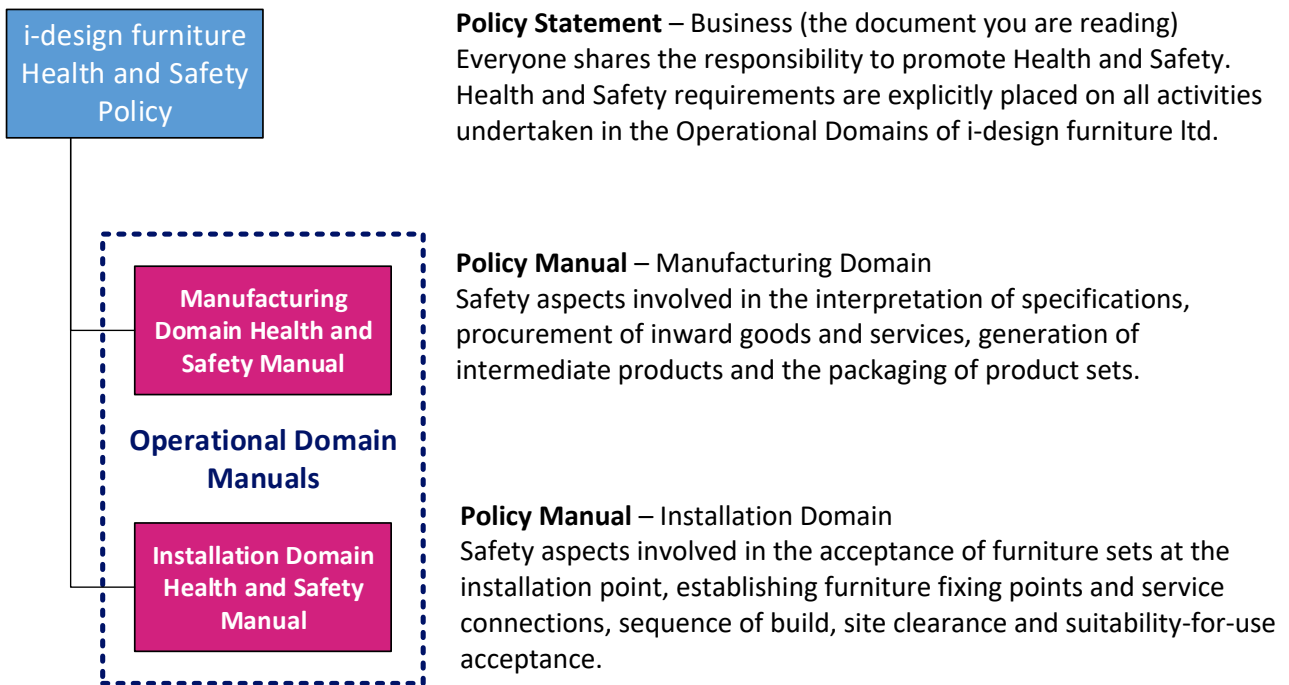
- 0005. The Managing Director will sign statements of compliance for Statutes and Regulations that apply to the operations undertaken by idf.
- 0006. Leadership is to be expressed by all members of the idf workforce. Structured management appointments and associated reviews will exercise judgement and coordinate activities.
- 0007. Leadership-by-example for Health and Safety matters within i-design furniture flows from the Managing Director and extends throughout the company. All company employees are encouraged

- to take an active role in optimizing and promoting a culture of safe and environmentally friendly working practices.
0008. This document applies to workers performing activities in idf's operational domains. Workers include employee, contractor and agency or temporary staff. Each worker on induction must sign to acknowledge receipt and understanding of the contents.
0009. idf will cascade the requirements of this document to its contractors, and evidence of each contractor's subsequent cascade to its subcontractors will be sought.
0010. idf Operational Domain Leaders will produce domain specific manuals to address the implementation of this policy in their functional areas and solicit event observation feedback reports to improve the Policy Statement and Policy manuals.

2 REFERENCED DOCUMENTS

2.1 HEALTH, SAFETY AND ENVIRONMENTAL POLICIES AT I-DESIGN FURNITURE

Figure 2 Currently Active Policy Documents



0011. The documents cited in the remainder of this section are the main published documents affecting all businesses in the construction and manufacturing industries. The appointed Business and Operational Domain Leaders are responsible for sourcing amendments which may have emerged subsequent to publication of a cited main document.

0012. A list of current Operational Domain Leaders is shown at Annex A, page 20.

2.2 REGULATORY

2.2.1 Overarching Legislation

0013. The overarching legislation is:

- [Health and Safety at Work etc. Act 1974](#)

2.2.2 Principal Regulation

0014. The principal regulatory consideration when working with others is:

- The [Construction \(Design and Management\) Regulations 2015](#), often referred to as CDM.

2.2.3 Main Regulations and Statutory Instruments

0015. The main regulations affecting each operational domain are to be found in the domain-specific Health and Safety Manual.
0016. Regulations impacting all aspects of idf operations include:
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
 - Manual Handling Operations Regulations 1992
 - Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)

2.3 GUIDANCE

0017. Guidance documents relevant to idf's business are provided as a source of reference to all workers to enable discussions between practitioners and managers to stimulate and develop best practice.
0018. The development and roll out of best practice is conducted through the Policy Review Process.
0019. Guidance is available on idf's intranet site in the [Useful Links](#) section.

2.4 INFORMATION

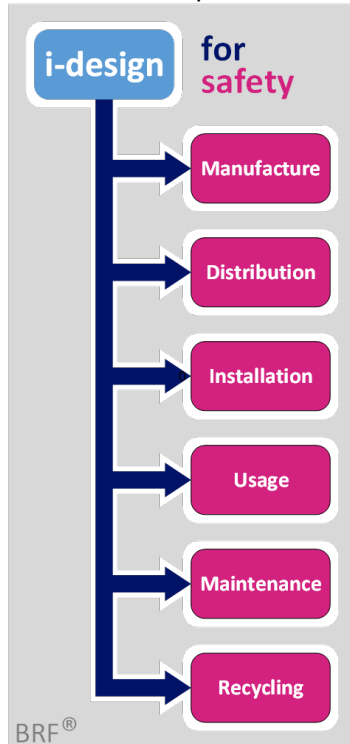
0020. Information documents are documents that affect the way we acquire, produce and dispose of all types of goods and services in idf's operations.
0021. Availability of validated Information required to enable or support Health and Safety in the idf Operational Domains, such as site notices, materials data sheets and safe operating conditions of machines, is the responsibility of the nominate operational domain leader.
0022. Reference copies of Information documents are maintained on idf's intranet site in the [Useful Links](#) section.

3 APPLICATION OF RESOURCES

3.1 OPERATIONAL DOMAINS

0023. Resources are allocated to activities in each of the idf Operational Domains in below Table 1 below.

Table 1 Operational Domains



Design - establishing the functional requirements of customers and end users, selecting suitable materials and techniques to facilitate activities in dependent domains.

Manufacturing – interpretation of specification, procurement of inward goods and services, generation of intermediate products and the packaging of product sets.

Distribution - the collection of product sets, transportation to site, site acceptance, intermediate storage and presentation of product sets for installation.

Installation - the acceptance of product sets at the installation point, establishing furniture fixing points and service connections, sequence of build, site clearance and suitability for use acceptance.

Usage - usage profile monitoring in the context of the service level agreement between the end-user and the customer. Provision of ergonomic, fire resistance and safe operating limit notices.

Maintenance - Warranty service provision, on-site maintenance and repair in a usage environment, help desk support.

Recycling – the collection of all waste and used products from all sites affected by the operational activities of idf.

3.1.1 Site Layout and Access

0024. Each Operational Domain will manage the layout of its own resources and will manage the movement of resources between locations. Access to hazardous areas (e.g. containing hazardous materials, reciprocating and rotating machinery, and operator-intensive processes) will be controlled by the Operational Domain Leader using the Risk Assessment and Mitigation procedure shown at Annex C, page 22.

3.1.2 Main Activities

0025. A list of main activities required to perform Operational Functions will be provided in domain specific health and safety manuals.

0026. The main activity in support of the functions shown in Figure 1 Business – Functional Responsibilities in Society (page 5) is:

the maintenance and application of the document you are reading

0027. This document is maintained as outlined in the Policy Optimization section on page 19, to ensure idf always has a General Health and Safety Policy that is up-to-date and relevant to its function in Society.

3.1.3 Risk Assessment and Mitigation

0028. A risk register is to be maintained by Operational Domain Leaders and made available for scrutiny by practitioners, visitors and auditors.

0029. Associated with each of the registered risks will be mitigation methods that practitioners and visitors must be made aware of.

0030. COSSH, General Risk Assessment, Emergency Services Incidence and Specific Equipment risk assessments will use the Risk Assessment and Mitigation process shown in Annex C, page 22.

3.1.4 Lines of reporting

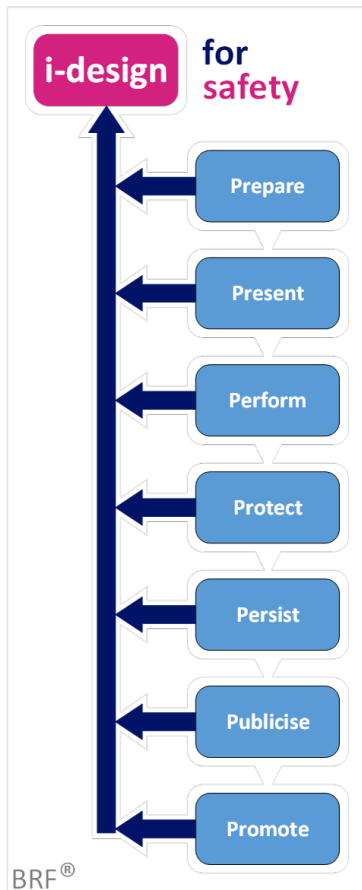
0031. Information is captured and collated from Event observation Reports as detailed in section 7 below, Event Observation and Reporting.

0032. Operational Domain team meeting agendas will included Event Observation review to facilitate Policy Optimization as described in section 8 below.

3.2 OPERATING DOMAIN – GENERAL POLICY REQUIREMENTS

The promotion of the General Policy Requirements listed in Table 2 below is the means by which the idf Health and Safety culture is nurtured, communicated and implemented

Table 2 General Policy Requirements



The pattern of General Policy Requirements (GPRs) enables a common understanding of how to behave in any of our operating domains.

The GPRs enable domain practitioners and visitors to communicate **Prepare** - establish the nature of work being undertaken in advance and what is required of you. Identify the operational domain leader in charge of the area you will be entering.

Present – (yourself) to the manager in charge prior to entry, and confirm the nature, timing and location of your activities. Exchange information on responsibilities, risk mitigation and hazards.

Perform – undertake the planned activity, keep within the expected limits of the task at hand and fulfil the locally agreed responsibilities.

Protect – safeguard the integrity of resources in your vicinity. Behave in a manner that does not cause distraction to others. Keep the work area clean and tidy. Reduce waste materials and by-products.

Persist – enforce adherence to safety notices and safety barriers established for your activities. Record your observations of safety relevant events.

Publicise – make your observations available to the idf operational domain leader in the first instance or to the manager in charge.

Promote – contribute to the operational domain’s scheduled safety briefings and work planning meetings.

3.3 RESOURCE GROUP CAPABILITY REQUIREMENTS

0033. The resources allocated to perform functions in idf’s Operational Domains are organized into groups and classified by the attributes required to perform in a safe, effective and efficient manner.

3.3.1 People Core Competencies

0034. Operational Domain Leaders are required to define and maintain skills and competency requirements to operate equipment and perform operational activities in their Operational Domain.

- 0035. Training may be requested by employees and a record of courses completed will be maintained.
- 0036. The matching of practitioner skills and competencies to those required for the operational activity is the responsibility of the Operational Domain Leader.
- 0037. It is the responsibility of practitioners to request training and instruction if there is any doubt about operational safety.

3.3.2 Information Accuracy and Relevance

0038. Operational Domain Leaders are required to review the availability of accurate and relevant safety information notices with practitioners regarding:

- operation of equipment
- storage and handling of materials,
- exclusion zones
- transit routes through work areas

3.3.3 Operating Processes

- 0039. Operational Domain Leaders will assess all new job specifications to determine the suitability of existing operating processes, which includes operator and equipment capabilities.
- 0040. The development of new operating processes is the responsibility of the Product Development Director.
- 0041. The operational Domain Leader and Practitioners in the domain will maintain copies of operating process specifications as a source of reference.

3.3.4 Equipment Configuration and Maintenance

0042. The Operational Domain Leader will schedule checks on:

- Configuration and operation of mechanical and electrical safety interlocks
- Wear and signs of damage related to mechanical and electrical equipment
- Periodic compliance testing and certification
- Usage rate of last-resort personal protection equipment

3.4 DECISION MAKING GROUPS

0043. In this way a function can have more than one person associated with it who is capable of making decisions and taking actions – hence the phrase decision making group. When a group is large enough, or a consensus decision is required a Functional Area Champion will be nominated by the Operation Domain Leader to promote health and safety efficiency for the function.

3.4.1 Jurisdiction

- 0044. Decision making is characterized by the function a person performs in an operational area.
- 0045. Everyone is allocated to a functional area based on a balance between the demands the processes employed place on a person's comprehension, knowledge, aptitude and dexterity and the records of training, experience and competency a person holds.

3.4.2 Delegation

0046. Once allocated to a functional area, a person is expected to promote health and safety excellence in that functional area by expressing:

- Authority – taking command of the discipline practised and leading others that depend on the discipline
- Ownership – accepting requests for **legitimate** actions that relate to your discipline, taking responsibility for one's own actions

3.4.3 Control

0047. Control is about how a person can produce outputs from their actions which simultaneously meet Health, Safety and Environmental, Quality, Cost and Timing objectives (HSEnv,QCT).

3.4.3.1 Taking Control

0048. In a complex business environment no single person can expect to meet the shared HSEnv and QCT objectives by working in isolation.

0049. In line with our culture at idf, periodic team meetings are arranged in each Operational Domain to sequence actions that allocate Resources (People, Information, Process and Equipment) to meet the HSEnv and QCT objectives we have agreed with our customers.

0050. Team meeting agendas focus on ownership of actions, which in turn is based on the training and experience you have received at idf. In the team meetings:

DO

- Behave with Authority and offer insight and guidance to the meeting membership to promote HSE and QCT excellence in the discipline you share with others
- Accept requests for actions that you determine are compatible with your knowledge, skills and workload
- Monitor the HSEnv and QCT suitability of information, processes, equipment supplied to you and raise observations about improvement opportunities
- Express observations about your personal safety and the safety of others in your vicinity as the first item in the meeting agenda
- Make requests for training, instruction or information for all new processes or process amendments
- Engage in discussion of points raised by others in an objective way, backed up with practical examples or points of evidence

DO NOT

- Remain silent when you have a HSEnv contribution to make

4 RESPONSIBLE PARTIES

4.1 IN THE COMPANY

4.1.1 Business Leadership

0051. Business Leaders, Board, Executives, Managers, Teams leaders are responsible for the optimization of the HSEnv policies based on periodic reviews, section 8.3, page 19.
0052. Business Leaders have the authority to shape resource configurations (People, Information, Process and Equipment) to optimize HSEnv policies using the following means:
- **Acquisition** – of resources with certified levels of performance
 - **Allocation** – of resources with performance capabilities sufficient for the demands of the Operational Domains
 - **Improvement** – of resources by authorization of training, maintenance, certification testing, and policy version upgrade, for example
 - **Release** – of resources by transfer, sale, recycling or contract termination

4.1.2 Operational Domain Leaders

0053. Operational Domain leaders are responsible for HSEnv policy implementation, maintenance and change recommendations, synchronized to the Business Leadership periodic review, section 8.3, page 19.
0054. Operational Domain Leaders manage allocated resources to achieve the throughput of goods and services in a healthy, safe and environmentally friendly work area.
0055. Operational Domain Leaders make resource allocation requests and improvement requests to business leaders for the provision and maintenance of the healthy, safe and environmentally friendly environment.

4.1.3 Functional Leadership and Practitioner

0056. Functional leaders are accredited subject matter experts who are capable of nurturing others to achieve excellence in their accredited subject
0057. Practitioners are accredited with competency levels which authorize unsupervised activity in a stated role in an operational domain. Such accreditations enable the health and safety of all persons in the operational domain.

4.2 WORKING WITH OTHERS

4.2.1 Visitors to idf sites

0058. The availability of visitor-induction and guidance material is the responsibility of the Operational Domain Leader.
0059. It is the responsibility of the person being visited to arrange induction and select HSEnv guidance relevant to the visitor will perform in the idf site.

4.2.2 idf Visiting Client and Supplier Sites

- 0060. idf personnel visiting client or supplier sites to perform tasks will have a job sheet to describe the nature of the work and any certification required to demonstrate equipment and operator suitability.
- 0061. When arriving as part of an idf team, a team member will be appointed as idf's on-site representative to liaise with Client or Supplier appointed personnel on matters of site induction and site Health and Safety.
- 0062. In addition to idf's HSEnv policies, all authenticated site policies must be followed. If a conflict arises between site and idf's HSEnv policy seek clarification from the idf on-site representative or from the Client's or Supplier's site manager.

5 MANDATORY REQUIREMENTS

5.1 REGULATORY REQUIREMENTS

5.1.1 For Construction

0063. Health and Safety Policy Updates in line with Construction (Design and Management) – CDM 2015
<http://www.hse.gov.uk/construction/cdm/2015/index.htm>

5.1.2 Industrial Regulatory Requirements

0064. RIDDOR Reporting <http://www.hse.gov.uk/riddor/report.htm>

0065. PUWER <http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

5.1.3 Furniture and Furnishings

0066. Fire safety <http://www.legislation.gov.uk/ukxi/1988/1324/contents/made>

5.2 COMPANY REQUIREMENTS

0067. This General Health and Safety Policy Statement that you are reading applies to every operating domain and must be used in conjunction with the domain-specific Health and Safety Manual.

5.3 CONTRACTUAL REQUIREMENTS

5.3.1 For Construction

0068. Provision of evidence to Clients to demonstrate compliance with CDM 2015

0069. Gathering of evidence from Contractors (suppliers to idf) to demonstrate compliance to CDM 2015

6 ADVISORY REQUIREMENTS

6.1 INFORMATION IN SUPPORT OF POLICY

0070. At the initiation of a job the Operational Domain Leader may issue a Job sheet with detailed instructions derived from the table of Generic Requirements in Table 2 on page 11. The job sheet information is specific to a named Job and is only valid for that Job.

6.2 LOCAL PROCEDURE ADDENDUMS

0071. Local procedure addendums can be initiated by compiling an Event Observation Report (EOR), section 7, page18. An Operational Domain Leader has the authority to generate a local policy amendment after undertaking a risk assessment with the parties involved in carrying out the work. Agreement between the parties and the risk assessment must be recorded.

6.3 INDUSTRIAL BEST PRACTICE

0072. Industrial best practice discovered or created during the course of business must be initially recorded using the EOR section 7, page18.

0073. Industrial Best Practice may be recommended by the Operational Domain Leaders to the Business Leadership (Board or Executive Groups).

6.4 EMERGING TRENDS

0074. New technologies used in the construction and furniture sectors may be cited for tracking and evaluation using the EOR section 7, page18.

7 EVENT OBSERVATION AND REPORTING

7.1 EVENT OBSERVATION REPORT (EOR) OBJECTIVES

0075. Event observation reports are used to record events observed in the course of business activities that optimize the Company's Health, Safety and Environmental policies. The optimization process is described in section 8, page 19.

7.2 EOR FORMAT

0076. The EOR is available as an electronic form in the i-design furniture intranet.

0077. A paper format is available for occasions when intranet connection is unavailable. Paper copies must be transferred to the intranet to initiate the review process.

Table 3 EOR Form – Outline Structure

Date:	Time:	Location:
Name of the Observer:		
Operational Domain:		
What activity was taking place?		
What Resources were involved?		
What role did you play (if any)?		
Describe the critical event?		
What, in your opinion, caused the critical event?		
Does the event mean safety is reduced or improved?		
What recommendations are to be made?		

0078. Table 3 above is presented here in outline form only. The information requested will be available to in the Operational Domain where resources are operating, see section 3 Application of Resources, page 9

8 POLICY OPTIMIZATION

8.1 OVERVIEW

0079. The points raised in this section refer to the process diagram shown in Annex B, page 21.

8.2 CONSULTATION

0080. Consultation with the workforce takes the form of meetings in the Operational Domains

0081. Business meetings are schedule by business leaders (Board, Executive, and Managerial) and by mutual agreement tasks are allocated via the meeting agenda.

8.3 POLICY REVIEW

8.3.1 Steady-state Reporting

0082. In normal business operations policy is reviewed as shown in Table 4 below

Table 4 Steady-state reporting

Position	Evidence Reports	Updates
Business Executives	Quarterly	Yearly
Business Mangers	Monthly	Quarterly
Operational Domain Leaders	Weekly	Monthly
Operational Domain Practitioner	Daily	Weekly

8.3.2 Exception Handling

0083. Imminent risk of harm or actual injury must be prioritized and not be subject to delays caused by workload.

8.4 VERSION DEVELOPMENT AND RELEASE

0084. Operational Domain Leaders are authorized to issue updates to the Risk Assessment and Mitigation register on the intranet and from there print paper copies for local use.

0085. Operational Domain Leaders generate recommendation for changes to HSEnv Policy Statement and Manuals and the Business Executive Group authorizes the publication to the intranet for distribution and use.

8.5 INSPECTION AND TEST REGIME

0086. Business managers and executives can monitor the intranet Policy Libraries and Risk Assessment and Mitigation Libraries and, on occasion, audit paper copies to ensure compliance with current versions.

0087. Each worker is expected to check that paper copies have the correct version.

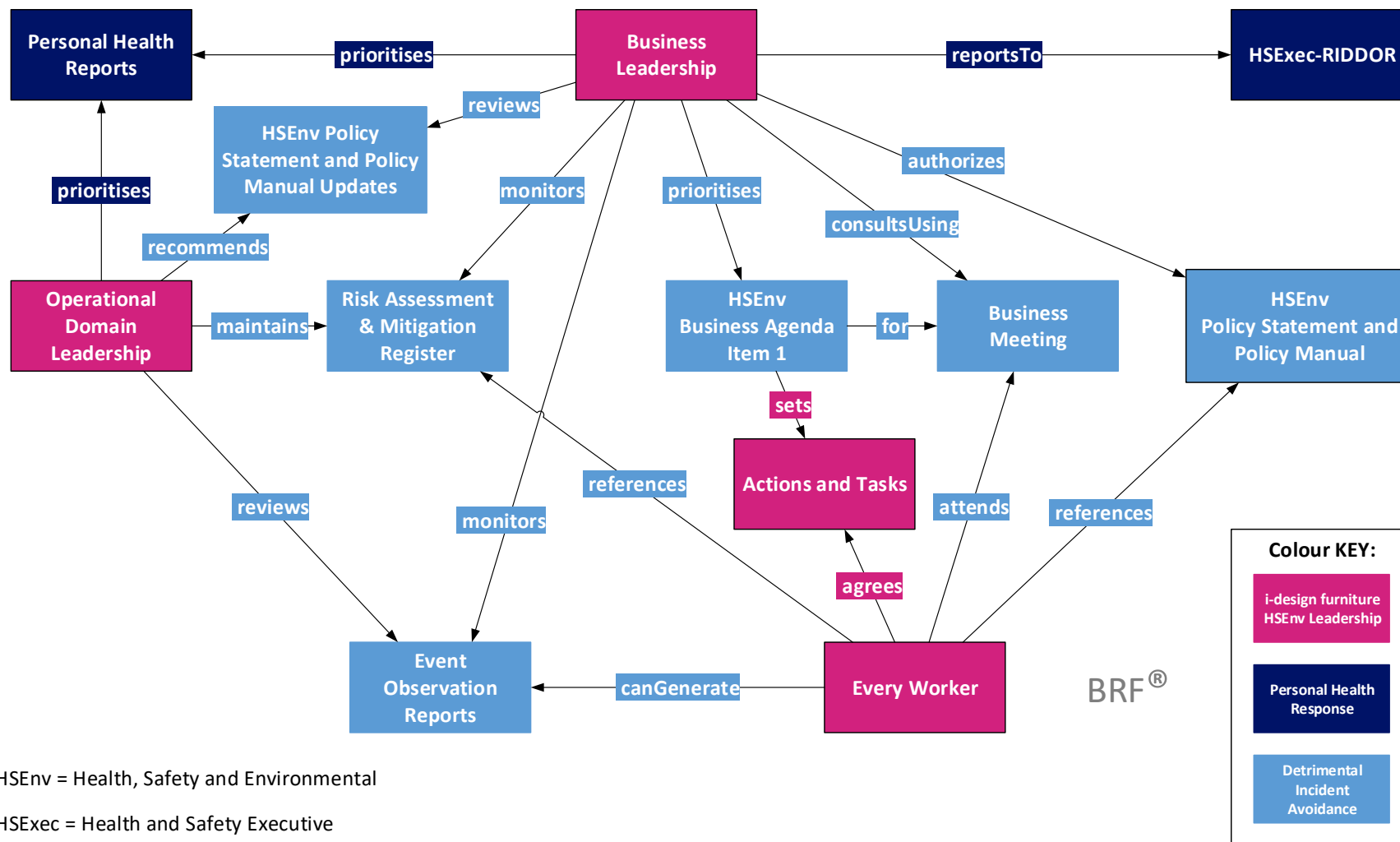
Annex A CURRENT OPERATIONAL DOMAIN LEADERS

Table 5 Operational Domain Leaders

Domain	Appointee	Title
Business	Ben Walsgrove	Managing Director
Manufacturing	Adam Ross	Design and Product Development Director
Installation	Ian Adams	Workshop Manager

Annex B HSEnv OPTIMIZATION PROCESS

This process is referenced in Section 8 on page 19.



HSEnv = Health, Safety and Environmental

HSEnv = Health and Safety Executive

Annex C RISK ASSESSMENT AND MITIGATION

0088. A risk assessment and mitigation register exists on the [idf-forSafety](#) intranet site. A summary of the information record stored there is shown in Table 6 below.

Table 6 Risk Assessment and Mitigation Record Structure

Date:	Time:	Location:
Risk Item ID and Title	Unique reference for the item in the register	
idf Operating Domain	The nature of operations relating to risk	
Risk Item Tactical Owner	Maintains the information relevance for the Risk ID	
Type Of Persons	Types of stakeholders impacted by the risk	
	Multiple selection: Client, Employee, Contractor, Subcontractor, Supplier, Member of the Public, 3 rd Party	
Stakeholder Expectations	Main stakeholder expectations relating to the operational risk	
Related Incidents	Other Risk Items from this list – related to this one	
Risk Type	Type of risk - to support interpretation, application and optimization of associated knowledge	
	Select one: Hazard, Opportunity, Uncertainty	
Risk Description	Description of risk related to activities in the idf Operational Domain and timescale of potential impact	
Risk Target	Target values for control of risk and desired level of performance	
Risk Response	Applied control mechanisms and mitigating activities	
Risk Treatment	What remedial actions and reporting is required if the risk materialize	
Risk Controls	Existing control mechanisms and activities and the extent to which they are effective	
Risk Monitoring	Main factors to be monitored and performance/status reporting against risk	
Risk Improvements	Recommendations for timely, effective and affordable improvements to operational practices	
Risk Item Strategic Authority	Person responsible for resource allocations and for authorizing new version of relevant policy	