



Manufacturing Domain Health and Safety Manual

Safety aspects involved in the interpretation of specifications, procurement of inward goods and services, generation of intermediate products and the packaging of product sets.

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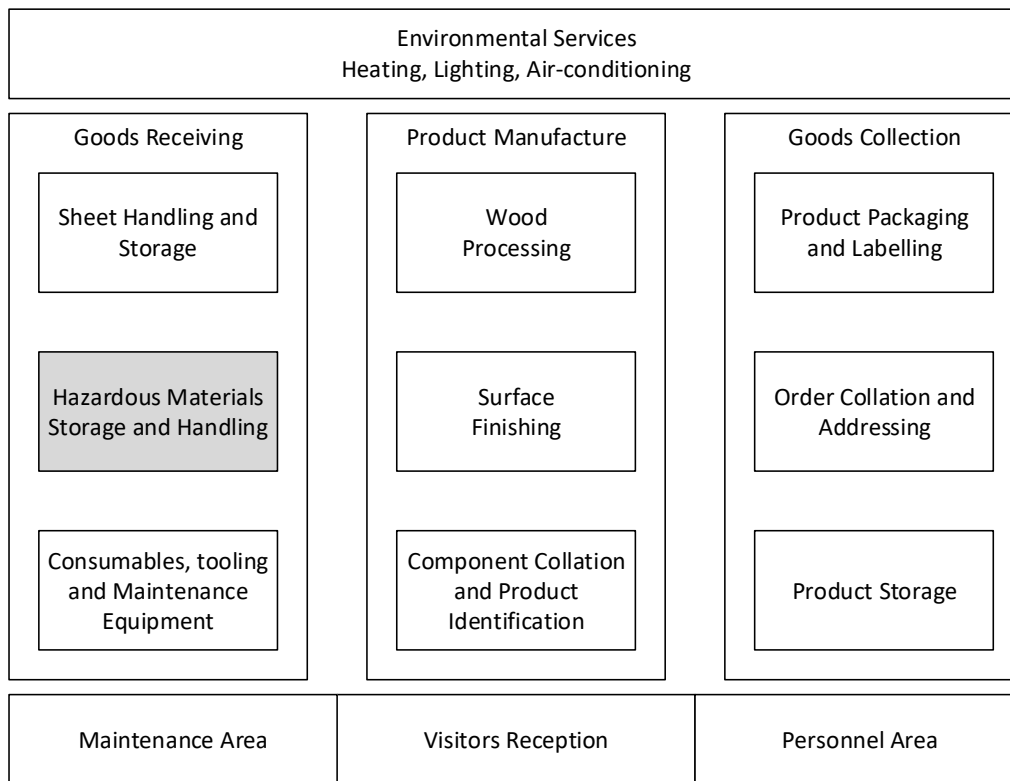
1 SCOPE

- 0001. This Manufacturing Domain Health and Safety Manual must be used in conjunction with the i-design furniture Health and Safety Policy.
- 0002. The requirements of this manual apply to all i-design furniture (idf) limited workers and must be cascaded to contractors and sub-contractors working in idf manufacturing facilities in line with the i-design furniture Health and Safety Policy.

1.1 MANUFACTURING FUNCTIONS

- 0003. This manual addresses Health and Safety within the Manufacturing Operating Domain of idf.

Figure 1 Functional structure of Manufacturing Operating Domain



1.2 LEADERSHIP AND MANAGEMENT

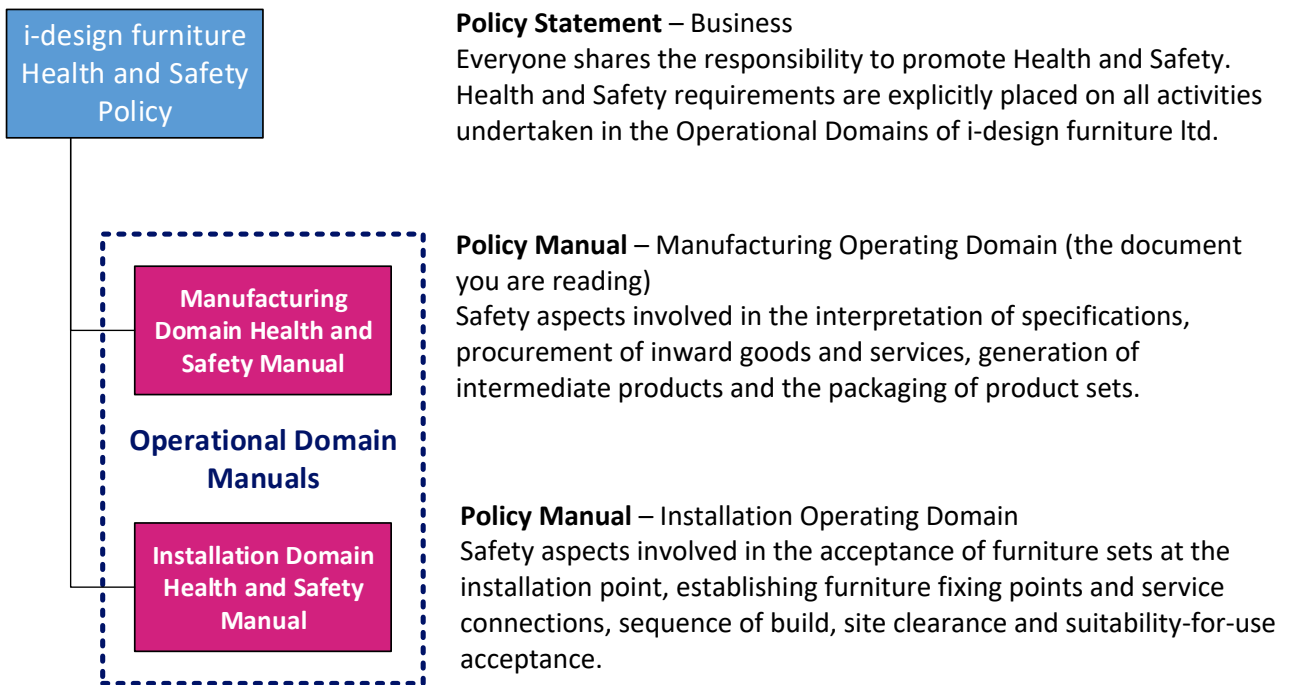
- 0004. Leadership for Health and Safety matters within idf flows from the managing director and extends throughout the company. All company employees are encouraged and expected to take an active role in leading and promoting a culture of safe and environmentally friendly working practices.
- 0005. Overall and final responsibility for Health and Safety within idf lies with the company Managing Director.
- 0006. The idf Manufacturing Domain Leader is responsible for the production of this Manufacturing Domain Health and Safety Manual and for provision of event observation feedback reports to policy review meetings.

- 0007. Day-to-day responsibility for implementation and maintenance of Health and Safety within the idf Manufacturing Operating Domain lies with the Workshop Manager.

2 REFERENCED DOCUMENTS

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

Figure 2 Currently Active Policy Documents



0008. The documents cited in the remainder of this section are the main published documents affecting the Manufacturing Operational Domain in idf.

2.2 REGULATORY

0009. Overarching legislation for Health and Safety in the workplace is provided under the [Health and Safety at Work etc. Act 1974](#).

0010. Other regulations important in the Manufacturing Operating Domain are:

- The Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment at Work Regulations 1998 (LOLER)
- Manual Handling Operations Regulations 1992
- The Work at Height Regulations 2005.
- 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

0011. Links to practical and up-to-date Health and Safety guidance and advice are available in the [Useful Links](#) section of the idf Health and Safety intranet site.
0012. The guidance most relevant to work undertaken in the Manufacturing Operating Domain includes:
- The health and safety toolbox
 - How to control risks at work
 - Health and safety in the woodworking industry
 - Risk assessment (A brief guide to controlling risks in the workplace)
 - Providing and using work equipment safely (A brief guide)
 - Personal protective equipment at work (Third edition)
 - Lifting equipment at work (A brief guide)
 - Manual handling at work
 - Manual handling solutions in woodworking
 - Safe use of ladders and stepladders
 - Working with substances hazardous to health: A brief guide to COSHH
 - Example COSHH risk assessment - Workshop
 - Materials storage and waste management
 - Reporting accidents and incidents at work

2.4 INFORMATION

0013. Links to practical and up-to-date Health and Safety information are available in the [Useful Links](#) section of the idf Health and Safety intranet site.
0014. The information most relevant to work undertaken in the Manufacturing Operating Domain includes:
- HSE Leaflets – Woodworking
 - COSHH Direct Advice sheets for industries - Woodworking

3 APPLICATION OF RESOURCES

3.1 MANUFACTURING OPERATING DOMAIN

0015. The manufacturing functions performed by idf are shown in Figure 1 above.

0016. This document applies to Manufacturing Operating Domain activities in the following facilities:

- Rutland Production facility
- Rutland Prototyping facility

0017. This document will also apply to any future manufacturing work managed directly by idf at other locations.

0018. Every idf worker (employee or contractor) will be provided with the information required to give them a clear understanding of the Health, Safety and Environmental standards, management, procedures and reporting arrangements that apply at idf manufacturing facilities before they undertake work at the facility. The worker will be required to sign a confirmation that they have received and understood the information provided.

3.1.1 Site Layout and Access

0019. Site layout and access routes within idf manufacturing facilities are signed to allow safe movement around the facility and easy escape in cases of emergency such as fire. Areas where access is restricted are also marked out and signed. Access related signage is to be respected by all workers and visitors. Access and escape routes must be kept clear of obstructions and waste at all times.

0020. Visitor reception points are signed and visitors should be briefed on access routes and restricted areas on arrival.

0021. As part of a wider induction brief, all workers should be briefed on access arrangements, for both day-to-day activities and for emergency situations such as fire, before they start work within a facility.

3.1.2 Main Activities

0022. The main activities of the Manufacture Operating Domain are:

- Handling and storage of sheet materials
- Storage and handling of hazardous materials
- Tooling and equipment maintenance
- Wood machining
- Surface finishing
- Component handling and collation
- Product packaging and labelling
- Order collation and addressing
- Product storage and dispatch

3.1.3 Risk Assessment and Mitigation

0023. The potential hazards identified in the manufacturing facilities are from:
- Rotating and reciprocating woodworking machinery
 - Manual handling
 - Hazardous materials including wood dust
 - Noise
 - Slips, trips and falls, including from ladders and stepladders
 - Vehicles
 - Electric shock or burns
 - Fire
0024. Risk assessment and mitigation information is available in the Personnel area of each facility and notices are also displayed prominently adjacent to any localised potential hazards.
0025. Risk assessments must be carried out for any potential hazards not already addressed using the risk assessment and mitigation template available either on the idf Health and Safety intranet site at [idf-for-Safety](#) or in hard copy in the Personnel Areas of idf manufacturing facilities.
0026. The Manufacturing Domain Leader is responsible for ensuring that fire-fighting equipment is properly maintained and facility evacuation plans are tested periodically and updated as necessary.
0027. Approved operator lists for machinery are held in the Equipment Resource list on the intranet site and a record is also kept in the Personnel Area at the relevant manufacturing facility.
0028. Workers and visitors are to wear appropriate Personal Protective Equipment (PPE), as indicated by signage or specific risk assessment/mitigation notices, at all times.

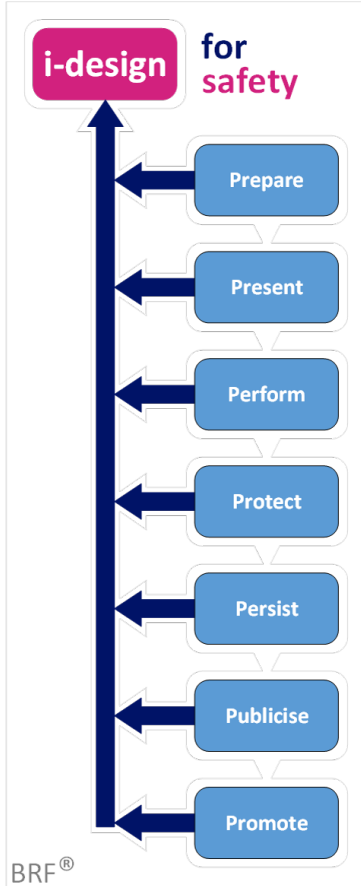
3.1.4 Lines of reporting

0029. Day-to-day operations in the manufacturing facilities are under the control of the Workshop Manager. All workers must ensure that they have the approval of the Workshop Manager before undertaking any potentially hazardous activities within the manufacturing facilities.
0030. All accidents, incidents and health, safety or environmental related observations must be reported at the earliest opportunity using the Event Observation and Recording process described in section 7, on page 17. All workers are also strongly encouraged to report near misses, potential hazards and any other health, safety and environmental concerns or improvement opportunities as part of our pro-active approach to Health and Safety.

3.2 MANUFACTURING OPERATING DOMAIN – GENERAL POLICY REQUIREMENTS

0031. The promotion of the General Policy Requirements listed in Table 1 below is the means by which the idf Health and Safety culture is nurtured, communicated and implemented.

Table 1 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.

0032. All workers are encouraged to refer to, communicate and use the General Policy Requirements shown in Table 1 above for all activities since they provide a valuable check list and reminder of important aspects of safety culture and implementation.

0033. The General Policy Requirements should be considered as part of every new job or process and may be incorporated in Manufacturing Operating Domain job sheets.

3.3 RESOURCE GROUP CAPABILITY REQUIREMENTS

3.3.1 People Core Competencies

0034. It is a standing idf requirement that all workers must have the health and safety skills, knowledge, training and experience required to carry out any activities they perform.

0035. Responsibility for determining the specific health and safety skills, knowledge, training and experience required for activities carried out in the Manufacturing Operating Domain lies with the Manufacturing Domain Leader.

- 0036. The Manufacturing Domain Leader is also responsible for checking credentials of the health and safety skills, knowledge, training and experience of workers (employees, contractors and agency/temporary staff) and identifying any training required to close gaps between the competency requirements of an activity and an intended operator.
- 0037. Any training undertaken (on-the-job or external) must be fulfilled satisfactorily and recorded before the worker is assigned to the relevant operation and added to the list of approved operators.
- 0038. Workers should seek advice, guidance or training from the Manufacturing Domain Leader or Workshop manager if they have any concerns about their ability to carry out any task safely.
- 0039. Where idf workers see beneficial opportunities for further training or where future requirements for CSCS cards and other evidence of competency are anticipated the issue should be raised using the Event Observation and Recording process described in section 7, on page 17.

3.3.2 Information Accuracy and Relevance

- 0040. Information to support safe operations in the Manufacturing Operating Domain, such as site notices, materials data sheets and operating limits for machines, are available in the Personnel Area of each manufacturing facility. Safety notices are also displayed in appropriate parts of the facility such as adjacent to identified potential hazards. Safety related information and the content of site notices must be respected at all times.
- 0041. The Manufacturing Domain Leader is responsible for the completeness, accuracy and availability of safety related information. All workers are encouraged to raise any shortfalls in health, safety and environmental related information through the Event Observation and Reporting process described in section 7, on page 17.

3.3.3 Operating Processes

- 0042. The Manufacturing Domain Leader is responsible for the maintenance and availability of all operating procedures used in the Manufacturing Operating Domain.
- 0043. Copies of operating processes are available in the Personnel Area at each manufacturing facility and are also available close to machines and stores where appropriate.
- 0044. Workers must not carry out any operating processes until the competence requirements described earlier in this section have been addressed and they have, where necessary, been added to the list of approved operators.

3.3.4 Equipment Configuration and Maintenance

- 0045. All equipment used in the Manufacturing Operating Domain has been correctly installed and maintained for safe operation and compliance with any regulatory requirements. No modifications or adjustments should be carried out by workers who are not competent and authorised to make such changes. Equipment guards and other safety mechanisms must not be removed or tampered with and any deficiencies or damage should be reported immediately using the Event Observation and Recording process described in section 7, on page 17.
- 0046. The Manufacturing Domain Leader is responsible for maintaining the list of inspection, maintenance, compliance and certification testing for each piece of equipment. The Manufacturing Domain Leader is also responsible for ensuring that the scheduled inspection, maintenance, compliance and certification testing is carried out and recorded.

0047. Any equipment that is unserviceable or lacking the necessary certification will be clearly marked and must not be used.

3.4 DECISION MAKING GROUPS

3.4.1 Jurisdiction

0048. The Manufacturing Domain Leader has jurisdiction over all decision making in the Manufacturing Operating Domain.

3.4.2 Delegation

0049. The Manufacturing Domain Leader can delegate to the Manufacturing Domain Workshop Manager and other employees working in the Manufacturing Operating Domain in line with the conditions of his appointment.
0050. All workers will be notified of any delegated responsibilities, especially when the Manufacturing Domain Leader is away from the manufacturing facilities for an extended period.

3.4.3 Control

0051. Effective, efficient, safe and environmentally friendly delivery of Manufacturing Operating Domain operations depends on all workers playing a constructive and pro-active role. This will be facilitated by team meetings as described in the i-design furniture Health and Safety Policy.
0052. Team meetings will usually be held in the Personnel Areas of the manufacturing facilities on a weekly basis. Workers are expected to attend whenever possible and the timing of meetings will be arranged to ensure that attendance is maximised.
0053. The first item discussed at the team meetings will be any health, safety or environmental event observation reports and they will provide a further opportunity for workers to raise any concerns or observations.

4 RESPONSIBLE PARTIES

4.1 IN THE COMPANY

- 0054. The idf Manufacturing Domain Leader is responsible for the Health and Safety of all operations within the Manufacturing Operating Domain, for leading health, safety and environmental communication across the manufacturing workforce and for provision of manufacturing event observation feedback reports to policy review meetings.
- 0055. Day-to-day responsibility for implementation and maintenance of Health and Safety within the idf Manufacturing Operating Domain lies with the Workshop Manager.

4.2 WORKING WITH OTHERS

- 0056. idf workers must ensure that visitors to idf manufacturing facilities are made aware of access and emergency arrangements, are escorted when necessary, are made aware of any potential hazards and are equipped with appropriate Personal Protective Equipment where required.
- 0057. Every worker has a duty-of-care for their own Health and Safety and for the Health and Safety of others who may be affected by their actions whether they are company members, from other companies or members of the public.

5 MANDATORY REQUIREMENTS

5.1 REGULATORY REQUIREMENTS

0058. The main regulations applicable to the Manufacturing Operating Domain and guidance on their interpretation and implementation are identified in section 2, on page 7.
0059. The main requirements include:
- Description of equipment use matched to job specification, frequency of operation and user operator competence
 - Records of equipment maintenance, inspection and commissioning reports
 - Training/experience/certification records for operator, maintenance and inspection personnel
 - Risk and Mitigation statements for each piece of equipment
 - Each job sheet will have an equipment list, each item may have a set of approved specific-to-job usage instructions. Approved means that usage has been shown to match the operator and equipment capability
 - Compliance with The Control of Substances Hazardous to Health Regulations 2002 (as amended): Guidance on the legal requirements of these regulations can be found at: <http://www.hse.gov.uk/pubns/priced/l5.pdf>
 - Reporting and keeping records of work related accidents, work related illness and dangerous occurrences that are reportable under the RIDDOR regulations as described in the guidance to be found at <http://www.hse.gov.uk/pubns/indg453.htm>
0060. The Health and Safety Law Poster will be prominently displayed in the personnel area of each manufacturing facility.

5.2 COMPANY REQUIREMENTS

0061. The idf Health and Safety requirements are contained in the i-design furniture Health and Safety Policy, which should be read in conjunction with this manual.
0062. Appropriate Personal Protective Equipment (PPE) is to be worn at all times.
0063. All accidents, incidents and health, safety or environmental related observations must be reported at the earliest opportunity using the Event Observation and Recording process described in section 7, on page 17.

5.3 CONTRACTUAL REQUIREMENTS

0064. Customer health, safety and environmental requirements will be determined by individual customer contracts and it is the responsibility of the Manufacturing Domain Leader to scrutinise relevant parts of contractual arrangements to determine and communicate customer health, safety and environmental requirements.
0065. Supplier (sub-contractor) health and safety requirements will be determined in the contractual arrangements. By default they will represent a cascade of idf policy and implementation arrangements and, where IDF is working as a supplier to a third party, a cascade of any specific health safety and environmental requirements of the third party.

6 ADVISORY REQUIREMENTS

6.1 INFORMATION IN SUPPORT OF OPERATIONS

- 0066. Jobs may be supported by a job sheet structured using the General Policy Requirements at Table 1 on page 11. This approach will help to ensure that jobs are approached in a consistent, efficient, safe and environmentally friendly way.
- 0067. The contents of a job sheet will apply only to the job for which it was issued.

6.2 LOCAL PROCEDURE ADDENDUMS

- 0068. New health, safety and environmental requirements not included in the i-design furniture Health and Safety Policy should be established and communicated by the Manufacturing Domain Leader. These additional requirements should be reported at the earliest opportunity using the Event Observation and Recording process described in section 7, on page 17.

6.3 INDUSTRIAL BEST PRACTICE

- 0069. The resources made available on the idf intranet site should be used in conjunction with other information sources and on-the-job observations and learning to develop and refine best practice. Any best practice discovered or created should be reported using the Event Observation and Recording process described in section 7, on page 17.

6.4 EMERGING TRENDS

- 0070. All idf workers are encouraged to track technology trends, including process improvements, in their own or other areas of work and report any which may offer benefits or raise issues for idf operations using the Event Observation and Recording process described in section 7, on page 17.

7 EVENT OBSERVATION AND REPORTING

7.1 EVENT OBSERVATION REPORT (EOR) OBJECTIVES

- 0071. Event observation report are used to record events observed in the course of business activities to optimize the Company's Health, Safety and Environmental policies.
- 0072. The Event Observation Report (EOR) is used for reporting all accidents and safety related incidents and observations in the Manufacturing Operating Domain. The Event Observation and Reporting process includes the function previously performed by the 'Accident Book'.

7.2 EOR FORMAT AND COMPLETION

- 0073. The EOR is available as an electronic form on the idf intranet site. Paper copies are also available in the Personnel areas of the manufacturing facilities for occasions when intranet connection is unavailable.
- 0074. The Manufacturing Domain Leader is responsible for ensuring that all paper reports are transferred to the idf intranet site for the review process.
- 0075. The outline structure of the EOR is shown in Table 2 below

Table 2 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?		

- 0076. All accidents, incidents and health, safety or environmental related observations must be reported at the earliest opportunity.
- 0077. All workers are also strongly encouraged to report near misses, potential hazards and any other health, safety and environmental concerns or improvement opportunities as part of our pro-active approach to Health and Safety.

8 POLICY OPTIMIZATION

8.1 OVERVIEW

- 0078. The idf approach to optimisation of Health and Safety policy is described in the i-design furniture Health and Safety Policy which should be read in conjunction with this manual.
- 0079. The Health Safety and Environmental (HSEnv) Optimisation Process is also shown in Annex A, on page 19.

8.2 CONSULTATION

- 0080. Consultation with the Manufacturing Operating Domain workforce on health, safety and environmental matters is a key aspect of the Manufacturing Operating Domain, chaired by the Manufacturing Domain Leader.
- 0081. Team meetings will be held in the Personnel Areas of the manufacturing facilities on a weekly basis. Workers are expected to attend whenever possible and the timing of meetings will be arranged to ensure that attendance is maximised.
- 0082. The first item discussed at the team meetings will be any health, safety or environmental event observation reports and they will provide a further opportunity for workers to raise any concerns or observations.

8.3 PERIODIC REVIEW

8.3.1 Steady-state Reporting

- 0083. In normal business operations the Manufacturing Domain Leader will review all EORs with Manufacturing Operating Domain workers at the weekly team meetings.
- 0084. Health and Safety policy updates for the Manufacturing Operating Domain, where required, will be implemented by the Manufacturing Domain Leader on a monthly basis.

8.3.2 Exception Handling

- 0085. Responding to imminent risk of harm or actual injury must be prioritized and not be subject to delays caused by workload or established (steady-state) business practice.

8.4 VERSION DEVELOPMENT AND RELEASE

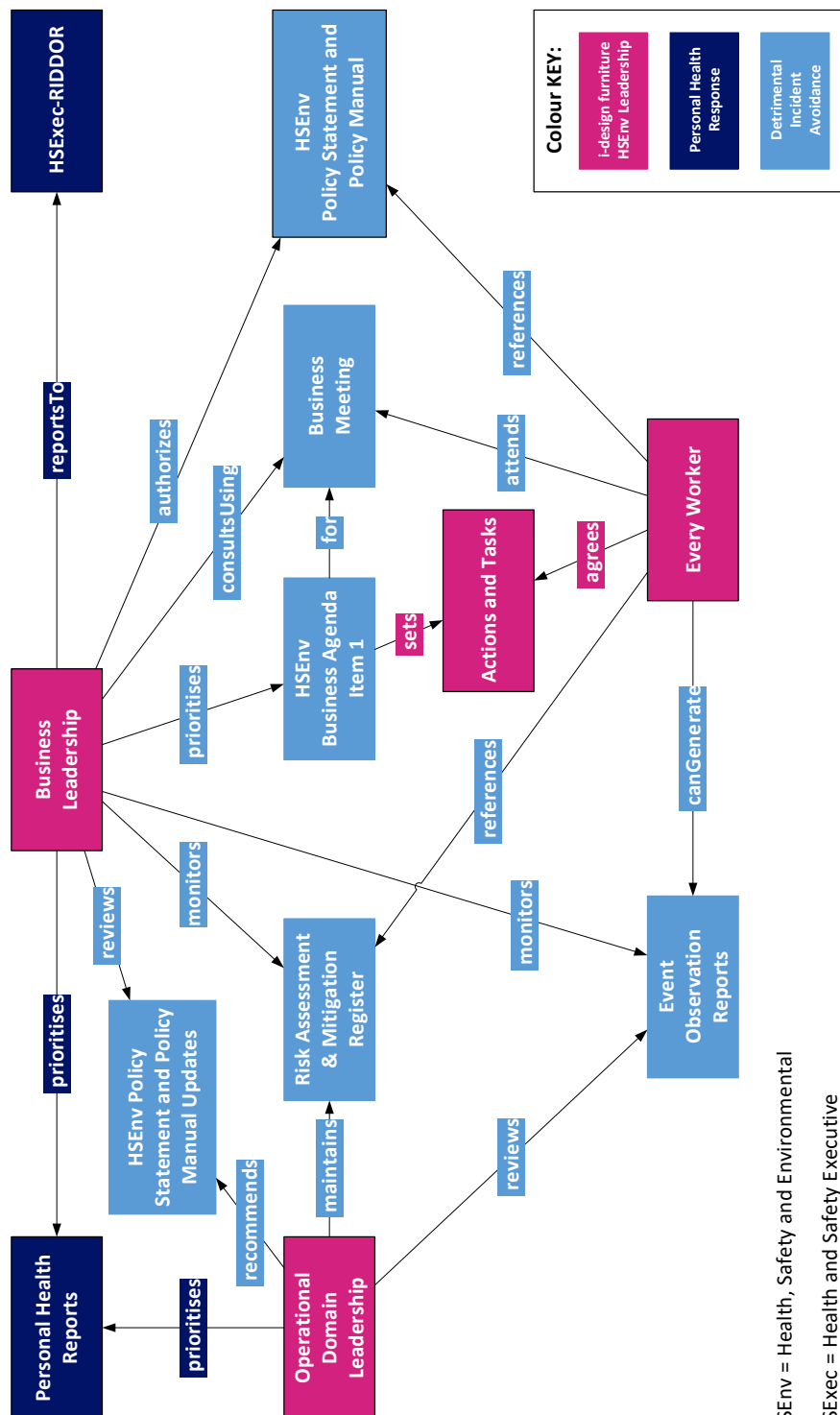
- 0086. The Manufacturing Domain Leaders will issue updates to the Risk Assessment and Mitigation register on the intranet and will issue paper copies for local use.

8.5 INSPECTION AND TEST REGIME

- 0087. The Manufacturing Domain Leader is responsible for periodically checking that paper copies in the Personnel Area and posted in the manufacturing facilities are the current version.
- 0088. Each worker is expected to check that any additional paper copies they hold are the correct version.

Annex A HSEnv OPTIMIZATION PROCESS

0089. This process is referenced in Section 8, on page 18



Colour KEY:

- i-design furniture HSEnv Leadership
- Personal Health Response
- Detrimental Incident Avoidance

HSEnv = Health, Safety and Environmental
HSExec = Health and Safety Executive