

1.0 Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974

This is the health and Safety Policy Statement of:

Guaranteed Vulcanising Services (UK) Ltd

Our Statement of General Policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed:
Director, Darren Smith

2.0 Environmental Policy Statement

This is the Environmental Policy statement of: -

Guaranteed Vulcanising Services (UK) Ltd

Our Statement of General Policy is:

- To meet all legal requirements, regulations and standards and monitor to ensure compliance;
- To minimise environmental impact of operations as far as is practicable;
- To take appropriate opportunities to minimise waste and to re-use or re-cycle where possible;
- To enhance environmental awareness of employees through training and adoption of sound environmental principles.

Signed:
Director, Darren Smith

5.1 Risk Assessment – General

Version 1

Work Activity	Significant Hazard	Persons Affected	Existing Risk Rating			Required Control Measures	Additional Control Measures (if required)	Residual Risk Rating		
			S	L	R			S	L	R
Use of Abrasive Wheels	High speed rotating cutting disc. Projectiles Electricity Noise Sparks	Employee. Persons in vicinity.	2	2	4(M)	Correct disc fitted. Trained competent operation. Full PPE including suitable glasses, gloves, and fireproof clothing. Properly maintained and PAT tested equipment. Damaged casing etc. (not to be used), machinery guards in place.	Inspect equipment before use. Follow company procedures and documented SSW. Ear defence if need to shout to be heard. Check for fire, extinguisher on stand by.	1	1	1(L)
Access and Egress	Moving vehicles, equipment and machinery	Employee	2	2	4(M)	Information (induction), follow authorised routes, obey all signage. Use fixed access, i.e. ladders provided for purpose. Wear high visibility PPE.	No entry to unauthorised areas without permission. Obtain permit for certain activities.	2	1	2(L)
Cutting material with knives.	Manual Handling Sharp edges Blades	Employee	2	2	4(M)	Correct PPE to be worn, including gloves & kneepads. Trained and competent operation. Safe technique. New and retractable blade each use. Carry out work on a hard surface.	Follow company rules and procedures. Cut away from body whenever possible. Use leather aprons. Use purpose cutting tool and clamps where possible.	1	1	1(L)
Working with Electricity / Electrical Appliances	Electrical Energy	Employee Other users	3	2	6(H)	Trained, authorised personnel. Ensure locked isolation of electricity before removing covers, guards etc. Trailing leads, equipment, extension leads etc. maintained in good condition, inspected and PAT tested.	Follow company rules, procedures and documented SSW. Permit to Work may be required (adhere to stipulated conditions). Inspect appliances for damaged leads etc. prior to use. Ensure RCD protection where possible.	3	1	3(M)
Working on uneven ground / congested areas etc.	Tripping and slipping hazards	Employee Others in vicinity	2	2	4(M)	Work in a clean and tidy manner. Restrict access to others where possible. Wear appropriate PPE particularly stiff ankle supporting safety footwear. Plan route, clear where necessary.	Follow company policy and procedures. Clean up at end of task and dispose of debris, off cuts, surplus materials in an appropriate manner. Ensure adequate lighting.	2	1	2(L)
Plant Isolation	Electricity Sudden movement of plant / machinery Hydraulic / pneumatic pressure. Discharge of kinetic energy	Employee Others working on equipment	3	3	9(H)	Obtain isolation certificate (where required). Fit appropriate personal locks to starter panels, local isolators, valves etc. Ensure any stored energy is dissipated. Test equipment for non-operation (apply a start) prior to work / removal of guarding.	Follow company policy, procedures and documented SSW. Position warning notices. Wear appropriate PPE. Authorised, trained personnel only to isolate equipment. Position warning signs	3	1	3(M)
Work with Ladders	Ladder Integrity Working at Height Overhead plant / equipment cables Falling objects / persons / materials. Ladder slip / impact.	Employee Others in vicinity	3	2	6(H)	Inspect ladder for damage before use. Use for access / short duration working only. Ensure ladder positioned correctly (angle) and is footed / lashed. Avoid proximity of overhead cables. Restrict personnel in vicinity. Use good technique for climbing ladder (3 point contact).	Follow company policy, procedures and documented SSW. Obtain Permit to Work if required. Do not carry significant tools / objects / equipment whilst climbing ladders. Ensure significant barrier adjacent to trafficked routes.	3	1	3(M)
Working with manual hand tools	Projectiles Impact Sharps Cutting Edges	Employee Persons in vicinity	2	2	4(M)	Suitable PPE including eye protection when chipping, hammering etc. Maintain tools in good condition and inspect before use. Tools to be suitable for task.	Follow company rules and procedures. Discard damaged tools. Secure tools when working at height.	1	1	1(L)

Work Activity	Significant Hazard	Persons Affected	Existing Risk Rating			Required Control Measures	Additional Control Measures (if required)	Residual Risk Rating		
			S	L	R			S	L	R
Working with mechanical equipment and tools	Noise Vibration Dust, Fume Ejection of material Hot surfaces Sharp edges	Employee	2	2	4(M)	Suitable PPE including ear defence. Protection against vibration. Information on equipment. Inspect before use. Correct test / inspection certificate where appropriate. Training and instruction in use.	Follow company rules and procedures. See compressed air tools. Discard damaged equipment.	1	1	1(L)
Movement of materials / equipment around workplace.	Structures Falling plant and materials. Other vehicles Personnel on foot.	Employee Persons in vicinity	2	2	4(M)	Secure all loads. Use proprietary tow bars. Obey speed limits. Follow authorised routes. Instruction and training in manual handling techniques. Ensure all vehicle lights etc. in working order.	Follow company rules and procedures. Ensure hazard warnings, flashing beacons used. Fasten seat belts Refrain from using mobile phones when driving. Use braked trailers where possible.	2	1	2(L)
Manual Handling	Sharp edges Excessive weight.	Employee	2	2	4(M)	Instruction and training. Correct technique and posture Restrict lift to 25kg. Obtain assistance/ Stiff footwear, gloves to be worn. Plot route before carrying.	Follow company rules and procedures and documented SSW. Always ensure a manual handling assessment is carried out.	2	1	2(L)
Working with Solvents	Fumes / vapours Flammable atmospheres/ Toxic chemicals.	Employee Others in vicinity	2	3	6(H)	Information, instruction and training in use. Enclose source and restrict exposure. Ensure adequate ventilation, if using indoors (forced extraction may be required). Suitable PPE should be worn which covers the skin including, gloves, goggles and masks. Full-face mask and breathing apparatus may be required depending on solvent. An exclusion zone should be maintained and warning notices posted.	Follow company policy, procedures and documented SSW. Ensure product data sheets are consulted and complied with. Substitute solvent for a less hazardous product. Sources of ignition should be prevented within the vicinity and a strict no smoking ban enforced. Regular health surveillance should be undertaken. A specific COSHH assessment should always be carried out.	1	2	2(L)
Hot Working with Angle grinders, Presses	Fire / heat Explosion Hot surfaces Sparks / fumes	Employee Persons in vicinity	3	2	6(H)	See flame cutting, welding. Trained, authorised personnel. Suitable PPE Adequate ventilation. Gloves and fire retardant clothing. Fire extinguisher standing by.	See company rules, procedures and documented SSW. Remove any adjacent sources of combustion Regular fire checking	2	1	2(L)
Working at Height	Falling persons Falling materials and equipment	Employee Persons in vicinity	3	3	9(H)	Trained and competent personnel Use only recognised walkways and platforms for access If >2m ensure appropriate means in place to prevent fall, e.g. harness, handrail Ensure tools / equipment secured against falling. Cordon off area below, position warning notices	See company rules, procedures and documented SSW All personnel should be trained for any harness use. Any work at significant height requires a separate method statement and risk assessment prior to work Reroute traffic / pedestrians as necessary	2	1	2(L)

Work Activity	Significant Hazard	Persons Affected	Existing Risk Rating			Required Control Measures	Additional Control Measures (if required)	Residual Risk Rating		
			S	L	R			S	L	R
Use of Scaffolding / towers	Collapse of structure Falls of persons / materials Vehicular impact Weather conditions	Employee Persons in vicinity	3	3	9(H)	No erection or modification unless by trained, authorised and competent personnel. Inspection prior to use. Formal inspection at least weekly Access via properly tied / positioned ladders. Suitably secured / protected to prevent falling materials. Traffic suitably rerouted to avoid impact	Follow company rules and procedures. Warning notices posted if scaffold incomplete / unfit for use. Tower scaffolds erected in accordance with manufacturer's instructions	3	1	3(M)
Driving on Site	Other vehicles Personnel on foot Overturning Deficient edge protection Unprotected water / lagoons Unsecured loads	Employee Persons in vicinity	2	2	4(M)	Drivers, trained and competent operation. Suitable vehicles for terrain. Adherence to speed limits. Parking in designated areas and following of designated routes. Seat belts fastened. Hazard warning lights in operation. Regular vehicle checks to ensure safety features functional. No personnel to be carried on back of vehicle.	Follow company rules and procedures. Mobile phones / radios not to be used when driving. Risk assessment in regard to visibility to be undertaken for each vehicle (reversing cameras / buzzers fitted where necessary) Seatbelts to be worn. Passengers only to be carried if seat provided for purpose	2	1	2(L)
Using Lifting Equipment, Chains etc.	Falling equipment Trapping / Impact Equipment Failure	Employee Persons in vicinity	3	3	9(H)	Lifting equipment used by trained, competent personnel. All equipment to be inspected prior to use and any damaged items discarded. Current test certificates for all equipment.	Follow company rules and procedures and documented SSW. A specific risk assessment is required if work is non-routine.	3	1	3(M)

Completed by: C Knight

COSHH Assessment Record

MATERIAL	Rema Tip Top Retread Tyre Building Solution – A5052	
LOCATION	Site / Van Storage	
HEALTH RISKS	Harmful / Highly Flammable / Environment	
HAZARDOUS CONTENTS	Mixed Hydrocarbon Isomer Solvent Blend	
ROUTES OF EXPOSURE Skin <input checked="" type="checkbox"/> Eyes <input checked="" type="checkbox"/> Inhalation <input checked="" type="checkbox"/> Swallowing <input checked="" type="checkbox"/> Cuts <input checked="" type="checkbox"/>		MAX EXPOSURE LIMIT 8 hour TWA 225 ppm
DESCRIPTION OF HOW MATERIAL USED		
Brush applied to conveyor belt joints etc.		
SAFETY CONTROLS		
Avoid direct sunlight, smoking, heat sources etc. Adequate ventilation (outdoor preferably), good personal hygiene. Keep away from food etc. Avoid eye and skin contact. Minimise quantity used.		
PERSONAL PROTECTIVE EQUIPMENT		
Goggles/Visor <input checked="" type="checkbox"/> Gloves <input checked="" type="checkbox"/> Overalls <input checked="" type="checkbox"/> Respirator <input checked="" type="checkbox"/> * if ventilation poor		
Other (please specify) Safety glasses with side shields. Impervious clothing.		
FIRST AID REQUIREMENTS		
Skin	Wash well with soap and water	
Eyes	Water whilst lifting eyelids (10 mins.), medical attention	
Ingestion	Rinse mouth, drink water, get medical attention	
Inhalation	Remove to fresh air, get medical help	
FIRE PRECAUTIONS		STORAGE REQUIREMENTS
Extinguisher: Foam, CO ₂ , dry chemicals sand, earth or water fog. Avoid static discharge and oxidising agents.		Keep container tightly closed in a cool, dry, well ventilated space. Dispose after 3 months. Clean empty containers thoroughly.
IN THE EVENT OF SPILLAGE		
Do not flush into surface water, drains, sewers. Shovel into a suitable container for disposal. Obtain services of a waste disposal contractor.		
SIGNED		DATE



Rema Tip Top UK Limited

Westland Square LEEDS West Yorkshire LS11 5XS

Tel +44 (0) 113 277 00 44 Automotive · Fax +44 (0) 113 277 21 39

Wheelcare · Fax +44 (0) 113 277 62 00

Industrial · Fax +44 (0) 113 272 06 77

PRODUCT SAFETY DATA SHEET

Email info@tip-top.co.uk

PRINTING DATE : 20 JUNE 2003

PRODUCT NAME: RETREAD TYRE BUILDING SOLUTION A 5052

PAGE 1 of 5

1. IDENTIFICATION OF THE SUBSTANCE/PREPARATION

PRODUCT NAME: RETREAD TYRE BUILDING SOLUTION

REF No's:

2. COMPOSITION/INFORMATION ON INGREDIENTS

INGREDIENT NAME	CAS No.	CONTENTS	HEALTH (class)	RISK (R No)
PETROLEUM SPIRIT			3.2	R11; R20; R48; R51/53
Mixed Hydrocarbon Isomer Solvent Blend				

Occupational Exposure: 8 Hour TWA 225ppm

Packaging: 25L Metal Screw Top

3. HAZARDS IDENTIFICATION

HIGHLY FLAMMABLE

HARMFUL

DANGEROUS FOR THE ENVIRONMENT

Thermal Decomposition:

Minor constituents of the solution if subjected to local overheating can give rise to noxious fumes. These fumes may contain Phenol, Cresols or Alkyl Phenols, Aldehydes e.g. Formaldehyde or other monomeric substances. These may cause respiratory problems. Phenols, Alkyl Phenols and Formaldehyde are toxic by inhalation repeated contact with skin or by swallowing.

Skin Absorption & Dermatological Effects:

Liquid is a mild irritant, repeated contact may cause dermatitis. It is very important to maintain high standards of personal hygiene.

Ingestion:

If ingested may cause irritation of toxicity of the Alimentary Tract. Along with drowsiness nausea, dizziness and ultimately unconsciousness. Large quantities may cause liver injury and effect the nervous system.

Eye Damage/Irritation:

Splashes can cause severe irritation. The vapour may irritate the eyes.

Inhalation Toxicity:

Liquid and vapour is irritant. May result in symptoms of drowsiness, nausea, dizziness and ultimately unconsciousness.

website

<http://www.tip-top.co.uk>



Registered Office - Westland Square LEEDS West Yorkshire LS11 5XS United Kingdom

Registered in England and Wales No. 756475

Rema Tip Top UK Limited is a wholly owned subsidiary of Stahlgruber Otto Gruber GmbH & Co

PRODUCT SAFETY DATA SHEET

Printing Date: 20.06.03

PRODUCT NAME: RETREAD TYRE BUILDING SOLUTION

PAGE 2 of 5

4. FIRST AID MEASURES

GENERAL: This product does not represent an appreciable health hazard when used under normal, properly controlled conditions of industrial use. It is essential that adequate ventilation be provided in order to minimise inhalation of the vapour.

INHALATION: Remove to fresh air. If unconscious turn into recovery position. Get medical help.

INGESTION: **DO NOT INDUCE VOMITING. GET MEDICAL ATTENTION IMMEDIATELY. RINSE MOUTH THOROUGHLY. GIVE WATER TO DRINK.**

SKIN: Wash well with soap and water.

EYES: PROMPTLY WASH EYES WITH PLENTY OF WATER WHILE LIFTING EYELIDS. CONTINUE TO RINSE FOR AT LEAST 10 MINUTES AND GET MEDICAL ATTENTION.

5. FIRE FIGHTING MEASURES

EXTINGUISHING MEDIA: FOAM. CARBON DIOXIDE (CO2). DRY CHEMICALS, SAND, EARTH or WATER FOG

SPECIAL FIRE FIGHTING PROCEDURES: FIRE FIGHTERS SHOULD WEAR SELF CONTAINED POSITIVE PRESSURE BREATHING APPARATUS DUE TO THERMAL DECOMPOSITION PRODUCTS. AVOID STATIC DISCHARGE

AVOID OXIDISING AGENTS

6. ACCIDENTAL RELEASE MEASURES

Personal Precautions:

Use personal protective equipment.
Ensure adequate ventilation. In case of vapour formation use respirator.
Highly flammable. Avoid smoking, naked flames, hot elements or other ignition sources.

Environmental Precautions:

Do not flush into surface water or sanitary sewer systems.

Methods for cleaning up:

Shovel into suitable container for disposal.

Spillage or Leakage:

In all cases of spillage ensure that there are no naked lights and that no sparks occur.
Contain if possible using sand, earth or other non-combustible absorbent. If possible transfer to other containers
Prevent entry into drains as far as possible.

REMA TIP TOP U.K. LTD, WESTLAND SQUARE, LEEDS LS11 5XS Tel: (0113) 277 0044 Fax: (0113) 277 2139

12.0 Typical Method Statement and Risk Assessment for Belt Installation

Risk Assessment for:

Work Activity: Install and Vulcanise a New Conveyor Belt

Assessor: C. Knight

No: GVS01

Significant Hazards	Persons Affected	Existing Risk Rating S x L = R		Measures to Control Hazard to an Acceptable Risk Level	Additional Control Measures if required	Residual Risk Rating S x L = R	
Sudden movement of plant / conveyor	Employee Persons in vicinity	3	3	9(H)	Isolate and test for operation	Remove tension by lifting gravity take up unit and install belt clamps	3 1 3(M)
Falling from height, persons and materials	Employee Persons in vicinity	3	3	9(H)	Recognised walkways, scaffold platform if appropriate. Secure tools and equipment against falling.	Cordon off area, post warning notices. Use of safety harnesses if >2m	2 1 2(L)
Cutting material with knives	Employee	2	2	4(M)	Wear gloves, knee pads etc., <u>New</u> and retractable blade for each operation.	Good technique, bent wrist, cutting away from body on a hard surface. Use tool and clamps where appropriate	1 1 1(L)
Working with Solvents	Employee Persons in vicinity	2	3	6(H)	Appropriate PPE, gloves and face mask where specified. Good ventilation	Follow COSHH assessment, no smoking / hot work, personal hygiene.	1 2 2(L)
Hot working with Vulcanising press	Employee	3	2	6(H)	Competent operation, follow manual. Wear gloves, fire extinguisher on stand by	Ensure plant cooled down, beware steam discharges. Prevent unauthorised access	2 1 2(L)
Working with electrical appliances / tools	Employee	3	2	6(H)	PA testing. Inspect before use. 110v only. Tidy trailing leads (double insulated)	Equipment correctly protected and insulated. Competent use.	3 1 3(M)
Working with abrasive wheels	Employee	2	2	4(M)	Competent use. Correct disc fitted. Wear gloves and goggles. Fire extinguisher on stand by.	PA tested, inspected before use, 110v. No damage to leads, insulation etc.	1 1 1(L)
ALL EQUIPMENT MUST HAVE CURRENT TEST CERTIFICATES							
Risk Rating Code: Severity Major (3), Serious (2), Slight (1)				Likelihood: High (3), Medium (2), Low (1)			
Risk of 6 and 9 are unacceptable, 3 and 4 may require additional control							
Training or Special Requirements							

Method Statement for:

Work Activity: To Install and Vulcanise a New Conveyor Belt

Prepared by: C. Knight

No:
GVS01

- 1) Sign in, report to management, receive a safety induction if required.
- 2) Proceed to work area via designated route and park in a safe position for work in hand.
- 3) Put on PPE, hat, high visibility, boots, gloves, safety glasses and ear defence where required.
- 4) Inspect work area for hazards and ascertain that all company risk assessment, method statements, policies and procedures apply.
- 5) If conditions are apparent which require specific consideration a risk assessment and method statement will be carried out and agreed with site management.
- 6) Obtain a permit to work if required, run conveyor to required position and isolate conveyor with personal locks. CHECK that conveyor cannot be run.
- 7) Remove appropriate guarding, place warning signs, bunting etc., and dig out as necessary, N.B. tail end etc.
- 8) Back off any scrapers, relax the tension unit using approved pull lifts. Ensure safety harnesses are worn if there is a risk of falling 2.0 metres.
- 9) Cut old belt and clip new belt to old
- 10) Remove isolation and personal locks, position sentries where guarding cannot be reinstated and run new belt into the required position. Reapply personal locks and isolate. Check conveyor cannot be run.
- 11) Mark out joint and strip ends ready for laying joint and position vulcanising press.
- 12) Once joint has been cooled down, remove press and reinstate conveyor, reapplying tension unit, adjusting tail drum etc. and reinstalling guards.
- 13) Remove plant isolation, remove personal locks and run conveyor to check tracking. If tracking is required the plant should be re-isolated before removing guards and adjusting the relevant tracking rollers until the belt is correctly tracked.

Risk Assessment for:

Work Activity: Fit an Insert into an Existing Belt and Complete Two Joints

Assessor: C. Knight

No: GVS02

Significant Hazards	Persons Affected	Existing Risk Rating S x L = R			Measures to Control Hazard to an Acceptable Risk Level	Additional Control Measures if required	Residual Risk Rating S x L = R		
		S	L	R			S	L	R
Sudden movement of plant / conveyor	Employee Persons in vicinity	3	3	9(H)	Isolate and test for operation	Remove tension by lifting gravity take up unit and install belt clamps	3	1	3(M)
Falling from height, persons and materials	Employee Persons in vicinity	3	3	9(H)	Recognised walkways, scaffold platform if appropriate. Secure tools and equipment against falling.	Cordon off area, post warning notices. Use of safety harnesses if >2m	2	1	2(L)
Cutting material with knives	Employee	2	2	4(M)	Wear gloves, knee pads etc., <u>New</u> and retractable blade for each operation.	Good technique, bent wrist, cutting away from body on a hard surface. Use tool and clamps where appropriate	1	1	1(L)
Working with Solvents	Employee Persons in vicinity	2	3	6(H)	Appropriate PPE, gloves and face mask where specified. Good ventilation	Follow COSHH assessment, no smoking / hot work, personal hygiene.	1	2	2(L)
Hot working with Vulcanising press	Employee	3	2	6(H)	Competent operation, follow manual. Wear gloves, fire extinguisher on stand by	Ensure plant cooled down, beware steam discharges. Prevent unauthorised access	2	1	2(L)
Working with electrical appliances / tools	Employee	3	2	6(H)	PA testing. Inspect before use. 110v only. Tidy trailing leads (double insulated)	Equipment correctly protected and insulated. Competent use.	3	1	3(M)
Working with abrasive wheels	Employee	2	2	4(M)	Competent use. Correct disc fitted. Wear gloves and goggles. Fire extinguisher on stand by.	PA tested, inspected before use, 110v. No damage to leads, insulation etc.	1	1	1(L)
Manual handling	Employee	2	2	4(M)	Correct technique and posture. Team lifting, wear gloves & stiff footwear.	Carry out an assessment of non-routine and heavy items. Use an unimpeded route	2	1	2(L)
ALL EQUIPMENT MUST HAVE CURRENT TEST CERTIFICATES									
Risk Rating Code: Severity Major (3), Serious (2), Slight (1)					Likelihood: High (3), Medium (2), Low (1)				
Risk of 6 and 9 are unacceptable, 3 and 4 may require additional control									
Training or Special Requirements									

Method Statement for:

Work Activity: To Fit an Insert into an Existing Belt and Complete Two Joints.

Prepared by: C. Knight

No:
GVS02

- 1) Sign in, report to management, receive a safety induction if required.
- 2) Proceed to work area via designated route and park in a safe position for work in hand.
- 3) Install PPE, hat, high visibility, boots, gloves, safety glasses and ear defence where required.
- 4) Inspect work area for hazards and ascertain that all company risk assessment, method statements, policies and procedures apply.
- 5) If conditions are apparent which require specific consideration a risk assessment and method statement will be carried out and agreed with site management.
- 6) Obtain a permit to work if required, run conveyor to required position and isolate conveyor with personal locks. CHECK that conveyor cannot be run.
- 7) Remove appropriate guarding, place warning signs, bunting etc., and dig out as necessary, N.B. tail end etc.
- 8) Position two sets of belt clamps either side of the damaged length of belt, cut and remove damaged section. Mark out joints, strip ends and vulcanise / clip each joint as appropriate.
- 9) Once joints have cooled down, remove press and reinstate conveyor, reapplying tension unit, adjusting tail drum etc. and reinstalling guards.
- 10) Remove plant isolation, remove personal locks and run conveyor to check tracking. If tracking is required re-isolate and adjust tracking rollers until belt is correctly tracked.
- 11) Reinstall belt scrapers, remove any warning notices, tidy up work area, disposing of any waste materials (including old belt) as required by site management.
- 12) Obtain permit cancellation and leave site, having signed out as appropriate.