

Avery Weigh-Tronix



ITW LTD t/a AVERY WEIGH-TRONIX

**SAFETY, HEALTH AND
ENVIRONMENTAL INFORMATION**

**Jan 2022
Issue 5**

Introduction

We recognize that as a customer of Avery Weigh-Tronix, you require details of our management of safety, health and the environment. We have therefore compiled this summary to provide you with key information about the way we discharge our duty of care to our employees, our customers, and the general public.

Should you require further information, please contact:

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Scope of work

AveryWeigh-Tronix, are manufactures, distributors, installers and service providers for a wide range of weighing equipment. The company also undertakes third party servicing for a range of IT products.

Our customers include raw material producers, public sector groups, and waste management companies, manufacturing companies, the Post Office network and many others.

Company Structure and Trading Names

Ultimate Parent Company

Illinois Tool Works Inc.

Registered Office

ITW Ltd t/a Avery Weigh-Tronix
Nexus House,
Station Road, Egham,
Surrey, TW20 9LB

Head Office

Avery Weigh-Tronix Limited,
Foundry Lane, Smethwick,
West Midlands, B66 2LP

Tel: (+44) (0) 845 3070333
E-mail: info@awtxglobal.com
Web site: www.averyweightronix.com

Company registration No 559693
Date of registration: 7th November 1960
VAT No: GB164401336

Management Structure and Control Measures

Lance Read, the Vice President/General Manager of Avery Weigh-Tronix Ltd has ultimate responsibility for the Safety, Health and Environmental policy which is reviewed annually and available upon request .

Wayne Davies the Health and Safety Manager is responsible for the day-to-day facilitation of occupational health and safety policies and procedures.

Operational Managers throughout the business are responsible for the management of Safety, Health and Environmental matters within their own areas. They are responsible for the preparation of risk assessments and safe working procedures and are provided with assistance and training from the Safety, Health and Environmental departments.

All new starters attend formal induction training which includes Safety, Health and Environmental matters. Personnel are required to monitor the working situation and bring to the attention of the relevant person defects in any safe system of work.

Insurance Cover

The following information is a summary only and the Insurance certificate accompanying this document should be referred to for details. All cover is subject to the full terms, conditions and exceptions of the policies.

Employers Liability

Insurer:	AIG Europe Limited
Policy Number:	21010747
Period:	30 November 2021 to 29 November 2022
Limit of Indemnity:	GBP 25,000,000 any one claim or number of claims arising out of one event (reducing to GBP 5,000,000 in respect of any claims arising out of Offshore Activity)

Public and Products Liability

Insurer:	AIG Europe Limited
Policy Number:	PLBC010461
Period:	01 November 2021 to 31 October 2022
Limit of Indemnity:	The Sterling Equivalent of USD 5,000,000 per occurrence and in the annual aggregate.

Excess Layer Public and Products Liability

Insurer:	Lexington Insurance Company
Policy Number:	62785274
Period:	01 November 2021 to 01 November 2022
Limit of Indemnity:	USD 10,000,000 in the annual aggregate in excess of Underlying policy

Motor Vehicle

Insurer: AXA
Policy: No BL FLE 6916668
Expiry date: 30 November 2022

Engineering Construction

Insurer: Royal & Sun Alliance
Policy Number: RSAP8007300200
Period: 1 December 2021 to 30 November 2022
Contract Works Limit of Indemnity: GBP 1,400,000 any one contract
Hired-in Plant Limit of Indemnity: GBP 1,000,000 any one accident

Risk Assessments

A continuous programmed of risk assessment is carried out for each operational unit. This requires visits to customer's sites to gather information regarding on-site risks. Where hazards are identified on customer premises that may affect the work of our employees, discussions will be held with site safety representatives to resolve issues and agree safe systems of work.

Method Statements, Working Practices and Safe Working Procedures

This knowledge is used to develop method statements and safe working practices. Significant hazards are brought to the attention of the workforce through training courses, safety bulletins, the company intranet and monthly meetings with appointed safety representatives.

Risk assessments, safe working instructions, and procedures are incorporated into technical and general training courses as examples of best practice. These procedures are issued to field technicians as a Technical Safety, Health and Environmental Procedures Manual.

Generic Method Statements are provided for standard working procedures, these are maintained on the company Intranet. Where specific work is identified as having a significant risk, a specific Method Statement will be produced. This information will be communicated to technical staff and contractors in a pre-work briefing.

Hazardous Materials and COSHH

The company uses few materials that are classified under the Chemical (Hazard, Information and Packaging for Supply) Regulations or the Control of Substances Hazardous to Health Regulations. In general, where chemical substances are used, they are only used in very small quantities, e.g. WD40 and general lubricants.

Where necessary, the use of chemicals is monitored under the requirements of COSHH or other legislation. COSHH risk assessments will determine appropriate controls and any necessary health surveillance. Safety data sheets and COSHH assessments are widely available on the company Intranet.

Training and the Provision of Information

A one-day induction training course is provided when new members of staff join the company. This includes Health, Safety and Environmental awareness. Skill and safety training relevant to the type and area of work of an individual is a continuous process that is carried out as required through a personal development plan of the individual. Periodic assessments, the introduction of new equipment or technology determines training requirements.

Specialist training, such as SPA 'Passport to Safety', Core Quarry and Food Industry Passports, Crane Banksman and Appointed Person training, Forklift Operator, Risk Assessment and Manual Handling training, is regularly carried out as required by operational requirements.

All Safety, Health and Environmental policies and procedures are available to all employees through the Companies intranet. The results of Risk Assessments and Method Statements or other instructions derived from them are made available to those personnel directly concerned. Information booklets and guidance are also freely distributed. The Safety, Health and Environmental Procedure Manual is published in the Public Folders section of Microsoft Outlook.

Pre-work briefings are held to discuss specific hazards. This will include hazard or warning information distributed by main contractors or customers. These briefings will include any sub-contractors who are engaged by the company or with others we are required to co-operate with. All contractors are subject to SHE qualification questionnaire procedure.

Supervision and Site Control

Except for staff under training, field technicians are classed as peripatetic workers, who will not normally work under the direct supervision of a manager. A technician working on a customer's site is deemed to be competent and is required to comply with all procedures and instructions issued by the company. In addition, the technician is required to follow any on site procedures issued by the customer. Each technician is issued with a personal copy of a technical Safety, Health and Environmental Manual.

Where several technicians are working on the same task, one will be appointed as site supervisor and will be responsible for the general control of the work. The company carries out unannounced site safety audits. Service team leaders hold toolbox training sessions and regular service meetings, involving all technicians.

Accident Reporting Procedures

All accidents and near misses are reported and investigated. The senior person present is required to accept responsibility for dealing with an accident until relieved by a member of the management team. The senior person will ensure that the welfare of any casualties has been attended to and that accident reporting, investigation and rectification procedures are followed through. Any accident is to be reported to Health and Safety and your manager at the very first opportunity after event so it can be escalated and actioned as needed.

All reportable accidents will be reported to the Health and Safety Executive by the Health and Safety Advisor or a Senior Manager, as appropriate.

The Health and Safety Manager investigates and reports all accidents, assisted by Managers as required. Where necessary this will include visiting customer's sites to identify hazards. The co-operation of the customer will be requested to assist in this process. The results of the investigation will be communicated or discussed with the customer, as appropriate.

Accident Statistics

	2018	2019	2020	2021
Fatal Accidents	0	0	0	0
Major Injury Conditions	0	0	0	0
Reportable Accidents RIDDOR	1	2	3	0
Reportable Incidents OSHA			5	0
Non reportable Accidents	17	11	7	4
Dangerous Occurrences	0	0	0	0
Flammable Gas Incidents	0	0	0	0
Diseases (No of Incidents)	0	0	0	0
Average No of Employees	316	304	277	252
Prosecutions received/pending	0	0	0	0
Prohibition Notices	0	0	0	0
Improvement Notices	0	0	0	0
Accident Incident rate	56.96	43.33	54.15	15.87

$$\text{Accident Incident Rate} = \frac{\text{No. of all accidents} \times 1,000}{\text{No. of employees}}$$

Accident statistics are published annually in the form shown above.

It is not the policy of the Company to discuss individual accidents.

Working at Height

Where it is practicable, work will always be conducted from ground level. Work at height is required, suitable access equipment, tower scaffolds, safety barriers, fall arrest harnesses or similar devices operated by competent personnel will be used to provide fall protection. Ladders will only be used for temporary access and will be tied or footed.

Where the fall height could result in a significant injury, a risk assessment will be undertaken to determine a safe working procedure.

Inspection and Examination of Equipment (PAT testing) and Tools

All equipment and tools are supplied by the Company and comply with current legislation, including statutory tests and examination.

Procedures require that equipment in service is examined and tested at appropriate intervals. This includes PAT testing of portable electrical appliances.

Technicians are required to examine all equipment before use and to take out of service any defective items.

Technicians' vehicles are subject to maintenance and repair under fleet management arrangements with Lease Plan Limited. Technicians are required to carry out a weekly inspection of their vehicles, which is documented and audited.

Entry into confined spaces

Where entry into a confined space is unavoidable, e.g. entry to weighbridge pits, the customer is responsible for ensuring the removal of any noxious, toxic or hazardous substance before the engineer enters the confined space. The technician(s) will conduct a pre entry gas test and entry will only take place subject to positive results. The technician(s) entering the confined space will wear a continuous gas monitor and will leave the space immediately any visual or audible alarm sounds. Entry into a confined space is prohibited unless an adequate method of communication can be maintained with another trained person outside the confined space, who can arrange emergency rescue should it be required.

Drugs and Alcohol

The Company Policy prohibits members of staff from being under the influence of Alcohol or Drugs while at work.

Where a customer has a testing policy, technicians are encouraged to take part. The Company recognizes the problems that may be caused by these substances and will offer help and counselling, as appropriate.

First-aid

Due to the peripatetic nature of our technical staff, individual first aid kits are issued. These are kept in vehicles for use on site. It is expected that customers will make site first aid facilities available in the event of an injury/illness on site.

Although first aiders are trained and appointed at our offices and manufacturing establishments there are few appointed among the field staff. However, first aid awareness courses are offered, and technicians are encouraged to attend.

Fire Certificates and Fire Precautions

All premises are subject to written fire risk assessment.

Fire alarms, fire extinguishers and other equipment is provided and maintained under contract. Training is given in fire prevention and procedures as part of the standard Safety, Health and Environmental procedures. Technicians follow Hot Works “permit to work” procedures.

Membership of Trade Organizations

Avery Weigh-Tronix is a founding member of the UK Weighing Federation and a member of RoSPA.

Waste Disposal

All internal waste is disposed of in accordance with the requirements of current legislation. Where it is possible, reusable materials are returned to the company for recycling or recovery.

Small amounts of non-hazardous waste that may result from activities on a customer's site may be disposed of on site into specified waste containers with the customer's permission.

Other waste materials will be dealt in accordance with any agreement with the customer.

The Company is registered as a Hazardous waste producer, registration number NAC 717.

Environmental Protection

The company is certified to ISO 14001, certificate no. GB05/66118

The Company environmental policy requires the minimal use of energy and other resources. This and other practices minimize the company's impact on the environment.

Where possible, waste material will be recycled or sent for recovery.

The Company complies with the producer Responsibility Obligations (Packaging Waste) Regulations through registration with the Valpak compliance scheme.

The Company complies with the Waste Electrical and Electronic Equipment Regulations through registration with the Valpak compliance scheme.

Quality Management

The company is certified to ISO 9001, certificate no. GB95/4715.

External Audit of SHE Procedures

The company is subject to formal audit of its SHE procedures by 3 Parties
