

Elliott Nash Limited Arrangement/Procedures (SHE 3)

Introduction

These Management Procedures have been approved by the Company Director and form an integral part of Elliott Nash Limited Health and Safety Policy.

These documents are for good Health and Safety Management Practice. These Management Procedures provide Supervisors and all employees with the necessary information to incorporate healthy and safe practices and relevant procedures into their work activities. Divergence from these Management Procedures may leave staff and Elliott Nash Limited being exposed to possible legal proceedings.

The use of these Management Procedures and the incorporation of their requirements into working practices and activities will ensure that Elliott Nash Limited achieves compliance with its moral and legal duties with regard to health and safety.

Section	Revision No	Issue Date	Review Date	Approved
SHE 3	1	July 11	July 12	Yes/BMP

Arrangements Index Matrix (SHE 3)

Section	Arrangement/Procedure	Revision	Issue Date	Review Date	Approved Yes/No
SHE 1	Health and Safety Policy - Statement of Intent	1	July 2011	July 2012	Yes/
SHE 2	Organisational Roles and Responsibilities	1	July 2011	July 2012	Yes/
SHE 3	Group Arrangements/Procedures Matrix	1	July 2011	July 2012	Yes/
SHE 4	Risk Assessment Procedure	1	July 2011	July 2012	Yes/
SHE 5	Group Induction Procedure	1	July 2011	July 2012	Yes/
SHE 6	Personal Protective Equipment Procedure	1	July 2011	July 2012	Yes/
SHE 7	Accident/Incident/RIDDOR Reporting Procedure	1	July 2011	July 2012	Yes/
SHE 8	Office Hazard/Near Miss Reporting Procedure	1	July 2011	July 2012	Yes/
SHE 9	Office Emergency/Evacuation Procedure	1	July 2011	July 2012	Yes/
SHE 10	Office Emergency/Terrorist Bomb Alert Procedure	1	July 2011	July 2012	Yes/
SHE 11	Construction Site and Surveying of Premises Procedure	1			
SHE 12	Display Screen Equipment Procedure	1	July 2011	July 2012	Yes/
SHE 13	Company Car Driving Procedure	1	July 2011	July 2012	Yes/
SHE 14	Office Welfare Facilities Procedure	1	July 2011	July 2012	Yes/
SHE 15	Contractor Selection Procedure	1	July 2011	July 2012	Yes/
SHE 16	Working at Height Procedure	1	July 2011	July 2012	Yes/
SHE 17	Manual Handling Procedure	1	July 2011	July 2012	Yes/
SHE 18	Fire Management Procedure	1	July 2011	July 2012	Yes/
SHE 19	Environmental Waste Disposal Procedure	1	July 2011	July 2012	Yes/
SHE 20	New and Expectant Mothers Procedure	1	July 2011	July 2012	Yes/
SHE 21	Work/Experience Procedure	1	Procedure Under Corporate Review		
SHE 22	Office Move Procedure	1	July 2011	July 2012	Yes/
SHE 23	Insurance Documents Arrangements	1	July 2011	July 2012	Yes/
SHE 24	Overseas Business Procedure	1	Procedure Under Corporate Review		
SHE 25	Purchasing Goods Procedure	1	Procedure Under Corporate Review		
SHE 26	Employee Consultation Procedure	1	Procedure Under Corporate Review		
SHE 27	Premises Management Procedure	1	Procedure Under Corporate Review		
SHE 28	Access – Disability Arrangements	1	Procedure Under Corporate Review		
SHE 29	Lone Working Procedure	1	July 2011	July 2012	Yes/
SHE 30	Group Safety Management Guide/Procedure	1	July 2011	July 2012	Yes/
SHE 31	Stress Monitoring Procedure	1	Procedure Under Corporate Review		
SHE 32	SMS Inspection and Performance Monitoring Procedure	1	July 2011	July 2012	Yes/
SHE 33	COSHH Procedure	1	July 2011	July 2012	Yes/
SHE 34	Safety Management Audit Procedure	1	July 2011	July 2012	Yes/
SHE 35	Environmental Policy Statement	1	July 2011	July 2012	Yes/

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