



**ProSpool Limited  
Airedale House  
Carlton Business Park  
Cemetery Road  
Yeadon  
LS19 7BD**

# **CONTRACTORS**

**HEALTH, SAFETY  
& HYGIENE RULES**

## **INTRODUCTION**

**At ProSpool Limited we operate to the highest health, safety and hygiene standards and we need the co-operation of employees, visitors, contractors and carriers in order to maintain these standards.**

This Health, Safety and Hygiene Rules booklet sets out the rules you must follow in order for us to maintain these high standards.

Many **ProSpool Limited** products are an important material for the food and healthcare industries. We manufacture our products with a HACCP approach being used in their production to identify critical control points and define the hygiene measures applicable.

These health, safety and hygiene rules are applicable to the manufacture and storage facilities at **ProSpool Limited** and are designed to bring to the attention of employees, visitors, contractors and carriers, the major areas concerning the hygiene and safety of our products.

### **Confidentiality**

You **MUST NOT** discuss or otherwise communicate with anyone outside your Company anything you have seen on the **ProSpool Limited** site, or any work you are carrying out on site.

A handwritten signature in blue ink that reads "Richard Hobson". The signature is written in a cursive style and includes a horizontal line with an arrow pointing to the right at the end.

Richard Hobson  
Managing Director

## **CONTRACTORS**

Site rules will be issued to all contractors and will be clearly stated in contractual arrangements together with any special health, safety and hygiene requirements.

On arrival at **ProSpool Limited** ALL contractors **MUST** report to reception and 'sign in'

On leaving **ProSpool Limited** contractors **MUST** report to reception to 'sign out'.



Identity badges **MUST** be worn at all times.

If a contractor leaves the premises during the day they will need to 'sign out' and 'sign in' again.

Contractors **MUST NOT** bring unauthorised persons onto the site.

Contractors working on behalf of **ProSpool Limited** must comply with the requirements of the Company's Health, Safety and Hygiene Policy.

Whilst in the production or storage areas contractors **MUST** be under the supervision of their host or a delegated employee.

Contractors working in the production and storage areas must enter through a specially designated area and must follow the personal hygiene rules.

In production and storage areas **ALL** contractors **MUST** wear clean protective clothing and hats as provided by **ProSpool Limited** or suitable clothing they provide themselves.

If worn, beards should be short and well trimmed and must be covered by a beard snood.

Hands should be washed regularly and always after using the toilet or eating.

**NO** food or drink is allowed in production or storage areas, (including the eating of sweets and chewing of gum).

**NO** china, glass or hard plastic items should be taken into production or storage areas.

Personal belongings (bags, newspapers, items of clothing, etc) must not be brought into production areas.



Contractors **are not** permitted to wear jewellery (including wristwatches) except for a plain wedding ring and small sleeper earrings without 'butterfly' type fasteners in production and storage areas.

### **If you hear the fire alarm**

The sound of the fire alarm is a **CONTINUOUS WARBLE**.

Your host will ask you to leave the building and escort you to the assembly point.

**DO NOT** stop to collect personal belongings.

**DO NOT** re-enter the building until the Fire Service or the Senior Person Present have declared it safe to do so.

If you are disabled or in any way unable to exit the building you will be assisted by delegated members of staff.

### **If you have an accident**

Report it immediately to the member of staff accompanying you.

Make sure an entry is recorded in the Accident Book.

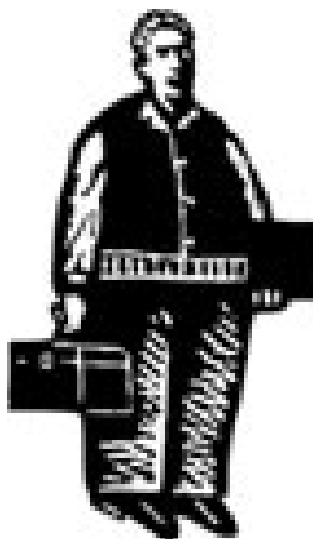
### **If you need first aid**

Ask your host or a member of staff to contact a first aider for you. The names of first aiders are displayed on notices in prominent positions throughout the premises.

### **Road safety**

Although the road and yard are on private property we would ask you to exercise the same care and consideration as you would if you were on a public highway.

Please do not park your vehicle so that it obstructs free movement of other vehicles or emergency exits, use the car parking areas.



ProSpool Ltd

Produced for



by

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