Safe Working Practices:

SWP- 00 Foreword

FOREWORD

1.0 This section of our Quality, Health, Safety, Environment & Energy (QHSE) Management System is designed to lay out the safe working practices for activities that have been identified as a higher risk to TMHUK team members and others that may be affected by our actions or omissions.

1.1 Safe Working Practices (SWP's) are not designed to replace existing work instructions or Repair Manual guidance however they should be used in alignment with such documents. Each SWP instruction is a "safe working" guide for the task described and supplements training provided. Any team member who believes they do not have the competencies to carry out any activity safely should refer to their leader immediately.

1.2 SWP's will be reviewed and updated when a requirement to do so is identified at Risk Assessment review date, when a potential weakness in the process has been identified or following an accident or incident. The SWP remains valid and suitable until this time.

1.3 SWP's are task specific however it is necessary that when dealing with one specific task then all other SWP's that may impinge on that task will be observed. For example, the "Battery Handling and Maintenance" procedure does not deal with the selection of a suitable work area, working at height issues or jacking procedures. These and other SWP's must always be observed.

1.3 Employers and team members both have legal obligations placed upon them to provide a safe working environment for all. Observance of these SWP's will enable both parties to discharge their obligation to the law and to each other.

1.4 All Team Members have the authority to stop work immediately if unsafe conditions are identified. Work must not resume until the hazard has been corrected and it is safe to proceed. Employees have the right to refuse unsafe work without fear of reprisal.

2 Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, the work area and environment, personal protective equipment (PPE) requirements plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

1.5 Most of the tasks dealt with by Safe Working Practices have more than one way to work safely, the ones described in this manual are the preferred methods. If a team member adopts a method not recommended, they may be held responsible for the safety of themselves, and any others affected by such an action.