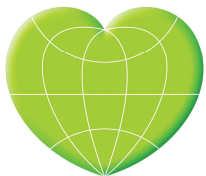


HEALTH & SAFETY COMMITTEE MEETING

18th March 2009



In all of us,
a green heart



Mr Andrew Bowden
HSQE Manager



AGENDA

- INTRODUCTIONS AND APOLOGIES
- MINUTES OF LAST MEETING.
- ITEMS OUTSTANDING FROM LAST MEETING
- REVIEW OF POLICIES
- ACCIDENT REVIEW 2008
- INTERNAL AUDITS

AGENDA

- DRIVING
- FIRE RISK ASSESSMENTS & LOG BOOKS
- WORKING WITH ASBESTOS
- HEALTH AND SAFETY BULLETIN'S
- EMPLOYEE HANDBOOK
- WEB SITE UPDATES

AGENDA

- F – GAS INFORMATION
- TRAINING (2079 & SKILL CARDS)
- ENVIRONMENTAL UPDATE
- SAFETY REPRESENTATIVES REPORTS
- ANY OTHER BUSINESS

•Objectives 2008

➤IMPROVE COMMUNICATION & AWARENESS



Direct communication with Managers, Supervisors & Employees



J&E Hall HSQE Website



Regular Meetings with DAIKIN & McQuay Service



•Objectives 2008

➤ DOCUMENTATION REVIEW



Updated H&S Policy – Included Sub Contractors



Updated H&S Manual



Updated Safe working Instructions



•Objectives 2008

➤ DEVELOP MONITORING AND MEASURING TECHNIQUES OF PROCESS AND PROCEDURES



Developed Reporting system to Determine:-

- Accident Incident Rates
- Lost Time Severity Rates
- Accident Frequency Rates



Defined Audit Schedule and Defect List Analysis



Inspections by ZURICH (Crimson)



- DEVELOP FIRE RISK ASSESSMENTS IN ACCORDANCE WITH (RRFSO)
- ALL SERVICE ENGINEERS TO HAVE A SKILL CARD
- ESTABLISH AND MAINTAIN AN EFFECTIVE SITE RISK ASSESSMENT SYSTEM

HEALTH & SAFETY POLICY

November 2008

J & E HALL LIMITED HEALTH & SAFETY POLICY STATEMENT

J & E HALL LIMITED WILL CONDUCT THEIR OPERATIONS TO COMPLY FULLY WITH
STATUTORY REGULATIONS CONCERNING HEALTH, SAFETY AND WELFARE

As a reputable and caring Company, J & E HALL LIMITED will conduct its business to ensure protection for its neighbours, customers, employees, contractors, sub-contractors and the public.

The Company will conduct their operations to comply fully with statutory regulations concerning health, safety and welfare and this will be achieved wherever possible by effective planning and work place design. These issues will receive equal priority with all others in the managerial function.

Training will be provided for all levels of personnel to ensure that they understand their corporate and personal responsibilities for health, safety and welfare. In particular all employees will be informed about:

- a) The Company's responsibilities
- b) Managerial and Supervisory responsibilities
- c) Their personal responsibilities both to themselves and to others who may be affected by their acts or omissions.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the responsibility of all employees of J & E Hall Limited to assist and cooperate in ensuring that the highest standards Health and Safety and Welfare not only set, but are fully maintained

The Health and Safety Policy of J & E Hall Limited will be kept relevant, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually for effectiveness.

There will be a "right to know" policy for all employees and full consultation through safety committees and safety representatives.

The Company will ensure that there is an organisation and procedures adequate to implement the Company Policy.



M.P. Roberts Managing Director
Date: 18th November 2008

ACCIDENT REVIEW

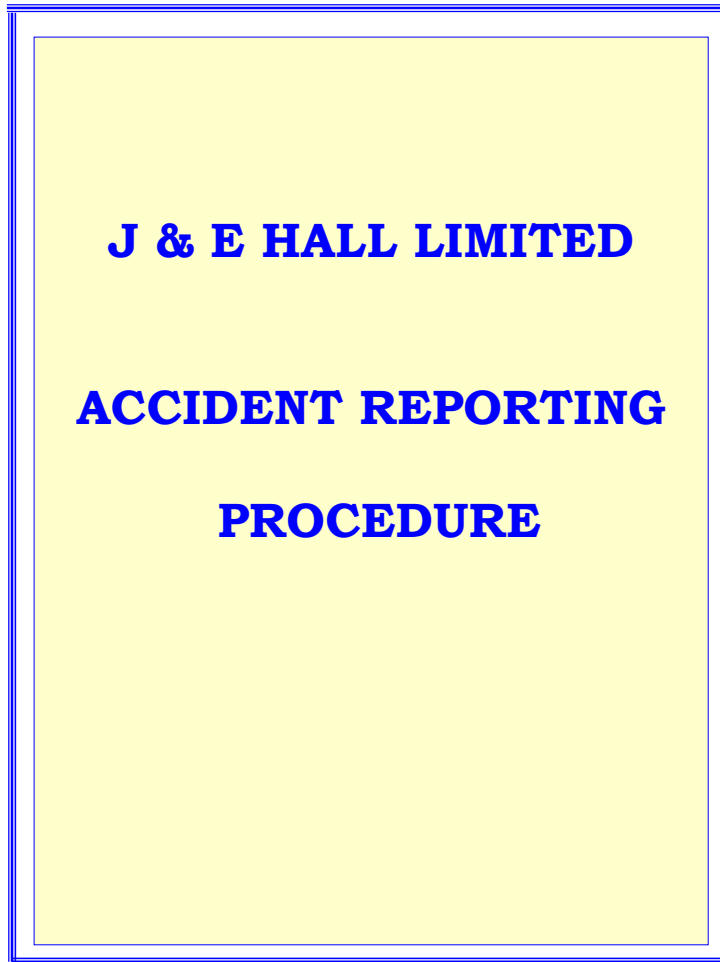
ACCIDENT REPORTABLE UNDER RIDDOR

ACCIDENTS BY LOCATION

ACCIDENTS BY TYPE

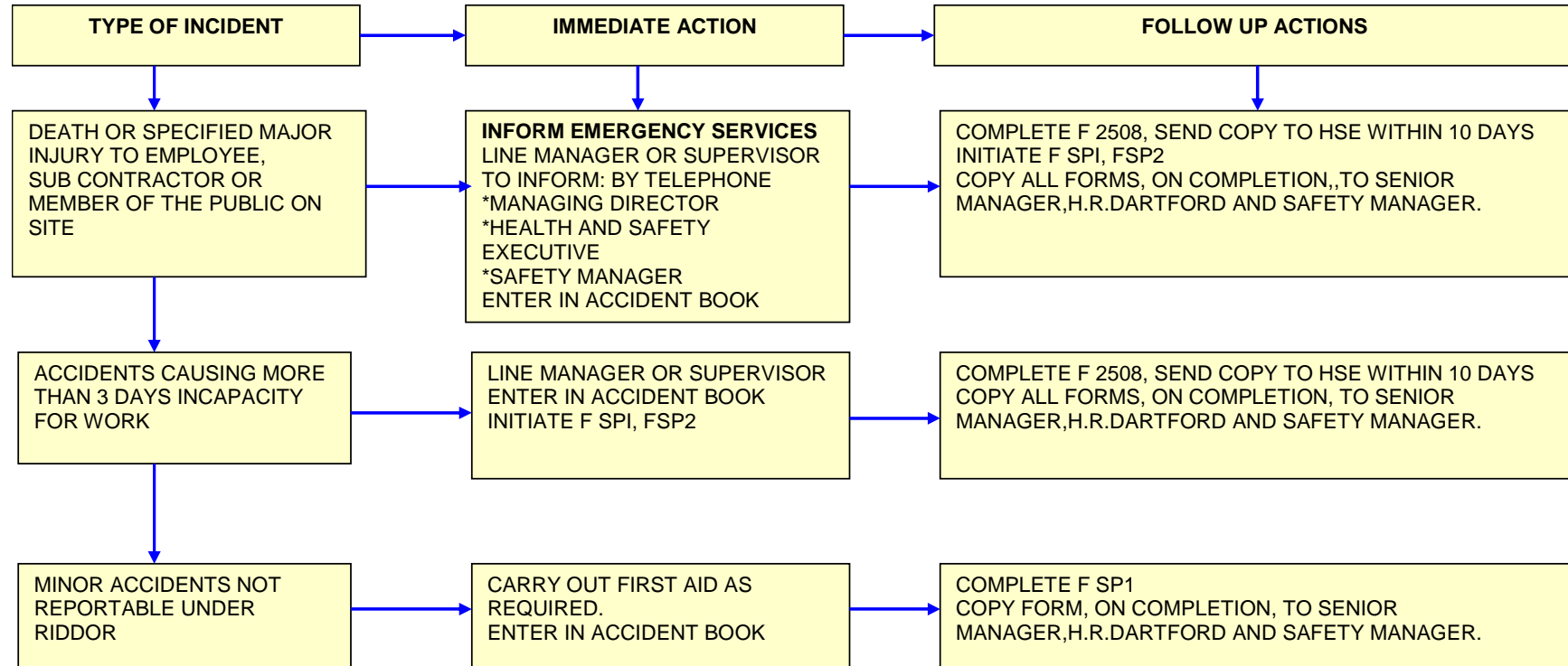
ACCIDENTS INVOLVING VEHICLES





Nov 2000

ACCIDENT REPORTING PROCEDURE



Health and Safety at Work etc. Act 1974
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Report of an injury or dangerous occurrence

Filling in this form
This form must be filled in by an employer or other responsible person.

<p>Part A</p> <p>About you</p> <p>1 What is your full name?</p> <p>2 What is your job title?</p> <p>3 What is your telephone number?</p> <p>About your organisation</p> <p>4 What is the name of your organisation?</p> <p>5 What is its address and postcode?</p> <p>6 What type of work does the organisation do?</p> <p>Part B</p> <p>About the incident</p> <p>1 On what date did the incident happen?</p> <p>2 At what time did the incident happen? <small>(Please use the 24-hour clock eg 0600)</small></p> <p>3 Did the incident happen at the above address? Yes <input type="checkbox"/> Go to question 4 No <input type="checkbox"/> Where did the incident happen? <input type="checkbox"/> elsewhere in your organisation – give the name, address and postcode <input type="checkbox"/> at someone else's premises – give the name, address and postcode <input type="checkbox"/> in a public place – give details of where it happened</p> <p>If you do not know the postcode, what is the name of the local authority?</p> <p>4 In which department, or where on the premises, did the incident happen?</p>	<p>Part C</p> <p>About the injured person</p> <p>If you are reporting a dangerous occurrence, go to Part F. If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.</p> <p>1 What is their full name?</p> <p>2 What is their home address and postcode?</p> <p>3 What is their home phone number?</p> <p>4 How old are they?</p> <p>5 Are they <input type="checkbox"/> male? <input type="checkbox"/> female?</p> <p>6 What is their job title?</p> <p>7 Was the injured person (tick only one box) <input type="checkbox"/> one of your employees? <input type="checkbox"/> on a training scheme? Give details: <input type="checkbox"/> on work experience? <input type="checkbox"/> employed by someone else? Give details of the employer: <input type="checkbox"/> self-employed and at work? <input type="checkbox"/> a member of the public?</p> <p>Part D</p> <p>About the injury</p> <p>1 What was the injury? (eg fracture, laceration)</p> <p>2 What part of the body was injured?</p>
--	--

FR008 (08.02)

RECORD OF EMPLOYEE ACCIDENT

J & E HALL LIMITED

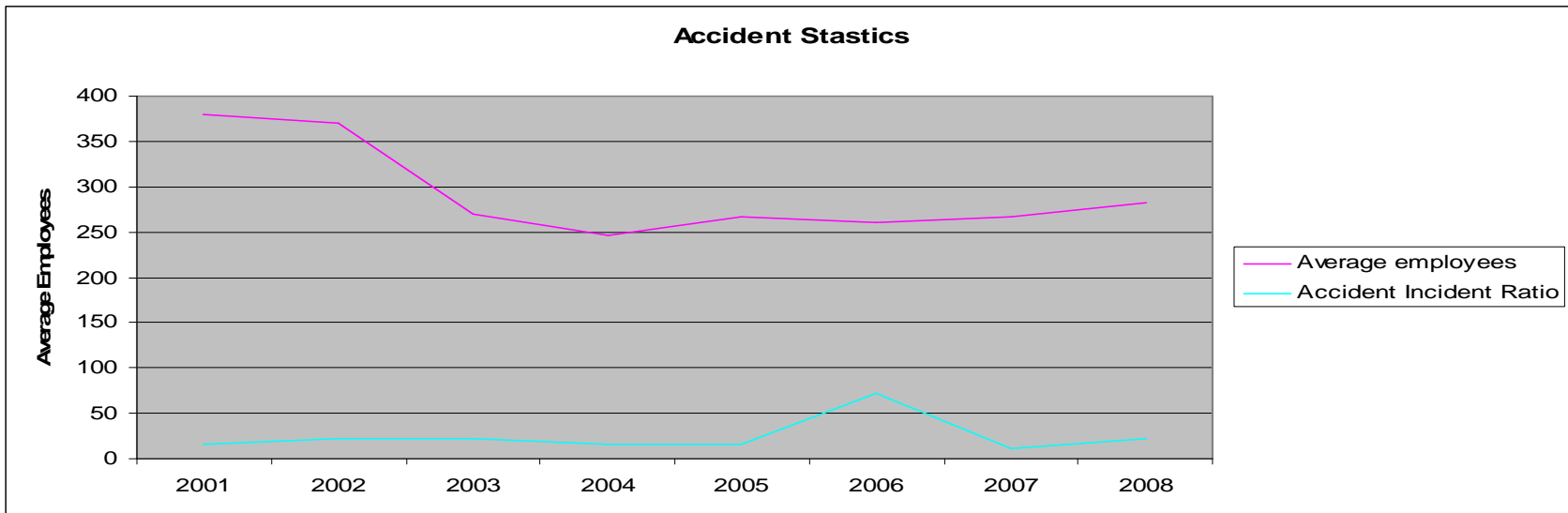
Date		Employment Location	
Surname (Mr. Ms. Mrs. Miss)	Forenames	Marital Status	
Address	Occupation	Department No.	
Date of Birth	Age	Employee No.	
Details of Accident		Date of Accident	
Time started work	Time of Accident	Time finished work	
Please state precise details of location of accident			
Lighting conditions			
Give circumstances of accident and names and parts of any equipment involved and whether it was in motion at the time of the accident.			
<small>Continue on separate sheet if necessary</small>			
Is this accident within the definition of a Notifiable Accident?		Yes/No	
<small>(the definition of Notifiable is different to reportable (all accidents are reportable) - see Accident Reporting Procedure for definition)</small>			
Details of Injury			
Witnesses to Accident			
Name & Address	Name & Address	Name & Address	
Name & Address of Doctor or address of Hospital			
Copies to: Managing Director Business Unit Manager European HR Director Safety Manager	SP1 Completed by: Name: Title: Signature:	Entered into local accident book (BI510) Date: Title: Signature: Print name in block:	

ACCIDENT STATISTICS J&E HALL

	2000	2001	2002	2003	2004	2005	2006	2007	2008
1.FATILITIES	0	0	0	0	0	0	0	0	0
2.LOST TIME OVER 3 DAYS		6	8	6	4	4	19	3	6
3 AVERAGE No OF EMPLOYEE		380	370	270	246	266	261	267	282
ACCIDENT INCIDENT RATIO :		15.78	21.62	22.2	16.26	15.03	71.61	11.23	21.27
ENFORCEMENT NO	0	0	0	0	0	0	0	0	0
PROSECUTIONS :	0	0	0	0	0	0	0	0	0

ACCIDENT INCIDENT RATIO =

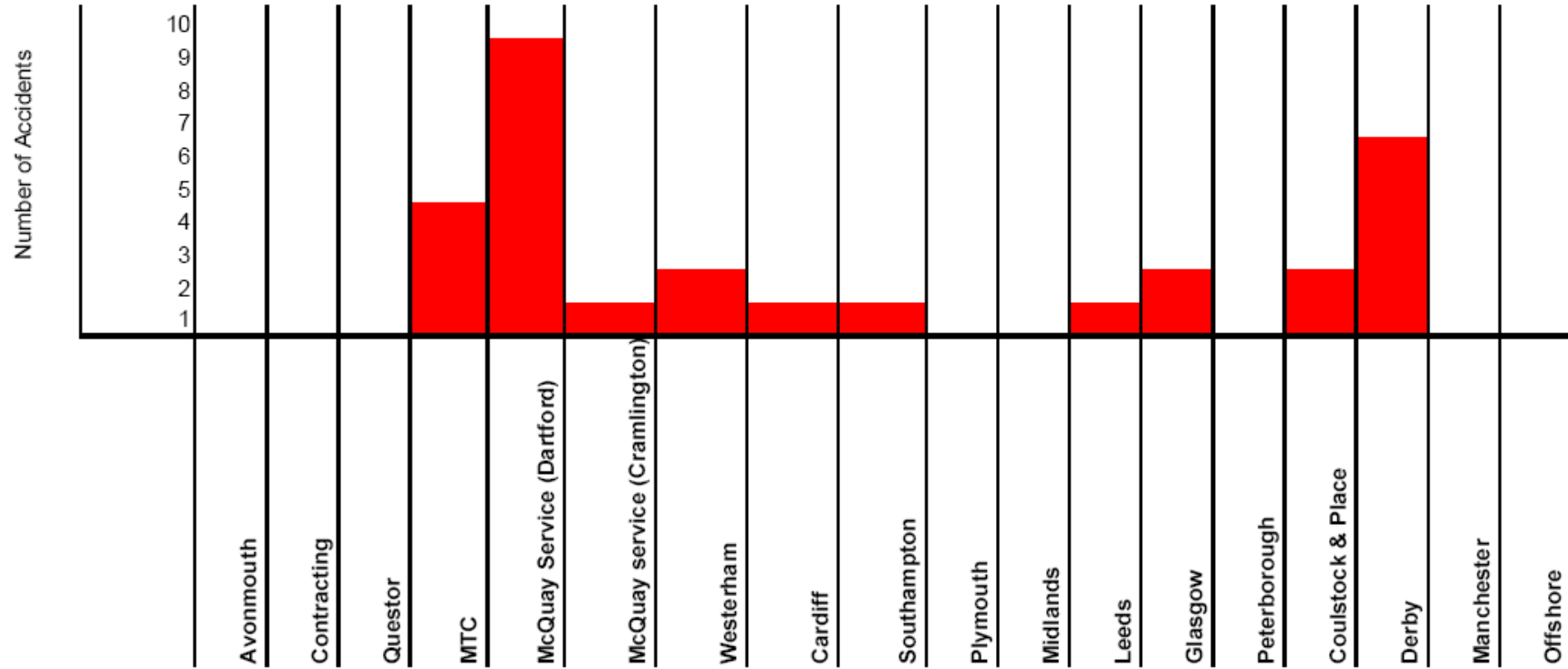
$$\frac{\text{No. Lost Time Injuries} \times 1000}{\text{Total No at risk}}$$

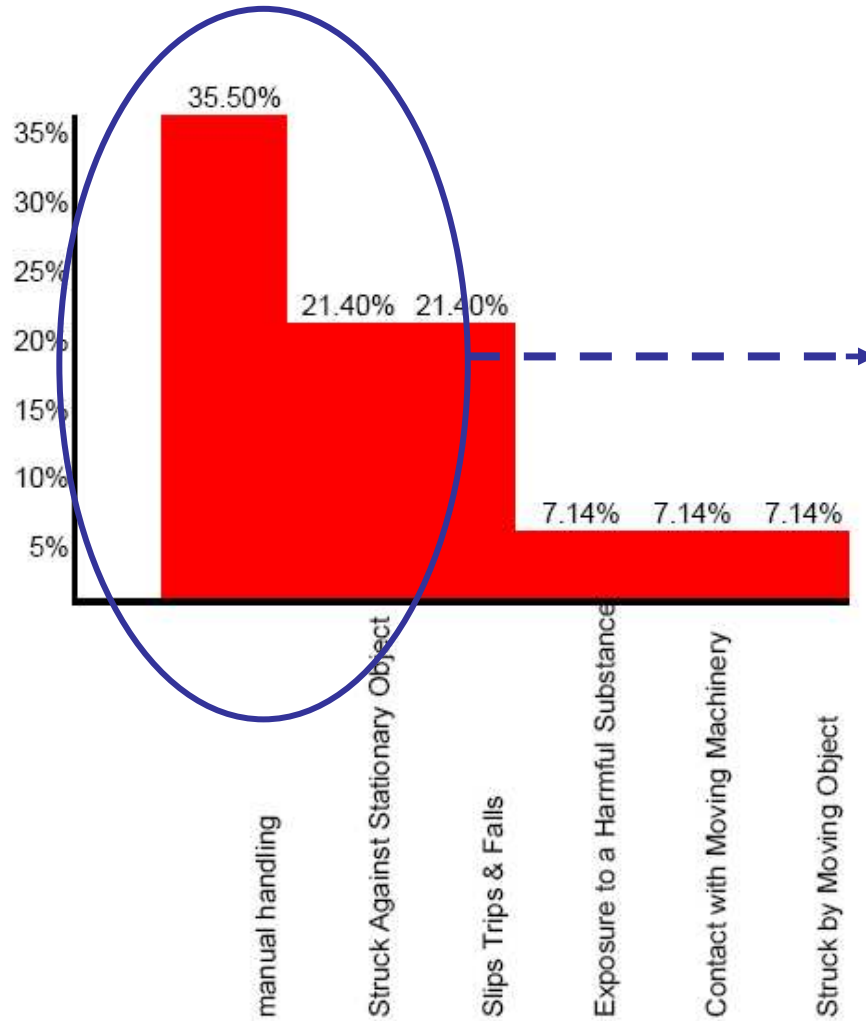


2008: BRA Accident data (10 Companies)

2008													
	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Reportable Accidents	1	1	2	1	7	6	7	2	1	1	1	1	32
Falls From Height	2	3	2	4	1	1		2					15
Trips, Bumps & Falls	1	5	3	6	4	10	2	5	4	4	4		48
Cuts / Minor Injuries	9	13	22	11	21	6	8	7	5	5	5	3	116
Electrical Incidents						1			1	1		1	4
Manual Handling Incidents	5	8	7	4	9	3	3	4	5	1		3	53
Miscellaneous	3		1	1	2	3	1	2	2		1	1	18
TOTAL	21	30	37	27	44	30	21	22	18	12	11	9	286

ACCIDENT STATISTICS 2008





Actions

- Manual Handling Information, Instruction & Training.

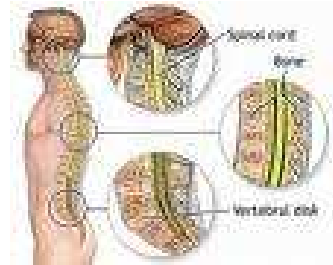
- Review of Lifting Aids

- Information, Instruction & Training on Slips, Trips & Falls.

Manual Handling



Training DVD



**SAFE WORK INSTRUCTIONS
MANUAL HANDLING**

ISSUE A

10 Feb. 08

Page 1 of 1

B 50

RISK CATEGORY: MED/ LOW

Risk Element

1. Damage to Back
2. Slips/Trips and Falls
3. Trapped Fingers

Safe Working Method

Assess the load to be moved for: Weight, Bulk or Stability. Decide whether another person is needed or mechanical assistance is required. Many loads are heavier than they first appear to be. Check if the load can be broken down into smaller units.

Plan the lift, use lifting aids if possible, even for part of the lift e.g. to bring the load to waist height.

Remove obstructions e.g. wrappings/ banding e.t.c.

Ensure others know you are moving the load, particularly if it obscures your view.

To start the lift place the feet either side of the load, one slightly in front of the other, squat down keeping back straight, ensure you have a good grip on the load then lift smoothly straightening the legs and keeping a straight back. Keep close to the load with the heaviest side nearest the body.

If you have to turn move the feet do not twist the trunk.

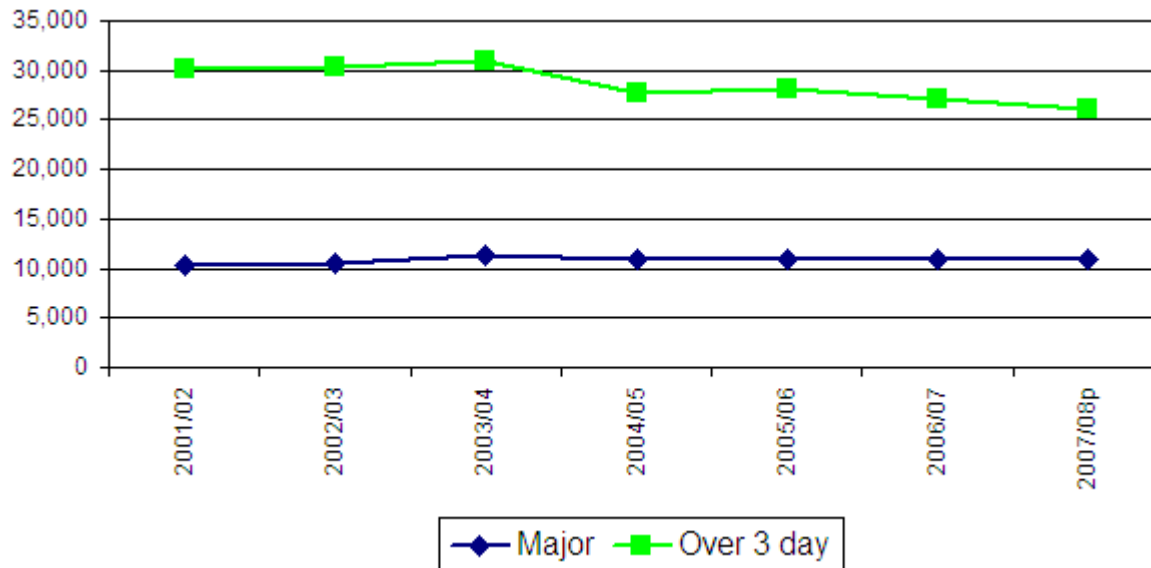
When releasing the load do it smoothly and carefully, lower it down bending the knees and keeping the back straight.

Ensure the fingers do not get trapped under the load.

Position the load after it is down.



Non-fatal slip/trip accidents to employees reported under RIDDOR



Actions

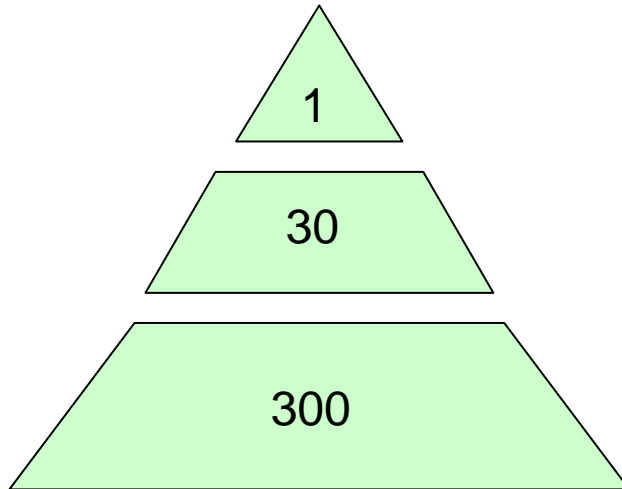
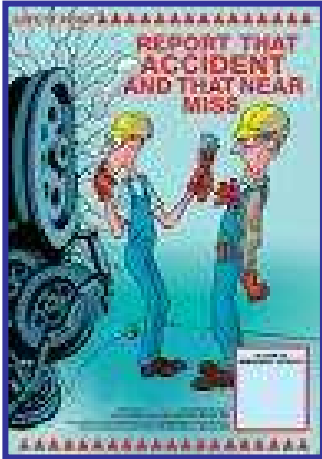
Information, Instruction
& Training

- Causes
- Prevention
- Identification
- PPE



HSE - Shattered Lives

Reported Near Miss



NEAR MISS REPORT

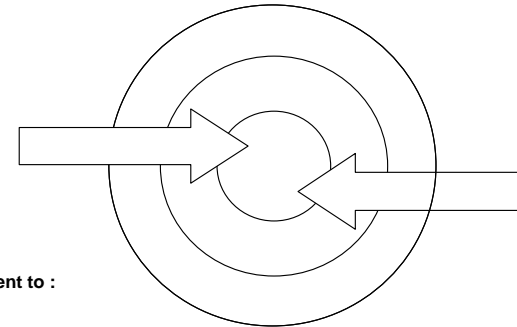
Name. (optional):

Date:

Department:

Category:

Details:



Report sent to :

Actions to prevent recurrence:

Actions Completed?

Categories:

- | | | |
|-----------------------------|------------------------------------|-----------------------------------|
| 1.. Hit by an object | 5. Slip or trip | 9. Contact with electricity |
| 2. Hit by vehicle | 6. Injured by lifting carrying | 10. Contact with machinery/ tools |
| 3. Hit something stationary | 7Exposed to heat/ fire | 11.Any other |
| 4. Fall from height | 8.. Exposed to a harmful substance | |

F HS 014.

Ammonia – Cutler Heights

Communication

•Safety Bulletins

Vehicle Accidents



Reduction in days
lost to injury

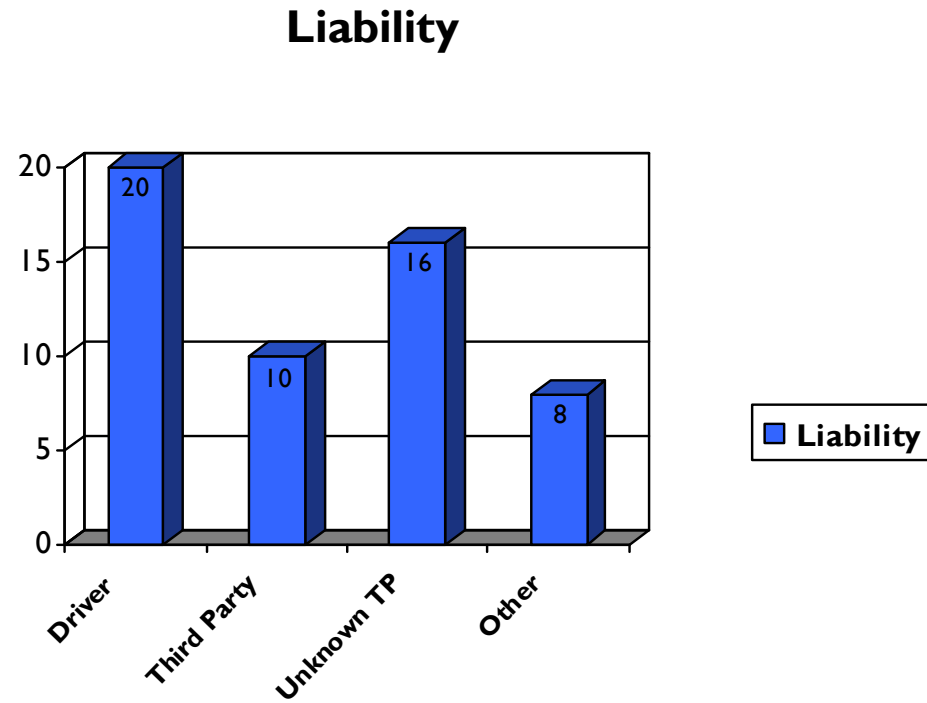
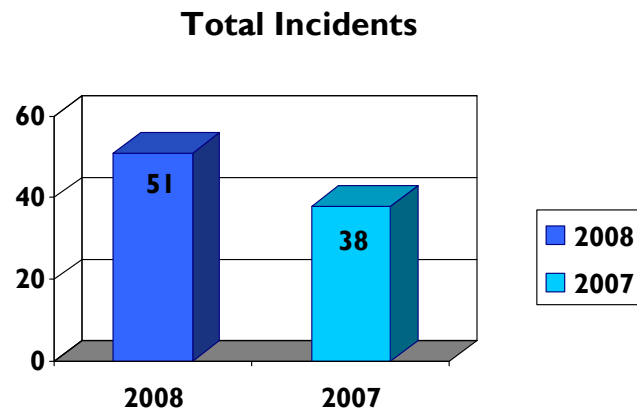
Fewer repairs to
vehicles

Reduced running
costs



Accident Analysis

- Total Number of Incidents in the Period - 51
- Drivers with more than one incident - 7



2007 – 2008 34% Increase

HEALTH & SAFETY AUDIT



ENVIRONMENTAL AUDIT



MANAGEMENT SYSTEMS AUDIT



FIRE RISK ASSESSMENT



INTERNAL AUDIT REVIEW

BSI – 3RD PARTY AUDITS

Sample plan for other locations

location	Duration (days)	Month	Year
Southampton -servicing	1	May	2008
Rochester (Medway) - contracting	1	October	2008
Dartford Service and MTC*	1	October	2008
Cardiff - servicing(am)	0.5	March	2009
Avonmouth - servicing (pm)	0.5	March	2009
Peterborough - servicing	0.5	July	2009
Birkenhead - servicing	0.5	July	2009
Plymouth - servicing	0.5	September	2009
Cramlington servicing*	0.5	September	2009
Dartford Service and MTC*	1	October	2009
Glasgow - Servicing	0.5	February	2010
Glasgow - Contracting	0.5	March	2010
Leeds - Servicing	0.5	July	2010
Leeds - Contracting	0.5	July	2010
Salford - Servicing	0.5	September	2010
Salford - Contracting	0.5	September	2010
Dartford Service and MTC*	1	October	2010
Westerham - Servicing	1	February	2011
Dartford (Mcquay service & MTC)	1	October	2011

- 2nd Party Internal Audits

Conducted as Per Company Audit Schedule

Questor

Derby (midlands)

McQuay Service (Dartford) Strategic Review)

Glasgow

Offshore

Manchester

Avonmouth

Cardiff

C&P

External audits

DSEAR – Air Liquide

Lone Working – Medway Ports

Site Safety Risk assessments

Ammonia Risk assessments



Ammonia Risk Assessments

Presented to

Yorkshire Food & Drink Safety Forum



INTERNAL AUDIT REVIEW

SAFETY REVIEW/INSPECTION				
LOCATION		DATE	SHEET 1 OF 5	
ITEM	ADMINISTRATION	SATISFACTORY		COMMENTS
		YES	NO	
1	HAS THE SAFETY PROCEDURES MANUAL BEEN ISSUED?			
2	IS THE SAFETY POLICY DOCUMENT DISPLAYED ON NOTICE BOARDS?			
3	IS THERE A SAFETY COMMITTEE ON SITE?			
4	HAVE WRITTEN SAFE WORKING PRACTICES BEEN ESTABLISHED?			
5	ARE SAFE WORKING PRACTICES BEING FOLLOWED?			
6	IS THERE A SAFETY AUDIT PROCEDURE IN PLACE?			
7	HAS AN ACCIDENT REPORTING PROCEDURE BEEN ESTABLISHED?			
8	ARE LEGAL REPORTING REQUIREMENTS KNOWN AND FOLLOWED?			
9	ARE NEAR MISS INCIDENTS REPORTED?			
10	IS ANY FOLLOW UP ACTION CARRIED OUT AFTER A NEAR MISS			
11	IS THERE A REGISTER OF STATUTORY REQUIREMENTS			
12	IS THERE AN ABRASIVE WHEELS REGISTER			
13	IS THERE A POWER PRESS REGISTER			
14	ARE CERTIFICATES ISSUED TO PERSONNEL			
15	ARE NO SMOKING SIGNS DISPLAYED (INC VEHICLES)			
16	ARE FIRE ALARMS INSTALLED			

INTERNAL AUDIT REVIEW

SAFETY REVIEW DEFECT REPORT Location: anonymous

ITEM	DEFECT	AREA	RECOMMENDED ACTION	PERSON RESPONSIBLE	DATE ACTION COMPLETED	COMMENTS
1	RECORDS WERE NOT AVAILABLE FOR THE H&S ARRANGEMENTS FOR THE BUILDING	GEN	FACILITIES MANAGER TO FORWARD TO J&E HALL HSQE MANAGER REQUESTED INFO	AB	30/11/08	AB TO REVIEW UPON RECEIPT
2	NO FIRST AID APPOINTED PERSON IDENTIFIED	GEN	SITE TO IDENTIFY FIRST AID APPOINTED PERSON	SW & JH	30/11/08	AB WILL ADVISE APPOINTED PERSON OF THEIR DUTIES
3	NO RECORD AVAILABLE FOR THE MAINTENANCE OF THE FLT	GEN	SERVICE PROVIDER TO CONDUCT MAINTENACE ON FLT AND ISSUE RECORDS. PREVENTATIVE MAINTENANCE SCHEDULE TO BE DETERMINED.	SW & JH	30/11/08	
4	URGENT REMEDIAL ACTION REQUIRED FOLLOWING A ZURICH INSPECTION	GEN	SITE HAS BEEN ADVISED OF ACTION TO BE TAKEN AND HAS BEEN ISSUED WITH THE REPORT. SITE TO CONTACT SERVICE PROVIDER TO URGENTLY REPAIR AS IDENTIFIED	SW & JH	30/11/08	THIS ACTION MUST BE GIVEN HIGH PRIORITY, AND RESOURCES MUST BE PROVIDED TO ENSURE THE CORRECTION ACTION IS CONDUCTED.
5	PERSONAL PROTECTIVE EQUIPMENT IS ISSUED, HOWEVER NO RECORDS MAINTAINED	GEN	AB TO ISSUE PPE ISSUE SHEET. SITE TO MAINTAIN RECORDS AND AUDIT PPE ANNUALY	SW & JH	CONTINUAL	
6	EMERGENCY EXIT "C" COULD NOT OPEN FULLY AND WOULD NOTE SELF CLOSE	GEN	SITE TO CONTACT FACILITIES MANAGER TO ARRANGE THE URGENT REPAIR OF THE EMERGENCY EXIT	SW & JH	30/11/08	THIS MUST BE GIVEN HIGH PRIORITY, AS THIS WOULD RESTRICT EGRESS IN EMERGENCY CONDITIONS
7	STORES AREAS UNTIDY	STORE	SITE TO ARRANGE PROMPT HOUSEKEEPING IMPROVEMENTS	SW & JH	DEC 08	

Fire Risk Assessments



Outstanding assessments

Units 40/41 & 69

J&E Hall
International

**FIRE SAFETY
LOG BOOK**

ADDRESS OF PREMISES:

LOCATION OF LOG BOOK:

Daily Checks

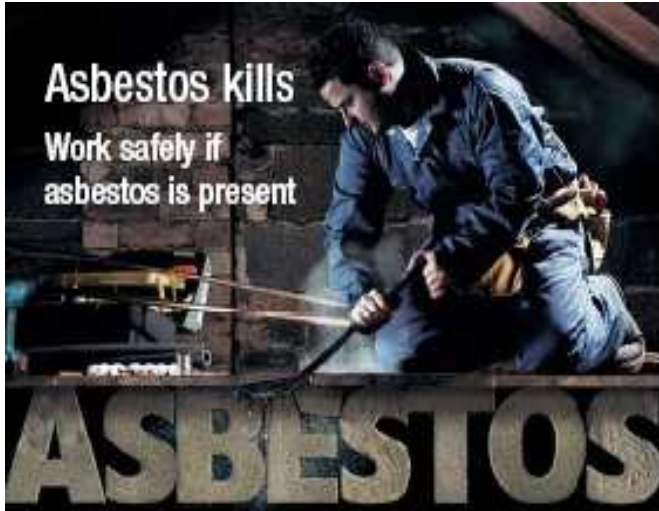
Weekly Checks

Monthly Checks

Annual Inspection

J & E HALL LIMITED
FIRE RISK
ASSESSMENT

ISSUE A DEC 07

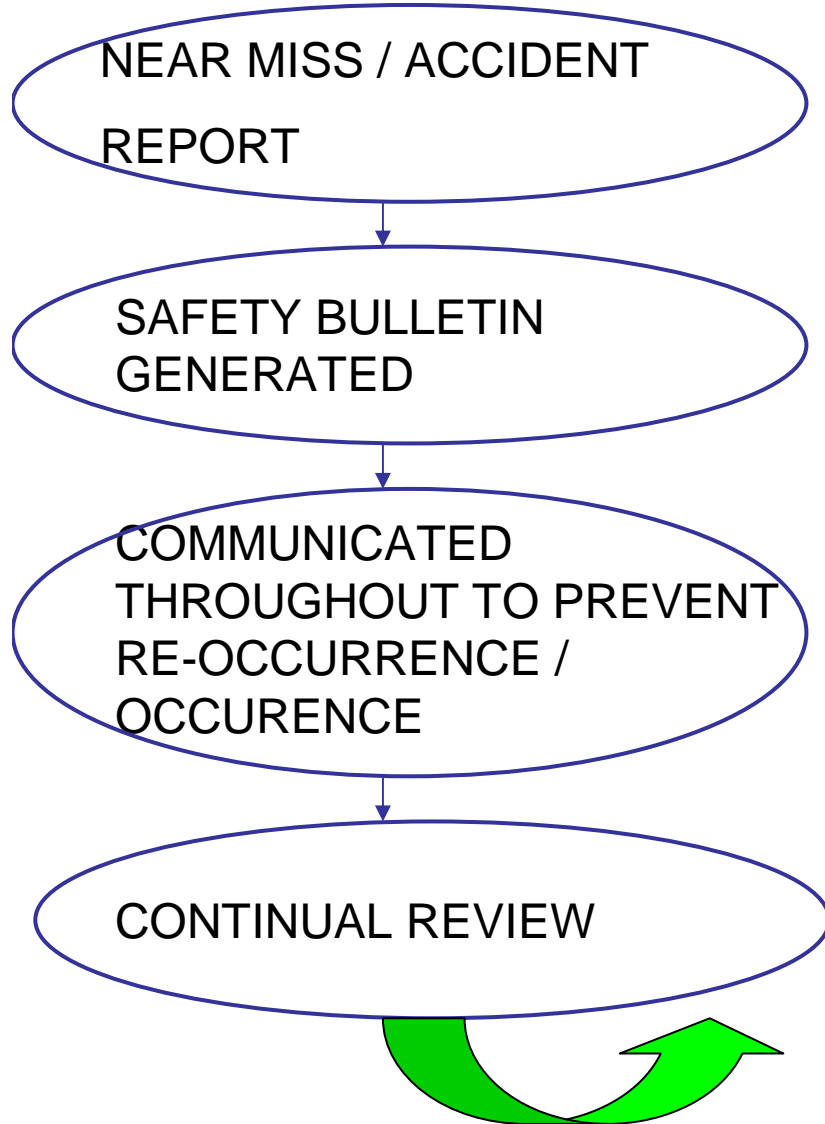


Actions

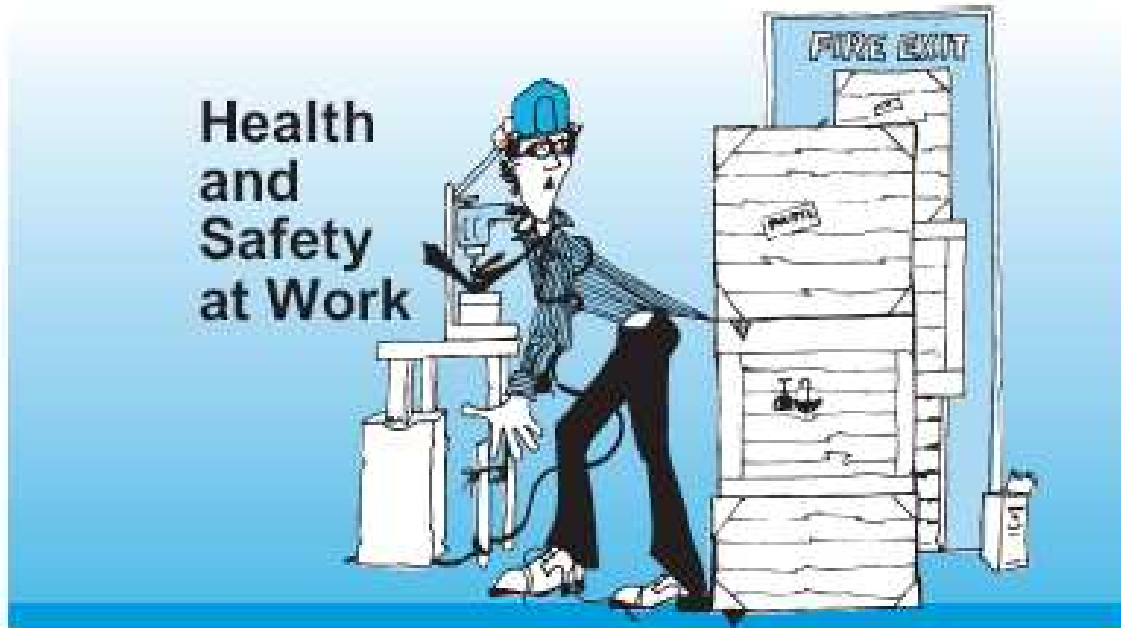
- Toolbox talks
- Review of SWI

SAFE WORK INSTRUCTIONS		ISSUE A	01/06/08
REMOVAL AND HANDLING CAF (ASBESTOS) GASKETS		Page 1 of 1	R 210
RISK CATEGORY: HIGH		Safe Working Method	
<p style="text-align: center;"><u>Risk Element</u></p> <ol style="list-style-type: none"> Inhalation of asbestos dust or particles. Spreading asbestos dust or particles into local atmosphere. <p style="text-align: center;"><u>Precautions to Eliminate/Reduce Risk</u></p> <ol style="list-style-type: none"> Wear correct Personal Protective Equipment. If Gasket cannot be removed whole, ensure wet method is used. Ensure correct disposal procedure is used. 		<ol style="list-style-type: none"> If the gasket is Contains Asbestos Fibres (CAF) or is suspected to contain asbestos then it shall be treated as asbestos. Obtain two heavy-duty polythene bags and correct labelling for asbestos. (500 gauge) one red one clear. If the gasket can be removed in one piece then carefully remove it, avoid breaking it and place in polythene bag, seal bag and insert into second bag, seal and label. If the gasket cannot be removed in one piece then the wet method should be used. This involves soaking the gasket in oil or water and using hand tools only, scrape the gasket from the flange. Do not use power tools to abrade the gasket unless correct dust extraction equipment is available. When carrying out the wet procedure the following P.P.E. should be used: Respirator with P3 canister, disposable overalls (P5) with hood and disposable gloves. The immediate area is to be protected by 500/1000 Gauge plastic On completion of wet gasket removal procedure the area should be cleaned, all parts of the gasket, disposable overalls, canister, gloves and plastic is to be double bagged, sealed and labelled. The bagged asbestos shall be disposed of through a licensed waste disposal contractor. <p>For further information please consult the J&E Hall HSQE Manager or HSG 210 Guidance note.</p>	

SAFETY BULLETINS



SER No	TITLE
02/001	METAL PARTICLE IN EYE
02/002	REFRIGERANT BURNS
02/003	AMMONIA REFRIGERANT BURNS
02/004	DISLOCATED KNEE
02/005	BRUISED KNEE
02/006	CUTS TO FINGER
02/007	REFRIGERANT BURNS
02/009	POTENTIAL EYE DAMAGE
03/010	NEAR MISS REPORT
03/011	TRAPPED REFRIGERANT
04/012	SHOULDER STRAIN
04/013	TRAPPING INCIDENT IN COLD STORE
04/014	MATING THREADS ON R 23 CYLINDERS
06/015	REFRIGERANT BURNS
08/016	ICE BUILD UP ON COOLERS
08/017	GAUGE ADAPTOR
08/018	WORKING AT HEIGHT
09/019	AMMONIA LEAK



Revised

- Removed specific dates
- Updated information to current legislation
- Issued to all employees
(Current & New)



Welcome back Andy Bowden
[My page](#)

[Home](#) [Business areas](#) [Products](#) [About us](#) [News](#) [Careers](#) [Contact us](#) [Worldwide contacts](#) [HallthermParts Online](#)

[My page](#) [Search library](#)

Secure area

Documents you have access to

[Environment](#)

[Health & Safety](#)

[Quality](#)

[Insurance Documents](#)

[McQuay Service - Health & Safety](#)

[McQuay Service - Quality](#)

[Coulstock & Place](#)

HSQE Secure Area

Welcome to the Health, Safety, Quality and Environmental (HSQE) Management Systems secure area on the J & E Hall web site. This area has been generated to effectively communicate J & E Hall's management system policies, procedures and safe working instructions and in addition provide information to all employees to promote good working practices.

This area will be regularly reviewed to provide the most updated information.

Duties

Leak Checks	Regular checks for leakage; use of automatic leak detection on large systems.
Recovery	Refrigerant recovery during plant servicing and maintenance and at end of life.
Records	Good records kept for equipment containing 3 kg or more of F gases.
Training	Use of personnel with appropriate qualifications.
Other	Certain other actions including labelling of new equipment.

Company Registration before 4th July 2009



Company Documentation

PLANNED MAINTENANCE

INSPECTION PROGRAMME

CUSTOMER:

SITE:

CUSTOMER CONTACT:

F- GAS REFRIGERANT LOG SHEET PAGE 1 OF 2

SYSTEM ID:

REFRIGERANT TYPE QTY Kgs

MINIMUM FREQUENCY OF VISITS

DATE ENGINEER ID (C&G/ACRIB)

REASON FOR VISIT

ACTIVITY CODE LEAK TEST METHOD

REFRIGERANT REMOVED YES/NO QTY Kgs

RE-CLAIM CYLINDER SIZE

CYLINDER SERIAL No.

REFRIGERANT GAS REMOVAL/DISPOSAL CERTIFICATE COMPLETED YES/NO

REFRIGERANT ADDED YES/NO QTY Kgs


REFRIGERANT CYLINDER SIZE

CYLINDER SERIAL No.

RETURN VISIT REQUIRED YES/NO

ACTIVITY CODES

1	Routine Leak Test - No Leak Found
2	Routine Leak Test - Leak Found & Repaired
3	Routine Leak Test - Leak Found But Not Repaired
4	Non-Routine Leak Test Following Maintenance Work or Repair (within one month)
5	Maintenance Work involving Refrigerant Removal.
6	Maintenance Work involving Refrigerant Addition.

MIP/038 

Training Requirements

All engineers to be qualified to 2079 before 4th July 2011

CATEGORIES OF CERTIFICATE

There will be four different types of certificate:



F GAS UPDATE CATEGORIES
<ul style="list-style-type: none">• Category I to carry out all activities on all stationary r&ac and heat pumps (leak checking, recovery, installation or service and maintenance)
<ul style="list-style-type: none">• Category II to carry out these activities in equipment with a charge of less than 3 kg, (6kg if hermetically sealed and labelled)
<ul style="list-style-type: none">• Category III recovery activity only
<ul style="list-style-type: none">• Category IV leak checking only

SAFETY REPRESENTATIVE REPORTS



Environmental Management System

- Diverse to meet our Business & Customer Requirements

- Multi Locations – 18 within the scope of registration.

- Compliant with Different Enforcing Authorities

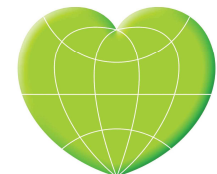
England – Environment Agency (EA)

Wales – Environment Agency (EA)

Scotland – Scottish Environmental Protection Agency (SEPA)

- In Conjunction with DAIKIN Global Environmental Centre & DAIKIN UK

In all of us,
a green heart



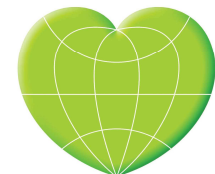


Management Systems

- Environmental Scope is in-line with BS EN ISO 9001:2008 standard
- The policy has been developed and communicated throughout the organisation.
- Environmental Committee has been developed and will convene as a minimum twice a year.
- Environmental Targets and Objectives have been set and communicated throughout the organisation.



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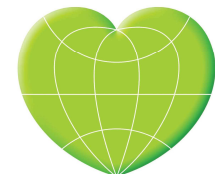


Location Environmental Manual

- A – Environmental Manual
- B – Procedures
- C – Aspects & Impacts
- D – Register of Legislation
- E – Audit Schedule
- F – Supplier Questionnaire / Approval
- G – Waste Codes
- H – Waste Notes
- I – BS EN ISO 14001 standard
- J – Hazardous Waste Consignment Notes
- K – Drainage Plan
- L – Environmental Audits



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Environmental



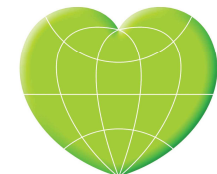
BS EN ISO 14001:2004



Objective

To Be Accredited in 2010

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ENVIRONMENTAL IMPLEMENTATION PLAN

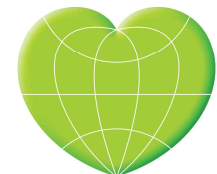
Oct-08	Nov-08	Dec-08	Jan-09	Feb-09
Pre-assessment 2 Day Conduct Management Review				
			1 Day BSI Pre-Audi	
			←	
3rd & 6th October (Complete)			1 Day- Derby 9th January	
Management review 18th October				

Assessment Report
J & E Hall Limited

Report Author
Scott Hind
Visit Start Date
03/10/2008



Sep-09	Oct-09	Nov-09	Dec-09
BSI Sample Audits 30% Across the 18 sites			
1 Day Derby last			
1 Day C&P			
2 days Dartford (Cont, Head office, MTC)			
0.5 Day Avonmouth			
0.5 Day Cardiff (Same Day)			
0.5 Day Manchester			
0.5 Day Offshore (Same Day)			
1 Day - Leeds Inc Site visits			



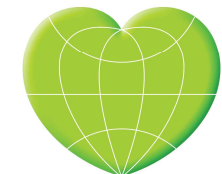


ENVIRONMENTAL IMPLEMENTATION PLAN

Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09
Pre-assessment 2 Day Conduct Management Review														
3rd & 6th October (Complete)			1 Day- Derby 9th January	<div style="border: 2px solid red; padding: 10px; text-align: center;"> <p>Dates for Environmental Specialist</p> <p>5th May (C&P)</p> <p>19th May (Derby & Derby Service)</p> </div>			Management Review							
Management review 18th October				<div style="border: 2px solid orange; border-radius: 50%; padding: 10px; text-align: center;"> <p>April Date TBC - with specialist 1 day Derby 1 Day C&P</p> </div>			As Per Internal Audit Schedule	BSI Sample Audits 30% Across the 18 sites 1 Day Derby last 1 Day C&P 2 days Dartford (Cont, Head office, MTC) 0.5 Day Avonmouth 0.5 Day Cardiff (Same Day) 0.5 Day Manchester 0.5 Day Offshore (Same Day) 1 Day - Leeds Inc Site visits						



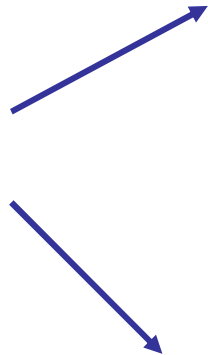
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Audits

Internal

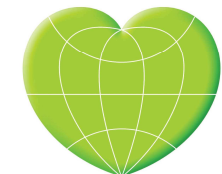


- Lighting
- Heating
- Air Conditioning
- Information Technology Settings
- Waste Arrangements
- Duties of Care & Legal Arrangements
- Hazardous Waste
- General Site Review

- Approval Process
- Audit Suppliers (Components)
- Audit Suppliers (Services)



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Audits

DAIKIN

Environmental Agency

Customers

External

BSI

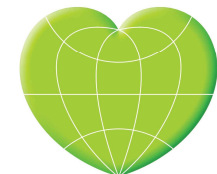
Insurance
Company

Local Authorities

Scottish Environment Protection Agency



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Energy Consumption

Electricity



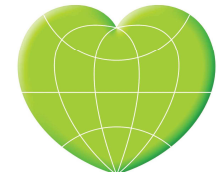
Water



Gas

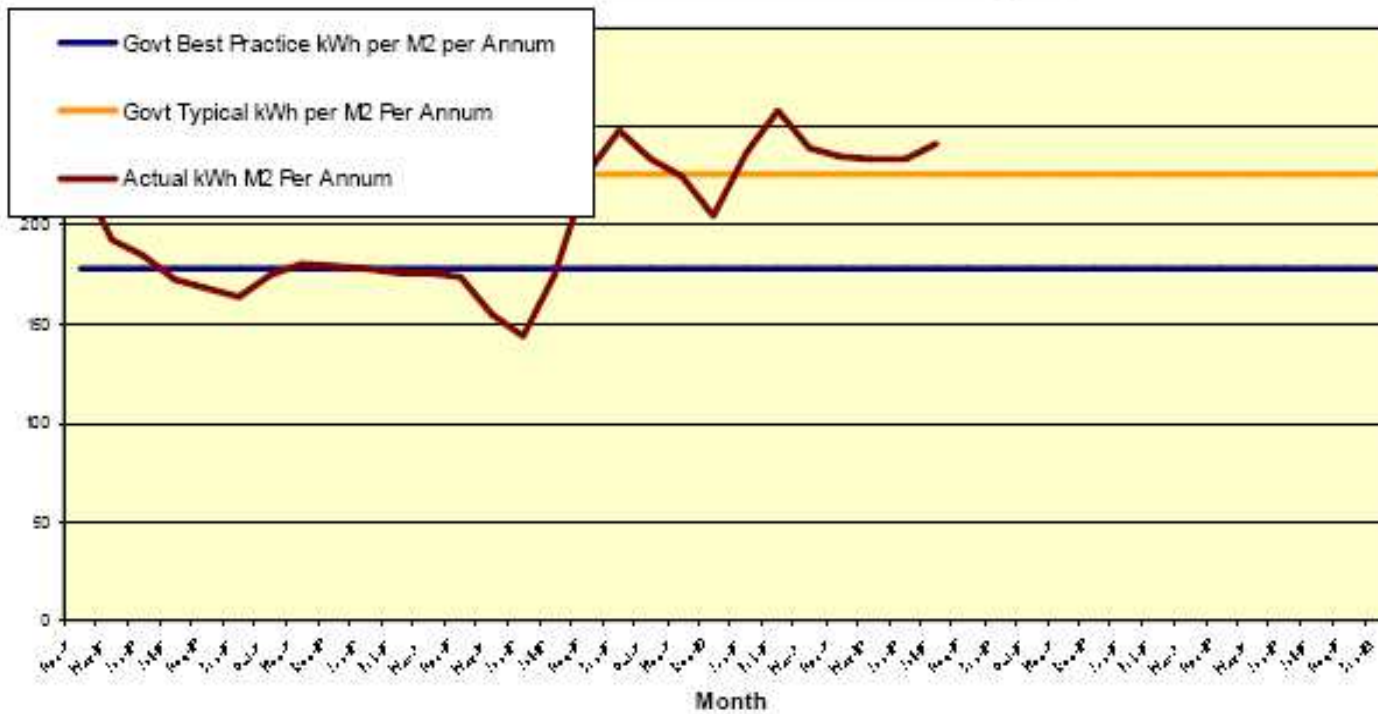


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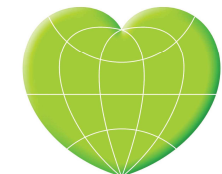




Dartford - kWh & CO2 Normalised Figures



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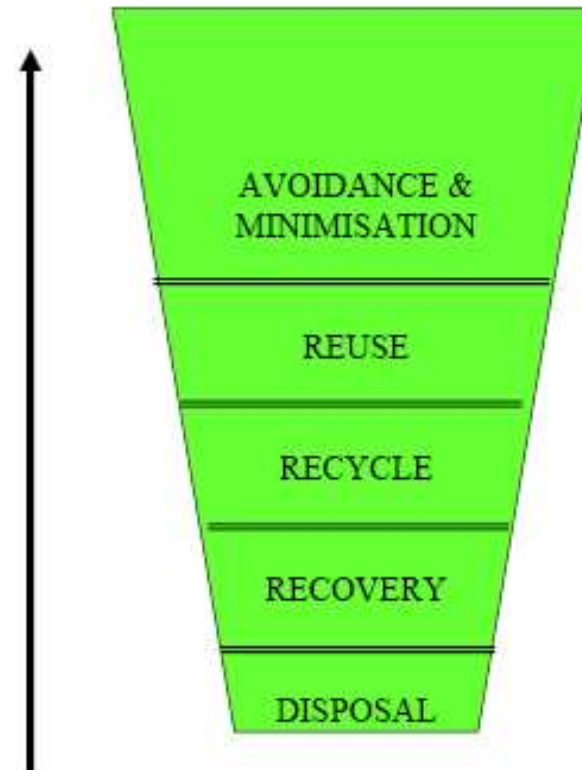
Environmental Aspects & Impacts





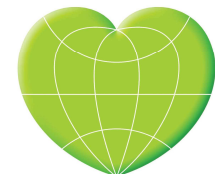
Waste

- General Office Waste
- Cardboard
- Oil
- Plastic
- Wood
- Fluorescent & Discharge Lamps
- Refrigerant
- Toner & Ink Cartridges



MAXIMUM CONSERVATION OF
RESOURCES

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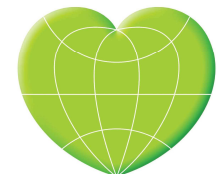


J&E Hall International Environmental Objectives 2009

Waste Initiatives



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Spill Procedure

J&E HALL LIMITED ENVIRONMENTAL MANAGEMENT SYSTEM

SPILL CONTROL & RESPONSE

Issue A
Date Jan 09

DEFINITION

Fuel Spillage – any spillage of fuel oil, petrol, general oil and lubricants. (including hydraulic fluids)

Chemical Spillage – any spillage of caustic, acids, glycol, cleaning materials and any other substance that could have an impact on the environment or H&S eg sewage / sludge

Minor Spillage – small spillage, low impact & no discharge into surface drains.

Major Spillage – larger spillage, discharge into drains (surface or sewage) Major = > 50lts

IMPACT

- > **Environment:** A spill can spread quickly, potentially polluting streams or the ground.
- > **Avoid Prosecution:** Fines and clean-up costs are expensive and time consuming.
- > **Community Relations:** Negative publicity would damage the company's reputation.

Procedure

- > **Attempt spill clean up only if safe to do so.**
- > Determine if the spill is safe to attempt alone (Minor) or if it requires assistance (Major).
- > Determine what it is. (look for labels, MSDS etc)
- > **Wear appropriate PPE: before** you start clean-up. Identify the source of the spillage and rectify if possible. (remove source, shut off leaking valve etc).
- > **Contain the spillage:** Use booms, granules or even earth / sand to stop spill spreading (Major). For minor spillages using pads alone will suffice.
- > **Protect & minimise impact:** Surface water drains, sewage drains, permeable ground etc.
 - Cover Drains, or run boom along edge of drain.
 - Divert Spillage
 - Place sheeting on permeable ground
- > **Clean up spill:** Check appropriate spill kit, familiarise yourself with contents. Use pads, roll or granules to mop up.
- > **Dispose of contaminated material:** Correctly: All used absorbent materials to be placed in appropriate drums (Hazardous Waste)
- > **Inform Supervisor / Manager:** For logging and reporting all incidents / near misses. Completed incident forms must be returned to HSQE manager. Determine if the incident is Minor or Major. For MAJOR spills the HSQE manager may need to report it to EA.
- > **If spill is unsafe to attempt:** Keep safe distance, seal off area, if possible determine what it is. Contact the nearest Supervisor / Manager. Supervisor / Manager to evaluate the situation, contact the HSQE manager for guidance who may in turn contact the EA and/or Emergency Services.

You must not...

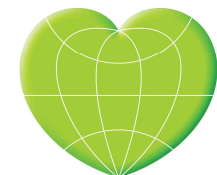
- > **Ignore it** – report it immediately
- > **Hide it** – implement controls
- > **Hose it** into drainage system – always use absorbent materials.

Spill Equipment Available

- > **Absorbent Pads** – single pads for smaller spills / leaks, multiple pads for larger spills.
- > **Absorbent Socks** – (Sausages) to contain spill and prevent spreading.
- > **Absorbent Granules** – Use in excess to absorb the spill.
- > **Drain Covers / Mats** – to prevent spills entering drains (re-usable)
- > **PPE** – Gloves, Goggles, overalls.
- > **Spill Kit Plan** – show spill kit locations on site. Identify nearest to your place of work.



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Hazardous Waste Registration Report

Batch Number: I271756
Report Date: 03-11-2008

Details of the company (or individual) providing hazardous waste registration details

J&E HALL LIMITED
HANSARD GATE
WEST MEADOWS IND EST
DERBY
DE21 6JN

Contact Name: Mr ANDREW BOWDEN
Telephone: 01332253404
Fax: 01332253433
Email: andrew.bowden@jehall.co.uk

Expected Payment: £198.00
Payment Type: CCARD Payment Made: £198.00
Total Payments: £198.00
Difference in Expected Payment and Required Payment: £0.00
Number of sites successfully registered: 11
Number of sites failed registration due to processing errors: 0

Sites successfully registered (Previous Registration Numbers which could not be validated are shown in brackets - you must use the new registration numbers given from the start dates shown)

Registration Number	Producer Name	Customer Reference	Address from Application	Start Date	Expiry Date
AAD057	J & E HALL LTD		HANSARD GATE WEST MEADOWS IND ESTATE DERBY DE21 6JN	14-11-2008	13-11-2009
AGZ258	J & E HALL LTD		UNIT 6, CLAYLANDS PARK CLAYLANDS ROAD BISHOPS WALTHAM SOUTHAMPTON SO32 1QD	08-11-2008	07-11-2009
NAH147	J&E HALL		UNIT 26 AVONBANK INDUSTRIAL ESTATE CENTRE WEST TOWN ROAD AVONMOUTH BRISTOL BS11 9DE	08-11-2008	07-11-2009
NAH150	J & E HALL		UNIT 5, CONCOURSE HOUSE 432 DEWSBURY ROAD LEEDS LS11 7DF	08-11-2008	07-11-2009
NAH152	J&E HALL		UNIT 22 KANSAS AVENUE SALFORD MANCHESTER M5 2GL	08-11-2008	07-11-2009
NAH153	J & E HALL LIMITED		UNIT 41 PEARSON WAY QUESTOR DARTFORD DA1 1JN	08-11-2008	07-11-2009
NKK555	J&E HALL LIMITED		UNIT D1 ATLANTIC GATE HAYES ROAD BARRY VALE OF GLAMORGAN CF63 3RF	08-11-2008	07-11-2009





Emissions

To Air – Paint & Spray Booths (Filtered)

Caustic Cleaning Process,

Refrigerant (*Fault Conditions*)

To Water – N/A (*Normal Conditions*)

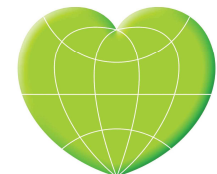
Oil, Contaminated Water, Coolant Fluid

(*Fault Conditions*)

To Land – Controlled Waste, Paper, Cardboard, Wood

Oil, Water (Fault Conditions)

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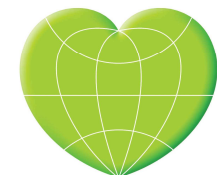
TRAINING

Directors – Aspects & Impacts Identification
Legal Register
Environmental Measurement (Process & System)
Environmental Awareness

Managers – Legal Register
Environmental Procedures, Systems
Environmental Management System
Environmental Awareness

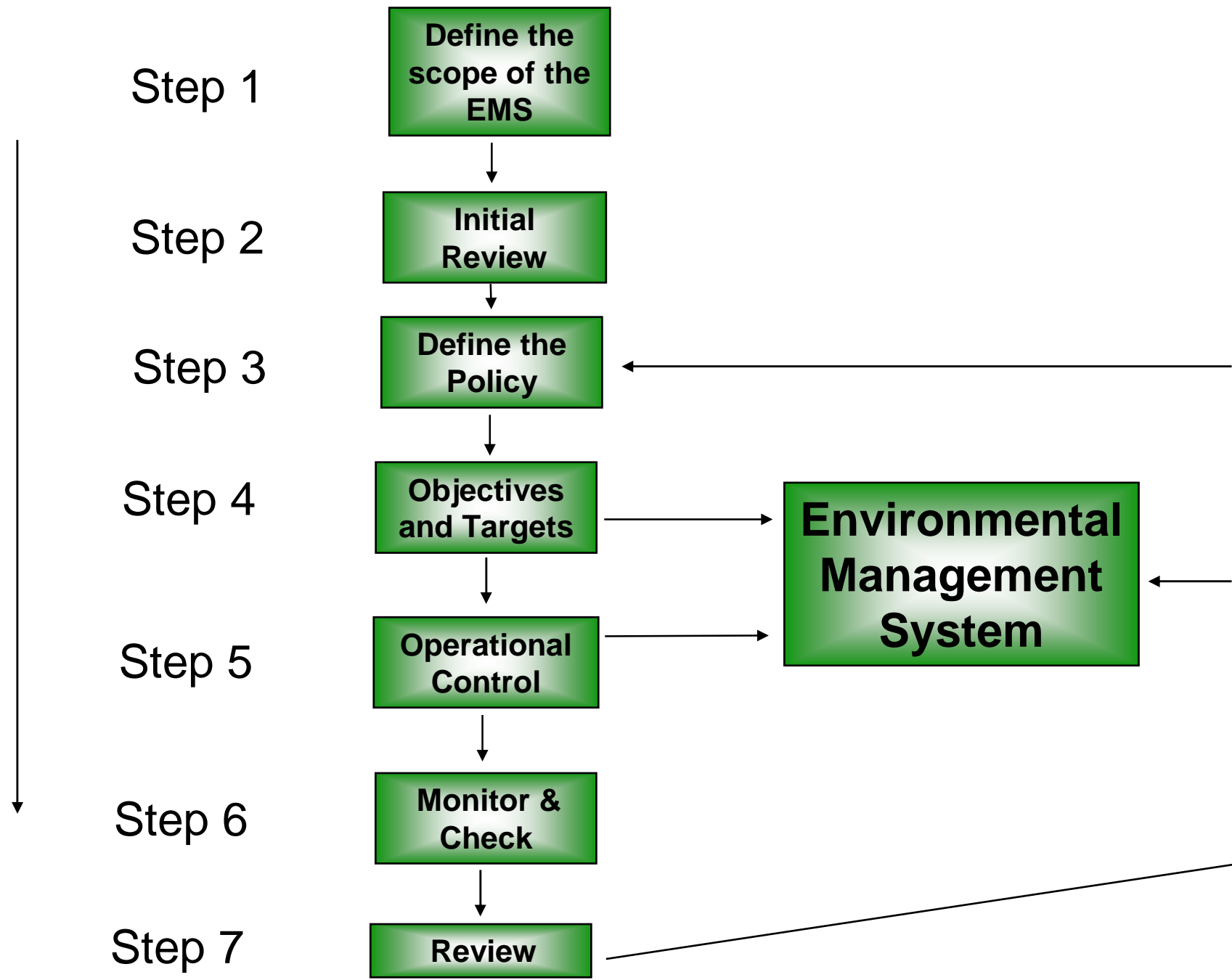
Employees – Environmental Awareness
Environmental Procedures, Systems

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ISO 14001





Environmental Awareness Training

Presented By: Andrew Bowden HSQE Manager

Version 1.0 Date 05/12/08



Scope of Training

- Our Environment.
- Impacts of day to day operations on site.
- Measures that can be taken to reduce impacts.
- The implementation of ISO14001.
- What's happening on site now.
- Environmental Targets & Objectives

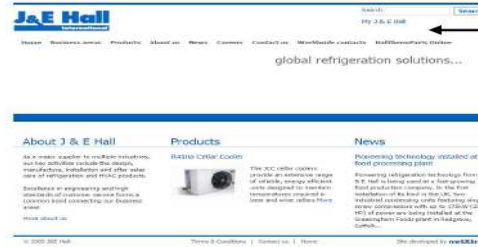


Communication

J&E HALL HSQE Website

Log on Via the J&E Hall Web Site
www.jehall.co.uk

My J&E Hall



User Name : HSQE@jehall.co.uk

Password: HSQE001

Please note Case Sensitive

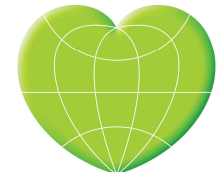


HSQE Secure Area

- Environment
- Health & Safety
- Quality
- Insurance Documents
- McQuay Service



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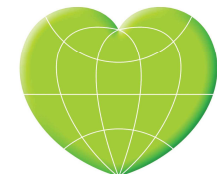


Coulstock & Place Engineering Environmental Objectives 2009

- Gain BS EN ISO 14001:2004 Accreditation by December 2009
- Reduce Energy Consumption by 7% of 2008 value
- Reduce Waste by 5% of 2008 Value
- Collate & Analyse data on Emissions to Air
- Conduct Environmental Training for all employees



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ANY OTHER BUSINESS

Communication

“Considered to be the foundation of our Safety Culture”



Objectives 2009

All service Engineers to be registered with SKILL CARDS before June 30th 2009

2079 – Training to be conducted for 30% of service engineers

PROPOSAL

Manual Handling Training to be conducted to all service engineers

Driver, Information, Instruction & Training to be conducted where identified

THANKYOU