British Plastics Federation

Charter and
Health & Safety Action Plan

for

The Plastics Industry Safety in Manufacturing Plastics
‘SIMPL’
Acknowledgements:

This document has been prepared by the BPF Health and Safety Committee;

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This document and other information on Health and Safety in the Plastics Industry including the SIMPL strategy can be found on the BPF's website at www.bpf.co.uk.

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# The Plastics Industry Safety in Manufacturing Plastics

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1. Introduction

This programme is a real opportunity for the Plastics Industry to establish actual performance targets, which will contribute to overall improvement. Health and safety policy has changed over the years from one of prescriptive content to more proscriptive content in laws which continues to gather momentum and recognises the need for safety measures to be risk based rather than rote based on broad legislative requirements. This all adds to need for recognition and commitment by employers to the acceptability of risk assessments as the basis for defining and implementing safety measures.

To this end it is felt that maintaining continuous improvement in health and safety standards in the industry gives us a tremendous platform from which to make a significant impact. The SIMPL Strategy ‘Safety in Manufacturing Plastics’ recognises the need to build on past achievements, to consolidate these, and embed health and safety and safety culture within individual businesses in the industry. We can do this through a mechanism of defined targets against which all parties drive change and improvement as well as measure performance. It is envisaged that these targets will be progressive from 2011 – 2014 with foundation setting targets that seek to embed safety in to the culture of the industry. These over time will help to reduce accidents, ill health, lost time as well as improve the industry’s safety performance.

The strategy and the targets depend on each of the individual sector associations developing Health and Safety Action Plans and their individual member companies adopting these plans in principle and creating from them, local plans to be delivered within the agreed timescale.

This programme is a real opportunity and one which places actions on Employers, Trade Associations, Trade Unions and the Health and Safety Executive. The various roles are detailed in this document but above all else the programme represents a significant shift of emphasis, one directed very much more to continuous improvement and not just compliance and as such changes in attitude, and tangible improvements will be needed.

The goal is to work towards improvement through commitment; it is seen that a visible commitment to a pledge is the vehicle by which this can be driven. All parties to the programme i.e. British Plastics Federation, Individual member companies and Trade Unions will be asked to formally support the ‘SIMPL’ pledge; they will receive a certificate for display within their own organisation. The HSE will provide support and guidance in delivering industry changes.

However, signing a Pledge is only the start and means very little unless all parties are prepared to work hard and deliver on their part of the programme.
British Plastics Federation Health & Safety Charter

2. Statement

The Plastics industry has recognised the need for good health and safety performance and together the trade associations, the Health & Safety Executive (HSE) and other representatives from the plastics industry have formed a strategy board that will develop the themes and objectives appropriate to the needs and challenges of the industry and provide leadership to participating organisations.

The HSE is promoting the concept: ‘Be part of the solution’ and this Action Plan seek to apply the same importance and priorities to health and safety as set out in the HSE’s strategy as well as the Plastics Industries initiative for health and safety ‘Safety in Manufacturing Plastics’ (SIMPL). It is important that organisations attach the same priority to achievement of high standards of health and safety management as they would do to any other key aspects of business activities, and that health and safety is integrated in to management systems.

The British Plastics Federation has recognised the need for good health and safety performance and it has formed a Health & Safety Committee comprising of representatives from the steering groups for the relevant industry sector.

We believe that the industry can achieve good standards of health and safety with SMART (Specific, Measurable, Attainable, Realistic, Time Bound) objectives from the Health and Safety Group that will take in to account the needs and issues in the relevant subsectors. We will provide a frame work for direction to support and help to promote:

- the business case for good health and safety management, highlighting the moral, economic and legal arguments.
- effective safety management systems and cultures within which there is visible leadership demonstrated by actions from the top, so that all managers and employees know that health and safety is being taken seriously.
- the sharing of good ideas -- both across the plastics industries and beyond, adopting best practice from other sectors of industry.
- partnership working -- working with and through others to improve the collective impact.
- employee involvement, ensuring the full engagement of employees and their representative organisations and drawing on the knowledge, skills and enthusiasm of those closest to the risks.

Peter Davis  
Director General  
British Plastics Federation
3. Guiding principles by which BPF members will work under the SIMPL Strategy.

1. By signing the SIMPL Pledge the member company will commit to working towards or exceeding the targets set out in the BPF Health & Safety Action Plan appended to this document.

2. The industry sectors will design their annual Health and Safety objectives and improvement plans to support implementation of the BPF Action Plan.

3. As far as possible, the Industry Sectors express the objectives in terms of SMART (Specific, Measurable, Achievable, Realistic and Time bound) deliverable outcomes.

4. Outcomes are defined as measurable reductions in the incidence of accidents and/or measurable improvements in the management and control of Health & Safety risks.

5. The way in which achievement of outcomes is to be measured, and the criteria for success, are considered when annual health & Safety objectives are prepared. The performance measures to be used in gauging success are agreed at that stage.

6. BPF and its constituent members actively encourage employers, including those who are not members of trade associations, to prepare and implement their own H&S improvement plans to support implementation of SIMPL strategy e.g. through BPF sponsored events.

7. All activities, events and projects planned by the BPF have clear objectives, these activities and projects which need to be outlined in the sector management plans. These are described in terms of SMART deliverables, achievement of which make a positive contribution towards SIMPL strategy aims and, in particular, to the delivery of target outcomes.

8. When planning activities, events and projects, the BPF and its partners will consider how achievement of the deliverables will be in line with SIMPL.
4. Partner’s Input

British Plastics Federation

- Setting out the Health & Safety Action Plan in line with SIMPL
- Collection of statistics and data
- Communication with members
- Resources for BPF members and project teams
- Organising conferences, seminars and workshops
- Contributing to the organisation of BPF events

Trade Union

- Collection of health & safety experience from safety representatives and members
- Communication with members
- Resources for project teams
- Contribution to presentations at conferences, seminars and workshops
- Facilitating at conferences, seminars and workshops
- Contributing to the organisation of SIMPL events

Health & safety Executive

- Providing relevant data and experience from national data collection
- Facilitating sharing of information and experience with other manufacturing industries
- Resources for project teams including specialist resource
- Chairing SIMPL meetings and providing the secretariat
- Contributing to the organisation of SIMPL events
- Contributing presentations and facilitating at conferences, seminars and workshops.
5. SIMPL Strategy

Application

The Action Plan applies to the whole of British Plastics Federation (BPF) members and partners. We at the BPF will actively encourage our members to sign up to the SIMPL Strategy ‘An initiative to reduce the incidence of accident and ill-health in the plastics industries. All who formally sign the industry pledge will receive a certificate for display within their own organisations.

Targets

Our goal is to achieve the defined levels of health, safety and welfare improvement in each workplace throughout the Plastics industry. This will be achieved by each company committing to drawing up their own Action Plan which is based on the action noted in this document; by commitment to targets for improvement change will be measured.

Action

All who have signed the industry pledge will need to continually demonstrate their commitment to the SIMPL strategy by meeting or exceeding the targets set in the BPF Action Plan (see Section 6.0). This strategy must not be viewed as a one off or a one stop shop to fix it all. The initial commitment is only the start of the improvement process, continually reviewing and updating your company action plan will be essential in meeting the needs of your business and that of the strategy. It will be expected that each sector will gather and feedback their progress to the SSC annually via their industry sector representatives where applicable.

The information gathered will be used to determine what is and what is not effective in the BPF Action Plan; it will enable focus on areas where the BPF can offer help and support to enable continued progress in meeting the targets set by the SIMPL Strategy.

Review process

To ensure that strategy targets are being met, the BPF will undertake milestone reviews co-ordinated by the BPF SIMPL Steering Group (SSG). This will be through performance indicators and benchmarks; all members of the strategy will be required to report progress to the SSG at least annually.
6. Reporting

There is a need to routinely monitor and report the performance of SIMPL and the inclusion of all participants is essential. Clearly if we are to contribute towards the objectives identified at the outset each individual Company needs to have a means by which it can measure its own performance against the Industry and the Industry will need a means by which it can measure its own performance against other industries, and of course therefore, determine its level of contribution to the overall national priorities.

This will be done in a number of ways,

1. Via the clear commitment via the sign up of the pledge; the BPF will continually monitor the number of its members that have signed up to the pledge. This information will be passed on to the SSC in October each year.

2. By the examination of accident and ill health data supplied to the British Plastics Federation. A request for accident and ill health data will be circulated by the SSG to individual companies in January each year so that accident and ill health data can be compiled for the previous year;

3. By the examination of annual progress reports from each company signed up to the SIMPL Strategy. In last quarter of each year the SSC will gather information from each company.

All the information received will be presented in a comprehensive* report by the British Plastics Federation, it will be used to determine the contribution made by the Plastics Industry to meet the improvement targets set under SIMPL. The report will be circulated SIMPL Main Board and then to all member companies within the British Plastics Federation.

Any other information required will be reported upon as necessary during the course of this strategy.

*This anonymised information will also be used at the SIMPL Board Level to enable them to monitor progress in the Plastics Industry.
7. Action Plan Management Map

‘SIMPL’ STEERING COMMITTEE

MISSION ~ VISION ~ STRATEGY ~ ACTION PLANS

To provide a framework for direction and support to help meet the requirements of the Industry Sector Action Plans

H&S Committee
Interested Parties

Communication & Feedback

BPF Industry Representatives

Taylor and agree strategy for their sector

- Recycling
- Windows Group
- Cellular
- Moulders
- EPS
- Pipes
- Raw Material Suppliers
- Flexible foams

Communication with industry sectors on strategy requirements

Communication & Feedback

Communication & Feedback
8. Strategic Targets for 2011-2014

These targets are designed to help deliver achievement to the SIMPL Strategy. Each company signing up to the strategy will need to incorporate the targets into their own action plans. The BPF has taken these statistic targets and entered these in to its own Action Plan. This makes up its commitment to Safety in Manufacturing Plastics and the support it will provide to its members.

8.1 Industry Action Plans

8.1.1 The BPF Industry Sector Group will need to draw up an Action Plan that will fulfil the requirements of the BPF Action Plan. This Sector Action Plan will be completed by the Industry Sector Group and it will reflect the targets set out in the BPF Action Plan under SIMPL as well as the sector improvement requirements.

8.1.2 It is expected that companies signing up to the SIMPL Pledge will have in place an Action Plan within two months. These plans will represent the sector targets set underneath the BPF SIMPL Health and Safety Action Plan; to confirm commitment to the scheme each company will be required submit confirmation that they have put together and are working to an Action Plan as required by SIMPL.

8.1.3 For those companies signing up to SIMPL there will be a requirement to confirm commitment to the scheme. Each company will be required to submit confirmation that they have put together and are working to an Action Plan as required under SIMPL.

8.2 Leadership

It is a requirement that companies are led from the top and that health and safety is given the same priority as any other business activity. It will be necessary to encourage strong leadership in championing the importance of, and a common sense approach to, health and safety in the workplace.

The drive for change in health and safety culture must be lead by the most senior member of the business who will need to direct the change. The role must not be restrictive and where necessary arrangements can be devolved but it must be seen that the setting of health and safety objectives have a clear goal as part of the business objective.

8.3 Management systems

Managing health and safety is key to its success; whilst Leadership is key to motivating changes, the setting out of health and safety managements systems that fits the size and complexity of the company is essential. To achieve a good foundation each company must make appropriate arrangements to have a health and safety policy which commits the company to meeting health and safety
standards, a system for capturing areas where improvement can be made and mechanisms to plan for the needed changes. Monitoring and review is essential to ensure targets are met; making a commitment to change often is not enough, following the change through to completion is necessary to make certain that it has happened and continues.

8.4 Workforce Involvement
The workforce is an important mechanism to change and therefore must not be discounted by the management team. The workforce can be instrumental at all levels in implementing health and safety as part of a cultural change to existing working practices. It is evident that the management are key in motivating and committing to improvement through investment is time, supplying information and instruction and providing forums for feedback improvement. Commitment as this level is essential in introducing health, safety and welfare changes in to the workplace.

8.4.1 Safety Communication
All employers in the industry sector must actively involve employees in all area of health and safety. They will

- provide appropriate arrangements via a structure for communication,
- provide competent worker representation on health and safety matters.

8.4.2 Attitude survey of the workforce
To examine current concerns in the workplace, the need to identify areas of improvement is essential. In order to gather the feedback necessary all employers in industry will

- conduct a survey of the workforce
- use the information to target areas of change and improvement as part of their risk reduction objective

8.4.3 Training
All companies to analyse their own their own training needs based the employee survey and the risk reduction objectives. From this information the companies will need to put in to place mechanisms to train their employees to drive improvement.

8.5 Risk reduction objectives
Identifying the risks is essential to improving health and safety. By signing the SIMPL Pledge you are committing to reducing risk (the potential to cause harm) in your workplace. To do this you will need to identify that key health and safety issues that are in your workplace and come up with measures to eliminate or control them.
The BPF has already collated years of data from accident information submissions from its members; the resulting data has been used to target those risks that it believes require improvement. These may be the same as the targets that you set or they may be different dependant on the accidents reported; the aim must be to actively reduce work related accidents.

The BPF will work with companies signing up to the SIMPL Strategy to help reduce accidents under these headings.

The BPF has identified injuries that require targeting in order to demonstrate an improvement:

- Manual Handling
- Slips trips and falls
- Contact with moving machinery
- Knife Cuts
- Hit by moving object

The BPF is committed to reducing the risks in these areas and each company must plan their own risk reduction mechanisms to meet the requirements of the targets set. The results of the tackling these risks will be seen from the collated accident data therefore targeted accident reduction figures are seen as the driver to tackling these health and safety issues.

8.6 Accident Reduction

Accidents in the workplace no matter how minor should not be tolerated. Apart from the impact on the employee and the workforce as a whole it is well documented that every accident carries a cost to the business. Proactive accident reduction has whole cycle benefits to business operations and investment in identifying and managing accidents is seen as the first base for improving health and safety.

The current data from the HSE statistics 2008/09 for reportable injuries according to the Labour Force Survey confirmed that 246,000 reportable injuries occurred, a rate of 870 per 100,000 workers in the Manufacturing Sector.

The BPF accident data collated from its members shows that all RIDDOR reported in 2008 is at a rate of 1520 per 100,000 to December 2008. This is 175% higher than the Manufacturing sector for the same year.

The BPF has set a target that by December 31st 2013 the Plastics Industry overall RIDDOR reported non fatal injury rate for employees will be in line the reportable injuries rate for the Manufacturing Sector average.

To achieve the target reduction requirements the BPF has set strict accident reduction targets for those categories that are showing the highest number of accidents. We feel that by targeting specific accidents we can improve the accident severity, the number occurring and also have an impact on the accidents reported as
RIDDOR. Each company will review the following risks and then plan and develop mechanisms for improvement to meet the targets.

The Annual Plastics industry reported accident target reduction rates are for:
- **Manual handling** injuries will have decreased by 30%.
- **Slips, trips and falls** injuries will have decreased by 25%.
- **Contact with moving machinery** injuries will have decreased by 20%.
- **Knife related** injuries will have decreased by 40%.
- **Hit by moving object** injuries will have decreased by 25%.

The BPF has set clear annual reduction rates for each category which is believes will enable the overall RIDDOR reduction target to be met. It is evident that meeting general accident reduction targets will influence the number of injuries reported as a RIDDOR. Each company is to review their own accident data and apply as a minimum accident reduction targets in line with the agreed figures.

**8.6.1 Accident Reporting**

To achieve a consistent accident reporting format and to establish baseline statistics that gathers reliable data from all industry sectors each participating organisation must report their accident data so that reduction targets can be defined.
9. Supporting Guidance

Clearly much of the success of the revitalising programme will depend on the commitment and dedication of the Companies and all people employed within them. However, the British Plastics Federation and its Partners are equally committed to making their contribution in supporting the work and to that end will be addressing the following measures.

9.1 Industry Action Plans

Putting together a plan based on the targets set under the SIMPL strategy may seem a daunting prospect. The BPF are aware that some guidance will be required therefore it will be providing various support mechanisms that will enable committed companies to set out an Action Plan with targets that not only meets their business needs but also fits the PLEDGE to the SIMPL Strategy.

9.2 Leadership

Companies to have nominated a Director with overall responsibility

*This appointment is of vital importance to the success of the programme. The primary role of the responsible Director is of driving through improvement and is therefore managerial in nature. The following points need to be borne in mind when making the selection:*-

a) The responsible director will require the necessary authority, commitment and drive to make things happen.
b) He/she need not be an expert in Health and Safety.
c) He/she will be responsible for compiling annual Health and Safety Performance reports, and should be held accountable.
d) By appointing a Main Board Director everybody in the organisation should recognise the real change in Health and Safety culture, which gives the programme real impetus and impact.
e) Each Board of Directors to draw up an action plan and monitor progress at Board meetings.

9.2 Management Systems

Managing health and safety is no different from managing any other aspect of your business.

You need to:

- Set a clear **policy** for health and safety
- **Organise** your staff for managing health and safety
British Plastics Federation Health & Safety Charter

- **Plan** for health and safety by setting targets and objectives, identifying hazards, assessing risks and establishing standards against which you can measure your performance;
- **Measure** your health and safety performance in just the same way that you already measure production or sales;
- Periodically **audit and review** how well you are doing so that you can decide how to improve.

**9.3 Workforce Involvement**

**THIS IS A REAL OPPORTUNITY TO PROVIDE A COMMUNICATION STRUCTURE IN YOUR COMPANY**

Communication should be seen as a powerful mechanism to drive change; developing a communication structure that flows in both directions (Management to Workforce / Workforce to Management) is key to making a real difference to Health and Safety Performance. Effective communication needs :-

- a) Strong and focused Management;
- b) A formal Committee* to include all relevant parties (Workforce & Management);
- c) Suitably trained and aware members with a sharp eye for knowing what really matters and what makes a difference;
- d) A positive set of terms of reference;
- e) A definite programme of work which has been delegated and actively monitored.

*The term Committee is used here to show that a structure needs to be implemented as this is the best method for improving health and safety in the workplace. The company will need to set up a communication forum which suit the size and needs of their own business.

**9.3.1 Attitude survey of the workforce**

This step is needed to obtain feedback from all employees regarding their concerns about the state of health and safety in the company. The survey should be carried out in the most appropriate way for the company. This may be through a questionnaire, an example of which is shown at Appendix 1 however, alternative means may well be more appropriate. Above all else :-

- a) This is not a moans and groans exercise;
- b) The feedback should be filtered to establish priorities, which will contribute to the Pledge;
- c) Peripheral issues of low priority will clearly need to be dealt with but are outside the scope of the revitalising programme;
- d) The responsible Director to install the appropriate reporting system, which ensures that each identified task, is completed within defined timetables.
9.4.2 Training Plan

Training must play a vital part in increasing the skill and knowledge levels amongst Management and Supervisors, Trade Union Health and Safety representatives and Safety Committee members to ensure that they are continuously aware of their responsibilities and have an eye for health and safety and a willingness to continually improve.

There are numerous courses and opportunities for the improvement of skill levels amongst Manager and Supervisors to the field of Health and Safety and a Company must have regard to the following points:

a) Not everybody will need to be trained to the same level.
b) Companies should establish what is available and decide what is required of each individual and what they will need to fulfil their responsibilities. Suggested courses could include Institution for Occupational Safety & Health; National Examination Board for Occupational Safety & Health.
c) Trade Union courses are available for Health and Safety representatives and members of Health and Safety Committees, i.e. Stages 1 and 2.

Accident reduction targets may identify areas where specific training may be required to control the work process. Examples of this are Manual Handling. Further training could include risk assessment.

d) As part of its commitment, the British Plastics Federation will be working with its partners to offer appropriate guidance / courses / workshops, see 9.5.

9.5 Risk Reduction Objectives

It is clear that in order to achieve the targets set that support will be necessary for the companies who have signed up to the ‘Pledge’. The British Plastics Federation and its Partners will be working to provide support through training programs and guidance e.g. Slips, trips and falls, Safety in the Use of Machinery, Manual Handling risk assessment, accident investigation etc.

9.6 Accident Reporting

Work has already been carried out to establish the most appropriate means of gathering and sharing information on accidents and ill health. The BPF will continue to request accident statistics* from its members, this will form part of the early work within the British Plastics Federation who will monitor** and produce a report on the level of accidents with the plastics industry.

Those Members of the SIMPL pledge will be required to provide data on their accidents to the British Plastics Federation.
9.7 Accident Performance

The BPF has set what is believes are achievable targets in overall accident reduction. It is evident that the Plastics Industry accident record is at an unacceptable level and well above the Manufacturing Sector data. These accident figures have prompted a focus on improvement through accident reduction targets set by the British Plastics Federation as part of its commitment under the SIMPL Pledge.

The BPF is aware that these targeted accident reduction figures may seem daunting; it is clear that without a commitment the number of injuries will not fall quickly to a level that is acceptable, this we feel is intolerable. The British Plastics Federation will be working with its partners to offer appropriate guidance / courses / workshops, see 9.5.

* Specific Site Help

Reporting progress is an important part of the programme but reporting in a way which is not intrusive and does not commit too much resource is also important. In the event of companies struggling with their targets, help will be at hand. The British Plastics Federation we will be establishing a means by which companies can access assistance when they need it.

** The Next 3 Years

Throughout the programme the British Plastics Federation will monitor the progress carefully through its Steering Committee, and will be using information received and knowledge gained to begin to draw up a programme of work for the next 3 years and beyond 2014.
# British Plastics Federation Health & Safety Action Plan

## 10. Action Plan

**YEAR 1**

<table>
<thead>
<tr>
<th>ACTION PLANS</th>
<th>It is a requirement that an Action Plan will be drawn up will fulfill the requirements of the BPF Action Plan under SIMPL</th>
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<tbody>
<tr>
<td><strong>ACTION DATE</strong></td>
<td><strong>COMPANY ACTIONS</strong></td>
</tr>
<tr>
<td><strong>WITHIN 2 MONTHS OF SIGNING UP TO SIMPL</strong></td>
<td>It is expected that companies signing up to the SIMPL Pledge will have in place an Action Plan within two months. These plans will represent the sector targets set underneath the BPF SIMPL Health and Safety Action Plan.</td>
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# British Plastics Federation Health & Safety Action Plan

## YEAR 1

| LEADERSHIP:  
Section 8.2 & 9.2 | It is a requirement that companies are led from the top and that health and safety is given the same priority as any other business activity. It will be necessary to encourage strong leadership in championing the importance of, and a common sense approach to, health and safety in the workplace. |
|---|---|

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<tr>
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<tr>
<td>WITHIN 2 MONTHS OF SIGNING UP TO SIMPL</td>
<td>It is expected that companies signing up to the SIMPL Pledge will have in place an Action Plan within two months. These plans will represent the sector targets set underneath the BPF SIMPL Health and Safety Action Plan.</td>
<td>Put guidance tools available via the BPF SIMPL Website.</td>
<td>To confirm commitment to the scheme each company will be required submit confirmation that they have put together and are working to an Action Plan as required by SIMPL.</td>
<td>On-going monitoring of numbers BPF members signing up to the pledge. This information will be used to report as data to the SIMPL Main Board.</td>
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<tr>
<td>2011</td>
<td>Directors to commit to Health and Safety Awareness Training Course.</td>
<td>To identify and provide information on health &amp; safety training for directors and managers.</td>
<td>Run Directors Health and Safety Awareness training seminar.</td>
<td>Numbers of Directors attending training course.</td>
</tr>
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<td></td>
<td>Companies to put in to place communication arrangements for health and safety.</td>
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<td>Directors to undertake proactive role in health and safety; attending health and safety committee meetings, health &amp; safety site inspections etc.</td>
<td>Put together bespoke information and Training sessions that encompass the target requirements under SIMPL.</td>
<td>Guidance tools available via the BPF SIMPL Website. Annual Health and Safety Conference and SIMPL Workshops.</td>
<td>Numbers of companies attending Conference and Workshops. Annual survey submitted to companies to review BPF support under SIMPL.</td>
</tr>
<tr>
<td></td>
<td>Companies to set health and safety objectives for managers to generate risk improvement through strong leadership and the championing of health and safety.</td>
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British Plastics Federation Health & Safety Action Plan

YEAR 1

| MANAGEMENT SYSTEMS: Section 8.3 & 9.3 | To achieve a good foundation each company must make appropriate arrangements to have a health and safety policy which commits the company to meeting health and safety standards, a system for capturing areas where improvement can be made and mechanisms to plan for the needed changes. |

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<td>2011</td>
<td>Put together a Health &amp; Safety Policy that reflects the company commitment to managing and improving health and safety.</td>
<td>-</td>
<td>Guidance tools available via the BPF SIMPL Website.</td>
<td>Companies to continue to monitor and review the management Systems that they have in place and update on-line SIMPL Health Check tool.</td>
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<td></td>
<td>Complete as a minimum Stage 1 Health &amp; safety Health Check on-line at <a href="http://www.bpf.co.uk/simpl">www.bpf.co.uk/simpl</a></td>
<td>Provide on line Health Check tool so companies signing up to SIMPL can confirm the status of health and safety in their business.</td>
<td>Guidance tools available via the BPF SIMPL Website to support companies undertaking on-line health check.</td>
<td>BPF supplied with data* on the number of companies using tool</td>
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<td></td>
<td>Organise staff for managing health and safety and clearly define responsibilities.</td>
<td>-</td>
<td>-</td>
<td>*Company or personal information is not provided to BPF or its Partners</td>
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## British Plastics Federation Health & Safety Action Plan

### YEAR 1

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<td>2011</td>
<td>Provide information on SIMPL to the workforce.</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Carry out the Action Plan Health &amp; Safety Awareness Questionnaire and draw up priorities for action and improvement with clear timescales set. (see BPF SIMPL Action Plan Section 9.4.1)</td>
<td>-</td>
<td>Guidance tools available via the BPF SIMPL Website.</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Identify workforce representative to represent the workforce on health and safety matters and provide necessary training.</td>
<td>Identify training needs and put together training sessions that include Partners and Trade Unions.</td>
<td>Guidance tools available via the BPF SIMPL Website. Bespoke information and Training sessions that encompass the target requirements under SIMPL.</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Set in place a formal health and safety committee (see BPF SIMPL Action Plan Section 9.4) and schedule meeting dates.</td>
<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>

All employers in the industry sector must actively involve employees in all area of health and safety. They will provide appropriate arrangements:
- via a structure for communication;
- provide competent worker representation on health and safety matters.

Companies to continue to monitor and review the management Systems that they have in place.
## British Plastics Federation Health & Safety Action Plan

### YEAR 1

#### RISK REDUCTION OBJECTIVE

**Section 8.5 & 9.5**

Identifying the risks is essential to improving health and safety. By signing the SIMPL Pledge you are committing to reducing risk (the potential to cause harm) in your workplace.

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<tr>
<td><strong>2011</strong></td>
<td>Examine your workplace and identify that key health and safety issues that are in your workplace and come up with measures to eliminate or control them. <em>(See BPF SIMPL Action Plan Section 8.6)</em></td>
<td>Set targets for improvement in identified risk areas i.e. Slips &amp; Trips, Manual Handling, Contact with Moving Machinery etc.</td>
<td>Annual risk reduction targets set on BPF SIMPL Website.</td>
<td>Annual accident survey report submitted to SIMPL Main Board and published on BPF Website.</td>
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<td></td>
<td>Identify measures needed to eliminate or control health and safety Issues in the workplace.</td>
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#### ACCIDENT REDUCTION

**Section 8.6 & 9.6**

Accidents in the workplace no matter how minor should not be tolerated. Apart from the impact on the employee and the workforce as a whole it is well documented that every accident carries a cost to the business. Proactive accident reduction has whole cycle benefits to business operations and investment in identifying and managing accidents is seen as the first base for improving health and safety.

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</thead>
<tbody>
<tr>
<td><strong>2011</strong></td>
<td>Set up system to record all accidents in the workplace.</td>
<td>-</td>
<td>Guidance tools available via the BPF SIMPL Website.</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Set accident improvement targets that meet or exceed the BPF SIMPL Action Plan Requirements for reducing reported accidents.</td>
<td>See Risk reduction targets on the BPF SIMPL Website.</td>
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</tr>
<tr>
<td></td>
<td>Supply company recorded accident data to the British Plastics Federation.</td>
<td>Request accident data from BPF Members.</td>
<td>Collect and collate accident data from BPF Members and put together accident survey report.</td>
<td>Annual accident survey report submitted to SIMPL Main Board and published on BPF Website.</td>
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## British Plastics Federation Health & Safety Action Plan

### YEAR 2

#### ACTION PLANS

**Section 8.1 & 8.2**

It is a requirement that the Action Plan be reviewed and where necessary updated to reflect the company commitment, targets and management systems currently in place. The plan should continue to focus on areas where improvement in health and safety can be made.

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</thead>
<tbody>
<tr>
<td>Start of 2012</td>
<td>Review the Industry Sector Actions Plans and up-date them as necessary.</td>
<td>BPF SIMPL Steering Committee to request changes to Industry Sector Action Plans.</td>
<td>Industry Sectors to submit changes to the BPF SIMPL Steering Committee.</td>
<td>Technical support systems to be reviewed and updated to reflect needs of the Industry Sectors.</td>
</tr>
<tr>
<td>Start of 2012</td>
<td>Review the Company Action Plan and up-date internally as necessary.</td>
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</tr>
</tbody>
</table>

### YEAR 2

#### LEADERSHIP

**Section 8.2 & 9.2**

Leadership and Championing of health and safety needs to be an on-going process. Reviewing targets, updating systems and setting further goals is essential to continued improvement. It is therefore important that health and safety is seen as an integral part of the whole business activity. The Company Action Plan for Year 2 must reflect the on-going commitment and drive to improve health and safety.

<table>
<thead>
<tr>
<th>ACTION DATE</th>
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<th>DELIVERY</th>
<th>MEASURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Review Year 1 Action Plan targets, confirm status and bring plans up to date; include Year 2 targets in revised action plan.</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2012</td>
<td>Set targets for further improvement and dates for completion in line with Risk Reduction Objectives, Accident Reduction Objectives etc and communicate these to the workforce.</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2012</td>
<td>Review Company health and safety policy and update as necessary to reflect commitment to improvement over the next 12 months, communicate and display.</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2012</td>
<td>Companies to review and set further health and safety objectives for managers to continue to generate risk improvement through strong leadership and the championing of health and safety.</td>
<td>Review, update and continue to make available generic guidance tools.</td>
<td>Annual Health &amp; Safety Conference. Guidance tools available via the BPF SIMPL Website.</td>
<td>Companies to set health and safety objectives for managers to generate risk improvement through strong leadership and the championing of health and safety.</td>
</tr>
</tbody>
</table>
### British Plastics Federation Health & Safety Action Plan

**YEAR 2**

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<tr>
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</thead>
<tbody>
<tr>
<td>2012</td>
<td>Complete as a minimum Stage 2 Health &amp; safety Health Check on-line at <a href="http://www.bpf.co.uk/simpl">www.bpf.co.uk/simpl</a>.</td>
<td>Provide on line Health Check tool so companies signing up to SIMPL can confirm the status of health and safety in their business.</td>
<td>Guidance tools available via the BPF SIMPL Website to support companies undertaking on-line health check.</td>
<td>BPF SIMPL Board to receive data* from SIMPL on-line health check undertaken by companies signed up to SIMPL.</td>
</tr>
<tr>
<td></td>
<td>Develop basic Health and Safety Management System that accommodates the needs of the business and controls health and safety functions.</td>
<td>Provide a set of generic documents that will equip a company to implement a health and safety management system.</td>
<td>Guidance tools available via the BPF SIMPL Website.</td>
<td>*Company or personal information is not provided to BPF or its Partners</td>
</tr>
</tbody>
</table>
## British Plastics Federation Health & Safety Action Plan

### YEAR 2

**WORKFORCE INVOLVEMENT**  
Section 8.4 & 9.4

All employers in the industry sector must actively involve their employees in health and safety. They will provide appropriate arrangements:

- for managing Hazards through risk assessment;
- for identifying accident root causes from proactive investigation;
- to train employees in other areas of health and safety as determined by the company.

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Provide suitable training to employees to help identify risks from the work activities</td>
<td>Provide a selection of training courses and workshops</td>
<td>Companies can provide training to employees internally by competent persons.</td>
<td>BPF SIMPL Board to receive data* from SIMPL on-line health check undertaken by companies signed up to SIMPL.</td>
</tr>
<tr>
<td></td>
<td>Set up systems to investigate work related accidents; identify root causes as a mechanism for prevention</td>
<td></td>
<td>A selection of Trade Union courses are available to members. For further information contact your Trade Union.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undertake a health and safety Training Needs Analysis of the workforce and provide suitable training.</td>
<td>Provide a set of generic documents that will equip a company to complete an employee survey.</td>
<td>See British Plastics Federation SIMPL website for further information.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conduct an attitude survey of the workforce to gather feedback on health and safety in the workplace. Use the information to generate improvement.</td>
<td></td>
<td>Guidance tools available via the BPF SIMPL Website.</td>
<td></td>
</tr>
</tbody>
</table>
|             | Provide communication systems for the workforce:  
  - Health & Safety Notice Boards;  
  - Minutes of Health & Safety Meetings;  
  - Health & Safety Campaigns i.e. posters etc. | Provide set of generic health and safety documents to help support campaigns. | | |

*Company or personal information is not provided to BPF or its Partners
## RISK REDUCTION OBJECTIVE

Section 8.5 & 9.5

Identifying the risks is essential to improving health and safety. By signing the SIMPL Pledge you are committing to reducing risk (the potential to cause harm) in your workplace. To do this you will need to identify that key health and safety issues that are in your workplace and come up with measures to eliminate or control them.

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<tr>
<td>2012</td>
<td>Re-examine your workplace and identify that key health and safety issues that are in your workplace and come up with measures to eliminate or control them. (See BPF SIMPL Action Plan Section 8.6)</td>
<td>Set targets for improvement in identified risk areas i.e. Slips &amp; Trips, Manual Handling, Contact with Moving Machinery etc.</td>
<td>Annual risk reduction targets set on BPF SIMPL Website.</td>
<td>Annual accident survey report submitted to SIMPL Main Board and published on BPF Website.</td>
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<td></td>
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## ACCIDENT REDUCTION

Section 8.6 & 9.6

Accidents in the workplace no matter how minor should not be tolerated. Apart from the impact on the employee and the workforce as a whole, it is well documented that every accident carries a cost to the business. Proactive accident reduction has whole cycle benefits to business operations and investment in identifying and managing accidents is seen as the first base for improving health and safety.

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<tr>
<td>2012</td>
<td>Set accident improvement targets that meet or exceed the BPF SIMPL Action Plan Requirements for reducing reported accidents</td>
<td>See Risk reduction targets on the BPF SIMPL Website.</td>
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<tr>
<td></td>
<td>Supply company recorded accident data to the British Plastics Federation.</td>
<td>Request accident data from BPF Members.</td>
<td>Collect and collate accident data from BPF Members and put together accident survey report.</td>
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It is a requirement that the Action Plan be reviewed and where necessary updated to reflect the company commitment, targets and management systems currently in place. The plan should continue to focus on areas where improvement in health and safety can be made.

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<td>Technical support systems to be reviewed and updated to reflect needs of the Industry Sectors</td>
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**British Plastics Federation Health & Safety Action Plan**

**YEAR 3**

**LEADERSHIP:** Section 8.2 & 9.3

Leadership has been described as the "process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task*. Continually reviewing targets, updating systems and setting further goals is essential to continued improvement, the Company Action Plan for Year 3 must reflect the on-going commitment and drive to improve health and safety. Remember SIMPL is just the start, good health and safety practice does not have an end date.  *source Wikipedia*

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>2013</td>
<td>Review Year 2 Action Plan targets, confirm status and bring plans up to date; include Year 3 targets in revised action plan.</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Set targets for further improvement and dates for completion in line with Risk Reduction Objectives, Accident Reduction Objectives etc and communicate these to the workforce</td>
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<td>Review Company health and safety policy and update as necessary to reflect commitment to improvement over the next 12 months, communicate and display.</td>
<td>-</td>
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<td></td>
<td>Companies to review and set further health and safety objectives for managers to continue to generate risk improvement through strong leadership and the championing of health and safety.</td>
<td>Review, update and continue to make available generic guidance tools.</td>
<td>Annual Health &amp; Safety Conference. Guidance tools available via the BPF SIMPL Website.</td>
<td>Companies to set health and safety objectives for managers to generate risk improvement through strong leadership and the championing of health and safety.</td>
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British Plastics Federation Health & Safety Action Plan

### YEAR 3

#### MANAGEMENT SYSTEMS
Section 8.3 & 9.3

To achieve a good foundation each company must make appropriate arrangements to have a health and safety policy which commits the company to meeting health and safety standards, a system for capturing areas where improvement can be made and mechanisms to plan for the needed changes.

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<tr>
<td>2013</td>
<td>Complete as a minimum Stage 3 Health &amp; safety Health Check on-line at <a href="http://www.bpf.co.uk/simpl">www.bpf.co.uk/simpl</a></td>
<td>Provide on line Health Check tool so companies signing up to SIMPL can confirm the status of health and safety in their business.</td>
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<td>BPF SIMPL Board to receive data* from SIMPL on-line health check undertaken by companies signed up to SIMPL.</td>
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<td>Develop Health and Safety Management System to make it an integral part of the business</td>
<td>Provide a set of generic documents that will equip a company to implement a health and safety management system.</td>
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**British Plastics Federation Health & Safety Action Plan**

**YEAR 3**

| WORKFORCE INVOLVEMENT  
Section 8.4 & 9.4 | Management are the key in motivating the workforce; they need must commit to improvement through investment is time, supplying information and instruction and providing forums for feedback and improvement. Commitment as this level is essential to instilling health, safety as a way of life in the workplace. |

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<tr>
<td>2013</td>
<td>Conduct an attitude survey of the workforce to gather feedback on the current status of health and safety in the workplace. Use the information to generate improvement.</td>
<td>Provide a set of generic documents that will equip a company to complete an employee survey.</td>
<td>Companies can provide training to employees internally by competent persons.</td>
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<td>Review existing a health and safety Training Needs Analysis of the workforce and provide suitable training.</td>
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|             | Review and update communication systems for the workforce:  
• Health & Safety Notice Boards  
• Minutes of Health & Safety Meetings  
• Health & Safety Campaigns i.e. posters etc | - | See British Plastics Federation SIMPL website for further information | Guidance tools available via the BPF SIMPL Website. |
## British Plastics Federation Health & Safety Action Plan

**RISK REDUCTION OBJECTIVE**
Section 8.5 & 9.5

Good operational risk management is good business; there are many benefits from a risk management program, one of these is Cost reduction through reduced operational losses and improved efficiency of operational business processes.

### YEAR 3

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### ACCIDENT REDUCTION
Section 8.6 & 9.6

Accident figures continue to prompt a focus on improvement through accident reduction targets set by the British Plastics Federation as part of its commitment under the SIMPL Pledge.

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11. QUESTIONS AND ANSWERS

Q1 What does signing the SIMPL Pledge mean for my Company?
The Plastics Industry SIMPL Pledge will give your company the focus and support necessary to make real improvements in health, safety and welfare and it will help improve business performance.

Q2 What happens if my company does not sign up to the SIMPL strategy?
Any company not signing up to the pledge will be seen to be falling short of the standards being accepted within the Plastics Industry. More than that, you will miss an opportunity to make a real difference in your business in reducing accident rates, ill-health, absenteeism and helping your workforce to work more safely.

Q3 My Company already has a good record in Health & Safety so why should I sign up to the Pledge?
By signing the pledge you will demonstrate your commitment to continual improvement as well as your commitment to the cause of improving health and safety in the Plastics Industry.

Q4 What support will my Company receive?
Each company that signs up to the pledge will have access to support from the British Plastic Federation, the Health and Safety Executive and the Trade Unions which will have taken on specific tasks to help you to meet the set targets.

Q5 What are the main health & safety concerns in the Plastics Industry?
Accident rates in the Plastics Industry are above those of the manufacturing sector; whilst manufacturing industry has a whole is showing a year reduction in the number of accidents reported, our industry in isolation is showing accident figures that are on the up. The key risk areas to target are manual handling, slips, trips and falls, contact with moving machinery, knife and hit by moving object injuries. Of course root cause analysis is essential to identify preventing re-occurrence but the right attitude in managing health and safety is essential to improvement; whilst the accident numbers speak for themselves the real concern is lack of management understanding and commitment to improving health, safety and welfare.

Q6 What are the benefits for my company?
In terms of engaging in the principles of continuous improvement each Company will derive significant benefit from the process, in terms of

- Signing up to the pledge gives a positive message about your company to your employees and external partners;
- Reduction in injury, lost time from accidents at work, ill-health and absenteeism;
- Improving safety culture in their workplace;
- Benefiting from sharing of best practice.
Q7  Where can I go for help?
The British Plastics Federation and its Partners have worked together to put in to place a structure of information that will help you improve health and safety. A good starting point is [http://www.bpf.co.uk/Topics/Health_and_Safety.aspx](http://www.bpf.co.uk/Topics/Health_and_Safety.aspx)

Q8  How do I put together an action plan?
An action plan is no good without the top driven support to achieve the targets it sets. It is crucial that your company has a nominated Director with overall responsibility for health and safety. When making a selection the following need to be borne in mind:

- S/he need not be an expert in health and safety;
- The responsible Director will require the necessary authority, commitment and drive to make change happen;

The British Plastics Federation and its Partners will be holding Workshops on the SIMPL initiative and on how to develop an Action Plan, this will be supported by online guidance etc.

Q9  What are the targets and how will they be measured?
A significant part of the programme is intended to reduce accidents in the Plastics Industry. The British Plastics Federation has agreed a target reduction rate from the 2009 starting point. The BPF will gather accident information annually and monitor the data from the starting point with the aim to providing guidance to enable the member company to achieve the reduction targets.

Q10  How will this improve my bottom line?
It is accepted that accident and ill-health at work represents a burden on the company; whilst there is no single measure the potential savings from reduction of absence, ill-health and accidents there are clear benefits, improved efficiency, significantly reduced litigation potential, potential for favourable insurance premiums etc.

The SIMPL Pledge will be seen by external partners and agencies as commitment to improving health, safety and welfare in the workplace. This will increase the company’s ability to promote itself as a ‘Responsible Business’

Q11  What is the time table?
From the officially launch date, each company will be invited to sign the Pledge indicating their commitment to the cause of improving health, safety and welfare throughout the Plastics Industry. The British Plastics Federation is looking to ensure that all of its member companies support and commit to the Pledge. The official start date for the program will be from 1st January 2011; this will be known as the ‘First Year’.
APPENDIX

HEALTH AND SAFETY AWARENESS QUESTIONNAIRE:
Completing the questionnaire is easy. There are no right and wrong answers, it is your thoughts that count. Just read the statement, decide whether or not you agree with it and tick the appropriate box.
Where a statement refers to Supervisor* then this means the person whom you report directly, which may be a Supervisor, Team Leader, Shift Manager or Manager.

<table>
<thead>
<tr>
<th></th>
<th>STRONGLY AGREE</th>
<th>AGREE</th>
<th>AGREE NOR DISAGREE</th>
<th>DISAGREE</th>
<th>STRONGLY DISAGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>My work area is safe</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety is given high priority here</td>
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</tr>
<tr>
<td>I am aware of the H&amp;S risks in the job I do</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>I have been adequately trained to do my job safely</td>
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<tr>
<td>I do not cut corners or take risks in my job</td>
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</tr>
<tr>
<td>When I am aware of a safety problem, I report it to my Supervisor*</td>
<td></td>
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<tr>
<td>My Supervisor* consults me with regard to safety matters</td>
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<tr>
<td>My Supervisor* listens and responds to what I have to say</td>
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<tr>
<td>I feel involved in making my factory a safer place to work</td>
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</tbody>
</table>

Please identify 3 specific safety risks that could be improved at your site :-

1. 

2. 

3. 

DON’T KEEP YOUR SAFETY THOUGHTS TO YOURSELF, SHARE THEM WITH US!