

# Health & Safety Report

2023

J&A (INTERNATIONAL) LTD

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Authored by: Steve Lilley

# Health & Safety Report

2023

## Introduction

This report demonstrates J&A (International) Ltd continued commitment into continuous improvements in Health & Safety during 2023, during a very busy year.

## Accidents & Incidents 2023

Incidents during 2023. These occurred in the below departments:

Department A	7
Department B	1
Department C	8
Department D	1
Department E	1
Department F	1
Department G	1
Department H	1

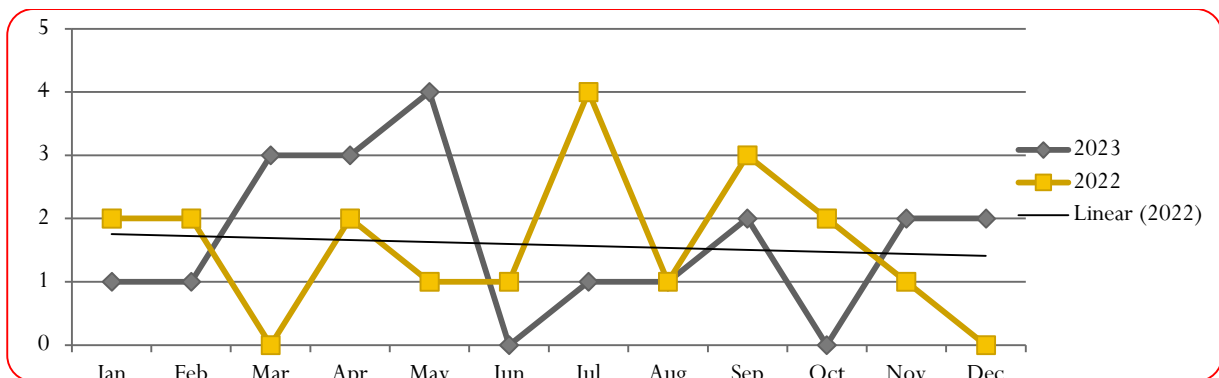
The largest incident area being due to a cut of some variety.

Over the past 19 years this has also been a cut injury.

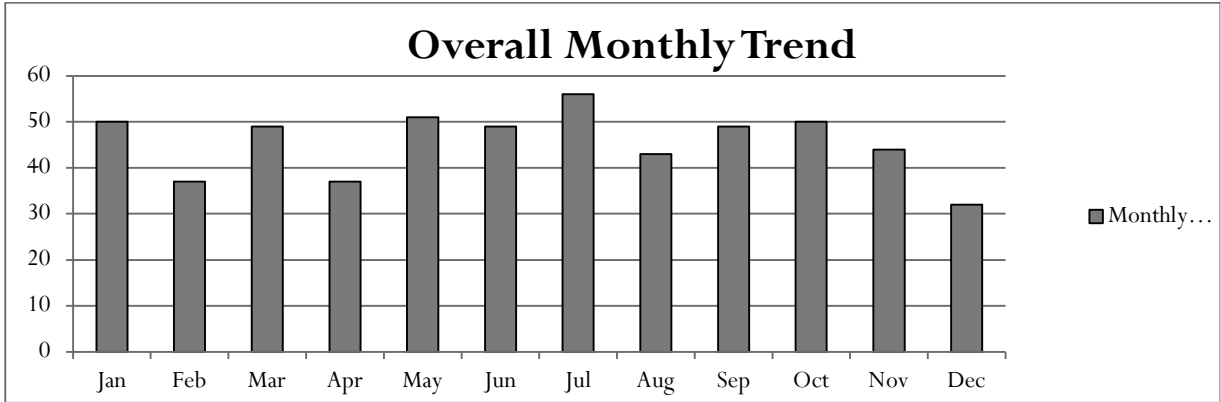
There have now been 435 incidents over the past 19 years, giving an average of 22.89 incidents per year.

2023 was below this average.

The monthly trend shows a peak of incidents in May and July.

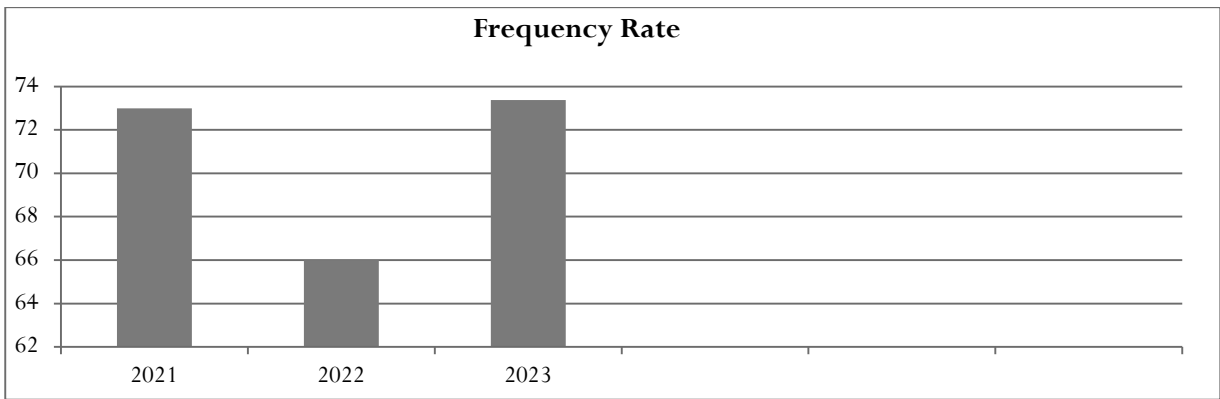


This does follow the overall peak of incidents which has occurred in July over the past few years, shown below:



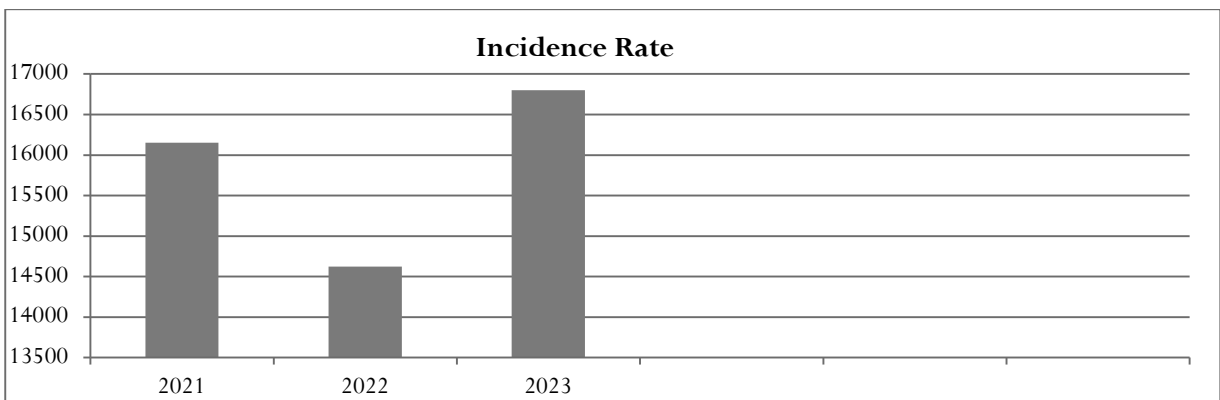
### Accident Frequency Rate

The accident frequency rate is shown below. This shows injuries per hours worked.



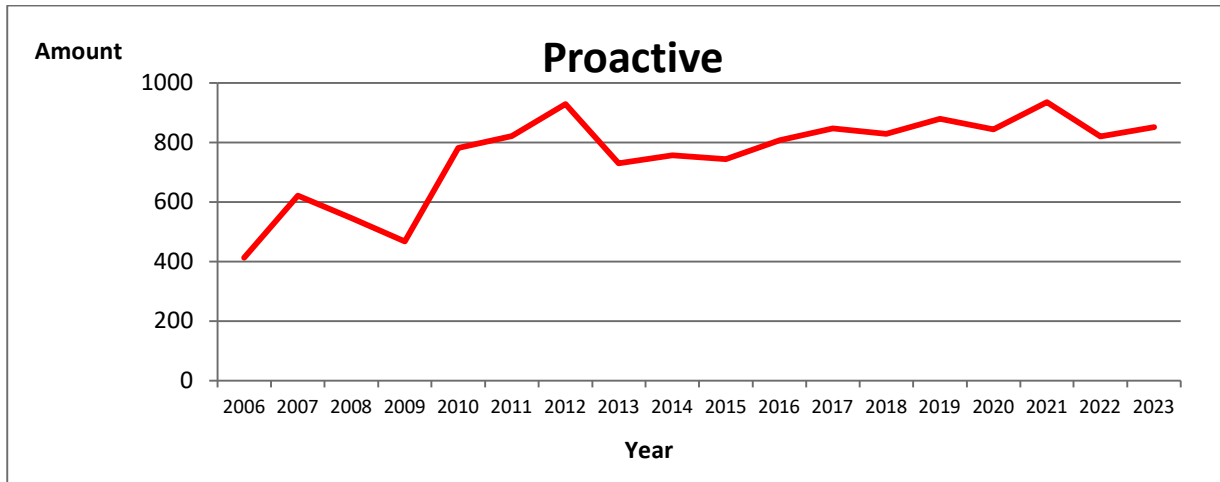
This shows a slight increase on the past two years.

The incidence rate is shown below:

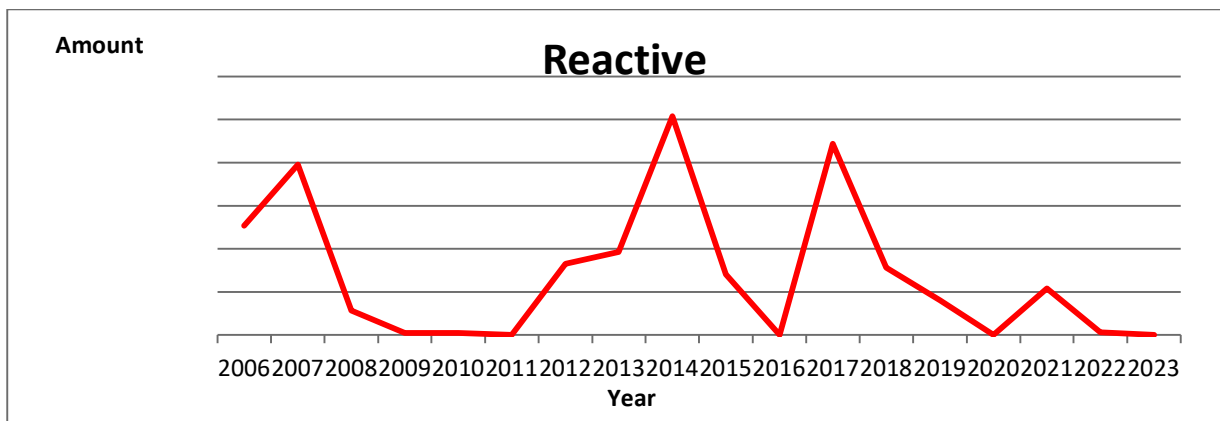


This shows a slight increased on the number of injuries per person employed.

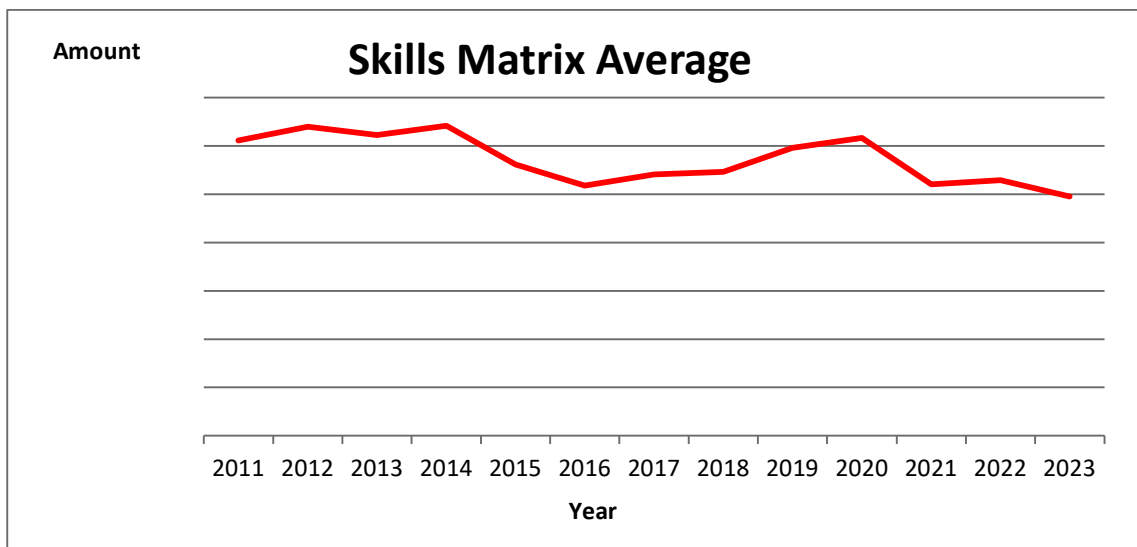
**Proactive Monitoring** – leading indicator – showing an upward trend of events over the year.



**Reactive Monitoring** – lagging indicator – showing a good downward trend



**Skills Matrix Average** – Skill level is showing a downward trend over the year.



## Reportable Incidents

There were no reportable incidents over 2023.

## Prohibition or Improvement Notices

There were no issues over 2023.

## Results of Audits and Inspections

### Audit Result

There were 12 Health and Safety audits issued covering all aspects of the company's activities.

They were run mainly to schedule.

### Inspections

There was a total of 13 Health & Safety inspections completed over 2023.

From these inspections there were a total of 35 observations and opportunities for improvement. Most of these have been implemented.

### Behavioural Observations

There were a total of 24 observations carried out by Departmental Controllers, Managers and Directors of the company. If issues were found corrective action was implemented to improve.

### Safety Tours

There was a total of three safety tours carried out over the year. These were completed with the Compliance Manager and a Department Controller / Manager / Director.

Any actions required have been completed.

### External Visits

Insurance Inspection visits were carried out.

- 1 - Lifting equipment inspections (LOLER) of the forklift, scissor lift, harness and accessories. No issues were raised during the year.
- 2 - LEV extraction testing was carried out.
- 3 - Pressurised vessels and systems - Inspected during the year.

There was a visit from the local authority ELDC. We were in compliance with our statutory permit.

There was a Health & Safety Executive Inspection. There was no further action following this.

### Safety Plan

The safety plan for 2023 was approved at the start of the year and ran to schedule.

The 2024 safety plan is being reviewed and needs to be approved by the board of Directors.

## **Safety Committee & Safety Representatives**

During 2023 the Safety Committee changed to a 3 monthly meeting to review all safety aspects of the business. All actions raised from the committee are reviewed at each meeting and closed out when completed.

## **Training**

Tool box talks were carried out in each department. The topics varied in content to reflect the nature of the department.

Fire Marshal refresher training was carried out.

Fire Training including practical training of fire extinguishers was carried out in July.

Manual Handling Training was carried out for staff.

First Aid refresher training was carried out during 2023.

Annual Performance reviews were carried out during 2023.

The skills matrix was updated throughout the year and the latest version is on the internal intranet 'info'

Training Records are all updated every two months and reflect any training given to employees.

## **Health Surveillance**

### **Airborne Monitoring**

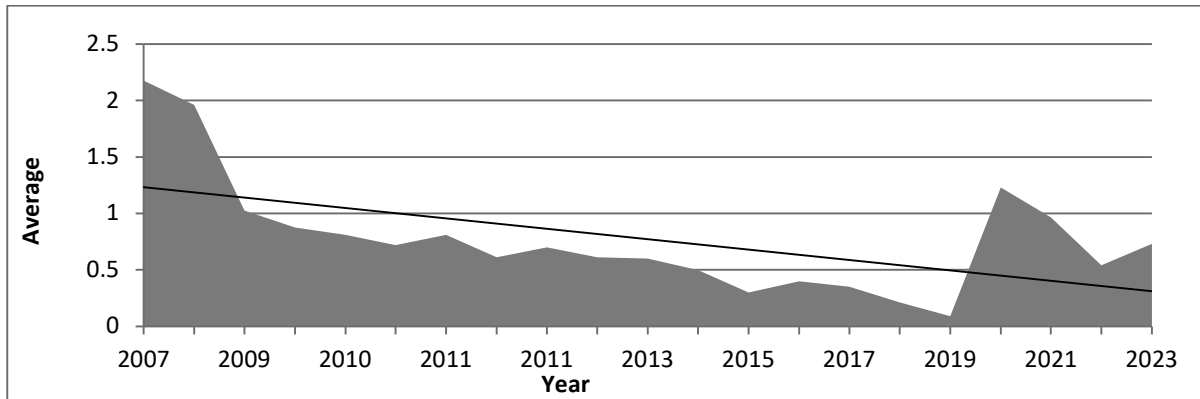
Airborne monitoring was completed in April 2023.

Further monitoring will be carried out during 2024.

### **Skin Surveillance**

In 2023 skin assessments were carried out via a paper version and then evaluated by an occupational health expert if required.

In house monitoring was conducted and shown below over the last few years.



Skin condition improved later on in the year.

## Health & Wellbeing

A wellbeing questionnaire was carried out in 2023, to ensure that the health and wellbeing of staff was not being affected by our work activities.

Various questions were asked, and if any action was required it was taken.

## Health Medicals

Medicals were carried out over 2023, referrals were asked to contact their own GP.

## Spirometry Testing

This was carried out by a competent health consultant. Any issues were raised individually to the employee.

## Audiometric Testing

This was completed with referrals as above.

## Objectives and Targets – 3 Year Plans

**Objective 1 - H&S1** – To reduce accidents and incidents to the J&A group . To reduce to the previous year.

**Objective 2 - H&S2** – To improve Occupational drivers’ compliance to driving requirements.

To measure with returns from drivers.

This includes

- 1) Monthly driving inspections
- 2) Annual risk Assessment
- 3) Recording sample hours worked over a weekly period
- 4) Incident reporting
- 5) Any other requirements over the year, MOT, Medicals etc

**Objective 3 - H&S3** – To improve housekeeping of factory departments.

To measure with housekeeping inspection requirements.

Over the year over 345 improvements have been raised, with 6 outstanding or on hold at present.