

Guidance

BPIF WEBSITE Health, Safety and Environmental Support Site

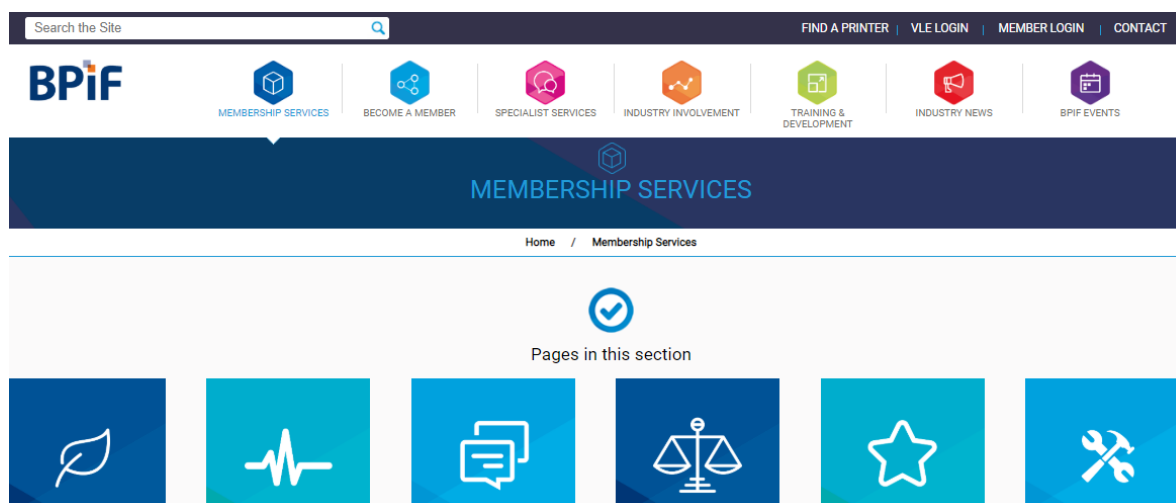
If you think health and safety has to be complicated – it doesn't. We will make it easier for you to comply with the law and manage health and safety in your business. We also provide a professional and comprehensive environmental support service with a similar approach of available information.

We give you access to a comprehensive range of health, safety and environmental support specifically tailored for the print industry. From an online suite of products to use within your business, access to our expert advisers who are just a phone call away, with a host of documents and links to support you all the way.

LETS GET YOU STARTED

Firstly, access our BPIF website by clicking on <https://www.britishprint.com/> or cut and paste into your search screen.

As a member of the BPIF, click on the first icon 'Membership Services' and this is the screen you'll see;



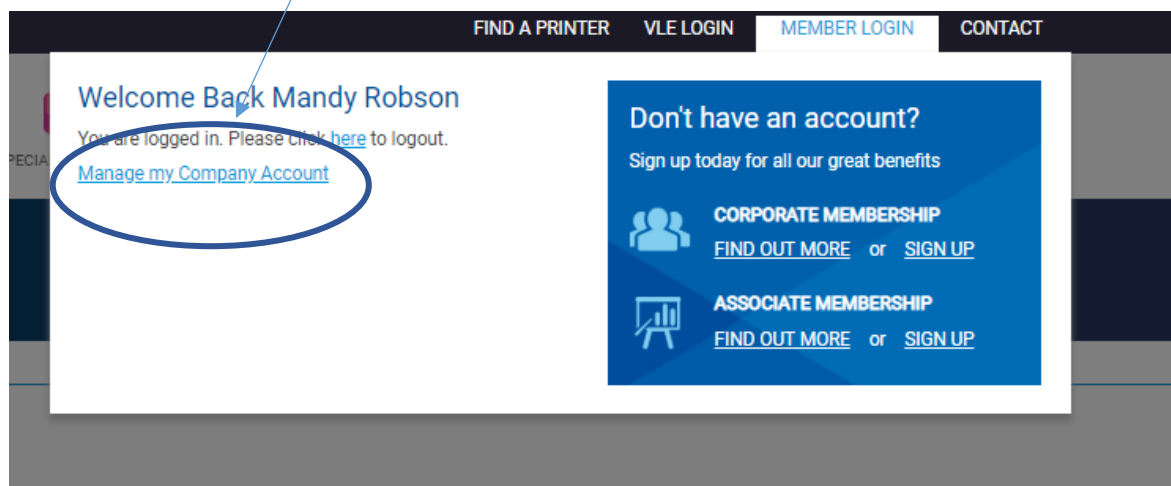
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HOW TO LOG IN

STEP 1 – Ensure you're logged as a 'User' within the BPIF website

Firstly make sure the person within your company to be accessing the website as a 'User' is recognised within the BPIF website as a contact – this can be checked by your company BPIF membership contact by reviewing the 'Manage my Company Account' section on the website.

If you're not logged as a contact you can be added within the 'Manage my Company Account' section which is where all preferences for ongoing communication can be managed.



You can also make contact with your Regional Administrator who will be able to support you with this, as follows;

Northern Region (North East and North West Members) – 01924 203330
Midlands Region (Midlands and South Western Members) – 01676 526030
London Region (South Eastern and Eastern Members) – 020 7915 8409

Or you can email – hello@bpif.org.uk

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STEP 2 – Now you're a 'User' – with your username create your password

Please note that when a new contact is added the email address used at that time will be the username.

If this is the first time accessing the website, please click on the following link to generate your password <https://www.britishprint.com/generate>

STEP 3 – As a 'User' or 'Returning User' – you should have a password

Insert your username – Click on 'Member Login' at the top right-hand side of the screen, and enter your username, this will be your email address, for example - j.smith@bpif.org.uk

Insert your password – within the next box insert your password to access the website – if you're using your day-to-day computer/laptop it would be useful to save your password for next time you access the website, therefore if asked select 'Yes, Save Password'.

Forgotten your Password – click on the 'Forgotten Password' section when you've inserted your username, and you'll be emailed an access password.

As before, if you experience any problems, please contact your regional office;

Northern Region (North East and North West Members) – 01924 203330
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WHAT'S AVAILABLE TO YOU?

There are many resources available to you for your Health & Safety and Environmental needs.

From the main page, select Membership Services and click on either Health & Safety or Environmental.

DOCUMENTS AND GUIDANCE



We have a wealth of online templates and tools to assist you in controlling the risks within your day to day activities. From draft policies to checklists and guidance, as a member you are entitled to use these for your business.

You'll be able to select and download each of the documents, which are in WORD format, to allow you to rebrand the documents, and make them relevant to your business.



There is a useful alarm to alert you of changes – if you click the icon, BPIF will notify you of any changes or updates made in either the section, sub section or individual document criteria.

<https://www.britishprint.com/membership-services/health-and-safety/docs-and-guidance/>

FIND OUT ABOUT THE TEAM



Our Advisers understand your business and how to ensure you meet key health and safety requirements. You'll find their details and a brief summary of their offering on the website.

<https://www.britishprint.com/membership-services/health-and-safety/hse-advisers/>

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BOOK YOUR HEALTH CHECK – ANALYSE THE HEALTH OF YOUR BUSINESS



All printers want to pride themselves on their health & safety management, but few measure themselves objectively and even fewer carry out independent reviews of their health & safety. The BPIF Health Check is a quick and easy review of current processes that will give you a clear work-to list of actions to improve where gaps have been identified.

For Platinum members the Health Check is a free of charge service, although Gold and Silver members have this service available to them at a cost – please contact your Regional HS&E Adviser for further information.

Once booked in, your regional Adviser will carry out a site tour of your premises and take you through a series of specific detailed questions about current practices on topics such as;

- Arrangements and management of health & safety
- Control of machinery and equipment hazards
- Transport and traffic routes on site
- COSHH and skin care
- Lifting, handling and upper limb disorder
- Working at height
- Health surveillance

All topics are based on the HSE legal requirements and best practice for the printing industry. You'll receive a hard copy detailed report showing any actions which will be required to reach compliance.

FACTS;

- In-depth review of relevant legislation compliance
- Identification of shortfalls against accepted best practice
- Clear report advising of corrective actions
- Guidance documents and forms, free to Platinum members
- Focused on print-specific health and safety problems

BENEFITS;

- Promotes best practice in health and safety
- Identifies opportunities for specific improvements
- Assists with tender documentation
- Helps prevent accidents and incidents
- Demonstrates the organisation is managing specific issues

<https://www.britishprint.com/membership-services/health-and-safety/hs-healthcheck/>

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SEAL OF EXCELLENCE



The BPIF Seal of Excellence Award is a great way for individuals, departments and businesses to demonstrate their expertise both internally and to the print industry. Often the BPIF Seal of Excellence award is just one stage in a programme of continued improvement.

To achieve the BPIF Seal of Excellence, a minimum score of 80% must be scored and all mandatory areas must be passed. Members will be asked to have information prepared ready for the visit for verification purposes. Feedback will be given on the day and the company representative and the BPIF Adviser will agree the company position, and any improvement work that is needed. The BPIF Seal of Excellence audit will be carried out every two years and the company score must be maintained or improved during this period.

Where a company achieves a score of over 80% and passes all mandatory fields in three or more audits in any two-year period, then the company will be eligible for the ultimate accolade, the BPIF Seal of Business Excellence.

There will be no cost to Platinum members, whilst Gold and Silver members can pay for any audit and win any consequential Seals at the BPIF agreed daily rate.

<https://www.britishprint.com/membership-services/health-and-safety/hs-seal-of-excellence/>

LEGISLATION AND PROSECUTIONS



The Legal Register is a list of legislation applicable to the printing industry, it offers you a way to keep up to date with environmental and health & safety changes. As part of ISO 14001 and ISO 45001 you have a duty to ensure your activities have a minimal impact on the surrounding environment. As part of BPIF membership we provide access to a list, which gives you the basic updates for free to enable you to meet your requirements.

Since the new Sentencing Guidelines came into effect in February 2016, the fines handed to those found guilty of safety and health offences increased by 80% in 12 months, despite the fall in the number of cases prosecuted, the Health and Safety Executive's (HSE) injury and ill health statistics show.

<https://www.britishprint.com/membership-services/health-and-safety/legislation-update-service/>

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SAFETY COMMUNICATIONS



We understand how difficult it is to develop ongoing communications throughout your business, therefore we like to support you where possible with having a suite of information you can download and communicate through your business.

Tool Box Talks – Within this section are a variety of Tool Box Talks which can be used as a quick education and update facility for small groups of staff, in a very quick method of communication.

Safety Posters – We've developed a suite of quirky posters which can be printed locally and placed around the site to remind staff of useful safety methods which can prevent incident and injury.

Safety Checklists – Whether you're moving site and require a quick checklist to as a useful reminder of your safety essentials or just need a quarterly review of safety on-site throughout the seasons, you'll find everything you need within this section.

<https://www.britishprint.com/membership-services/health-and-safety/safety-communications/>

USEFUL LINKS



Directing you to the websites and links you should be aware of.

<https://www.britishprint.com/membership-services/health-and-safety/useful-links/>

ENVIRONMENTAL SUPPORT



Similar information is available within this section, as in the health and safety section.

<https://www.britishprint.com/membership-services/environment/>

For further information contact the [BPIF Health & Safety Team](#)

Disclaimer –

This document is intended as a useful tool for any health and safety matters, and not stand-alone advice. The information and any commentary in the law contained in these documents are provided for information purposes only. Every reasonable effort is made to make the information and commentary accurate and up to date, but no responsibility for its accuracy and correctness, or for any consequences of relying on it, is assumed by the BPIF.