

From: The Management of Cox Automotive / CWL Wyton Date: 1st September 2020

To all persons employed and sub-contracted

Doc 20

USE OF DUST EXTRACTION EQUIPMENT

In order for Cox Automotive / CWL Bodyshop to comply with Environmental Legislation, the Company requests that all Operatives take particular care in the disposal of dust waste generated from all sanding processes, please ensure that you use the dust extraction system correctly and dispose of collected dust from the system in order to avoid contravention of Clause 4.3 of the Pollution Prevention and Control Act 1999

All operatives that carry out sanding or grinding processes are legally obliged to use the dust extraction system at all times and to further:

1. Ensure that the central dust extraction unit is switched on.
2. Check all dust extraction tools are operative, connected to the extraction system and have sufficient extraction (suction).
3. Change the dust bag of the mobile / central dust extraction unit when full ensuring that the bag strap retaining clip is secured correctly.
4. Dispose of dust waste as Hazardous Waste, preferably bagged and sealed or in a sealed container avoiding spillage by using a funnel during transfer of bag contents to the waste container.

If you have any problems with hoses or connectors to the system, you must inform your line manager immediately and NOT use the tool until the problem has been rectified.

Cox Automotive / CWL Bodyshop management must be informed of any occurrence of particulate emission which must be recorded in the Abnormal Emission Log as required under Clause 5.7 of the Pollution Prevention and Control Act 1999 which is located in the administration office.

The Management thank you for your co-operation in this matter.

Please sign this document (below) as acknowledgement that you have read and understand the contents of this document.

Employee Name: «Employee_name» Job Title: «Job_Title»

Dated This Day: Signature: