

# HONDA

The Power of Dreams



## Safety and Environment Report 2004



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\*2004 data refers to data from financial year April 2004 to March 2005

**Environment and Safety remain cornerstones of Honda of the UK Manufacturing Ltd's (HUM) business. Supported by management standards - EMAS, ISO14001 and OHSAS 18001 – HUM continues to set challenging standards for continuous improvement.**

Despite a record number of cars being built in 2004, improvements were still achieved in energy and waste efficiency and an overall reduction in the number of accidents on site. The additional impact of new legislation has resulted in new operating permits for our Die Casting and Painting operations. HUM is also compliant with all the current requirements of the End of Life Vehicle Directive and is working with suppliers to ensure full compliance at least 6 months ahead of the requirements of the law.

To communicate this activity HUM has produced its fourth Safety and Environmental statement. The statement has been simplified to focus only on HUM's significant environmental aspects and safety hazards. The significance of the hazards and aspects is determined by the company environmental aspects register, and the risk assess system. As the impact and controls of the indirect aspects have not changed these have also not been reported.

This statement has been independently verified to confirm compliance with the Eco-Management Audit Scheme (EMAS) and the Health and Safety Commission Guidance (HSC).

We would welcome any feedback or further questions you may have regarding this statement. Contact details are included on the final page.



**M . Kato**  
HUM Managing Director

A handwritten signature in black ink that reads "M. Kato". The signature is written in a cursive, flowing style.

## 1.0 Introduction

Honda established its first European car manufacturing plant in Swindon in 1985. The site started as a Pre-delivery Inspection Facility (PDI) and with the addition of a second car manufacturing line in 2001 now has the capacity to manufacture 250,000 cars.

### 1.1 Site Development Time line

<b>1985</b>	Established
<b>1986</b>	PDI facility
<b>1989</b>	Engine plant started
<b>1992</b>	No.1 Car Plant No. 2 Engine Line Press Facility Equipment Modifications New Model Developments
<b>1998</b>	No. 2 Car Plant New Model Production Tooling Improvements to existing Facilities.
<b>2002</b>	Expansion of the Logistics and Press facilities.
<b>2003</b>	Further Press Expansion
<b>2004</b>	Bumper Injection Moulding

### 1.2 Company profile

Honda of the UK Manufacturing Ltd is a wholly owned subsidiary of Honda Motor Europe Ltd. HUM currently manufactures the three and five door Civic and the CRV. All three vehicles are supplied to the European market, the Middle East and Africa and some variants exported to America, Canada and Japan.

The plant is built on a 1.5 million square meter green field site. The overall building area is 143,000 m<sup>2</sup>.

### 1.3 Management Standards

HUM achieved certification to the international quality standard ISO9002 in 1994 and was recertified to ISO9001:2000 in 2004. ISO14001 the international environmental standard was achieved in 1998 and OHSAS 18001 (a nationally recognised safety standard) in June 2001.

#### ISO14001 and OHSAS 18001

ISO 14001 and OHSAS 18001 define formal systems of environmental and safety management based on the Plan, Do, Check, Action model shown overleaf. It is not intended to establish the absolute requirements for environmental and safety performance but to show a commitment to the safety and environmental policy, to comply with applicable legislation and to ensure continual improvement.

HUM receives 6 monthly audits to confirm compliance to all three standards from an externally accredited organisation the Vehicle Certification Agency.

#### Environment and Safety Policies

##### *Environment Policy*

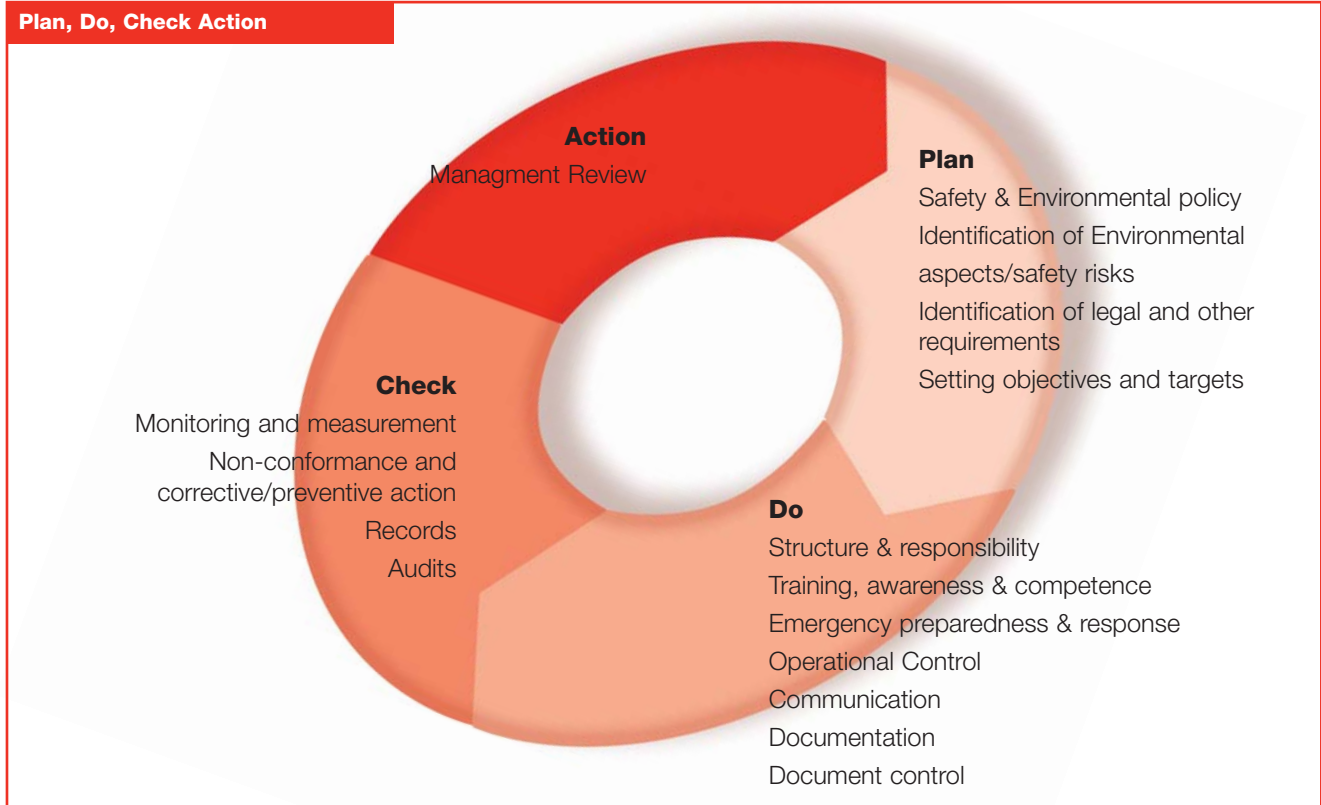
'We will make every effort to protect the environment from the effects our manufacturing operations and will achieve, by means of continuous improvement, the expectation of society and our local community.'

##### *Safety Policy*

'We will ensure a safe and healthy working environment by building safety into our process and equipment and by achieving the highest level of safety awareness in our associates.'

'There shall be no production without Safety '





## 2.0 HUM Environmental Impact and Controls

### 2.1 Air and Odour

#### Description of environmental impact

Types of emissions to air include VOC's and particulates from the painting process and from the application of sealers and adhesives in a number of locations, and foundry emissions from the Die Casting process.

All of these processes are regulated by licences issued by Swindon Borough Council (SBC) as part of either the Pollution Prevention and Control Act or the Environmental Protection Act.

#### How is the impact managed/ controlled?

The SBC licences set limits on specified emissions from stacks and require controls to be put into place to minimise the processes impact on the environment.

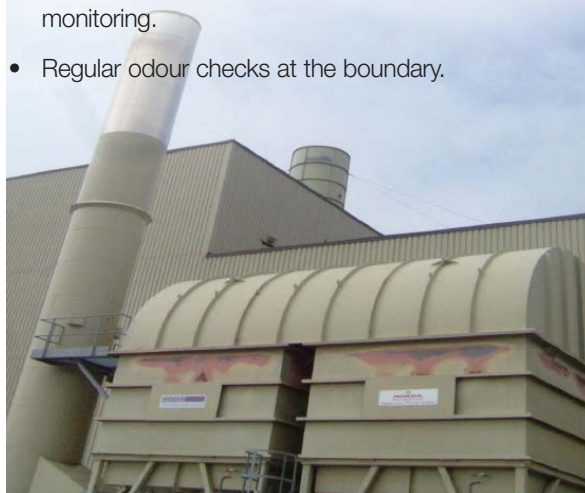
*Emissions from the Painting processes are controlled through the following methods:-*

- Calculate a monthly mass emission showing the grams of solvent (VOC) released per square metre of vehicle surface area or per bumper.
- Annual stack testing to a pre-determined standard by an external company.

- Checks to ensure there is no offensive odour at the boundary or dark smoke from the stacks.
- The use of waterborne primer, surfacer and basecoat.
- The use of thermal oxidisers to reduce VOC's from the vehicle curing process.
- The use of high efficiency paint transfer systems.

*Emissions from the Die Casting process are controlled by:-*

- Dust suppressers on all the furnaces to reduce the particulates being emitted to the environment.
- A fume scrubbing system to minimise emissions from the sand molding process.
- The use of low resin sand to minimise odour from the process.
- Daily visual inspections and continuous particulate monitoring.
- Regular odour checks at the boundary.





## 2.2 Water Management

### Description of Environmental Impact

There are two types of water discharged from HUM, storm and foul water. Foul water is discharged through the public sewers and contains water from our domestic facilities and effluent from our production operation. Storm water is discharged from the roof drainage systems and car parking areas.

### How is the impact managed/ controlled?

All water from this process has to meet the discharge consent limits set by Thames Water for foul water and the Environmental Agency in terms of storm water.

To ensure the trade effluent achieves the discharge consents HUM operates an onsite Waste Water Treatment (WWT) facility and an Engine Effluent Treatment (EET) Facility. Waste water from the Paint, Bumper Paint and Underbody Protection processes are sent to WWT for additional treatment in a batch process. Sampling to confirm compliance to discharge consent takes place throughout the process, to achieve optimum treatment and guarantee discharge levels.

The EET facility is an Ultra-filtration process, which separates oil from water using a membrane. The water is discharged to foul and the oil is stored on-site and later sent for recycling at a licensed waste treatment facility.

All storm water from the site is discharged through an on site lagoon, which is a single point of discharge for the site. The lagoon is an engineered structure with a concrete interceptor at the discharge point to the off site brook which is designed to regulate the flow of water to prevent flooding down stream and prevent any petroleum based contamination entering the brook. The quality of the water is periodically checked to ensure compliance with the discharge consent.

Throughout site there are extensive systems in place to reduce the potential for contamination entering either storm or foul drains. Examples of this include, bunding of all storage tanks to 110% of their capacity and controlled delivery and unloading of all liquid materials.

## 2.3 Waste Management

### Description of Environmental Impact

Every department generates waste at HUM. This may range from non-hazardous office wastes to hazardous solvent wastes. HUM sets a target for reducing the quantity of waste landfilled on an annual basis. This is in line with the Honda Motor policy of achieving zero waste to landfill by 2010.

### How is the impact managed/controlled?

#### Waste Management

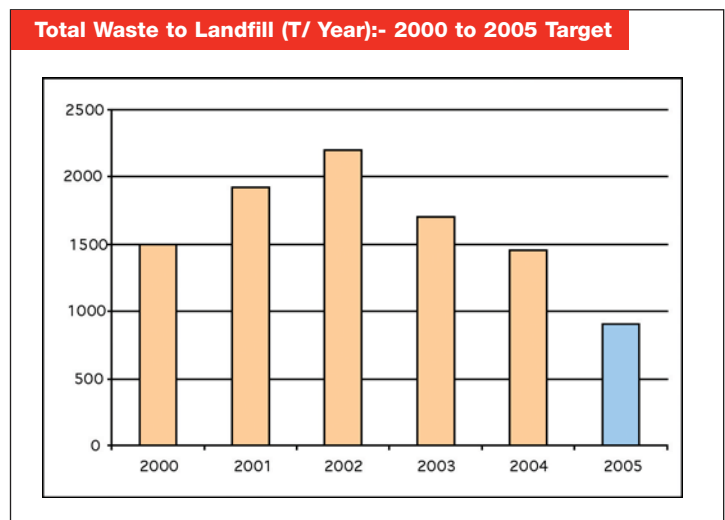
HUM utilizes the following waste hierarchy as the basis for its waste management strategy. Minimise, Re-use, Recycle and then Controlled disposal.

HUM combines this technique with the "Producer Responsibility" principle. This requires each department to be responsible for the management of its own waste from generation to final disposal. It also means that departments need to segregate waste types as far as possible and ensure that waste is stored and labelled correctly.

HUM has taken steps to minimise waste generated at source. One of the main areas of minimisation has been the use of returnable packaging. This takes the form of metal stillages with a lifetime of about 7 years and plastic boxes with a lifetime of about 3 years. Returnable packaging is used on the majority of locally (European) supplied parts to replace cardboard, polythene and polystyrene. A similar approach has been taken with parts supplied from Japan (known as KD or "Knock Down" parts). These are transported in returnable metal modules. Honda has introduced returnable plastic boxes to be used in these modules for some parts in order to minimise the quantity of packaging entering the factory.

If waste cannot be eliminated at source HUM will try to re-use any waste materials in the process. An example of this is the re-melting of reject aluminium heads and blocks to make new heads and blocks in the die-casting process. This concept has recently been applied in the bumper injection moulding area where reject bumpers are chipped and re-melted to make new bumpers.

HUM is committed to the recycling of waste materials. Cardboard and polythene from both car plants are baled using the onsite-recycling centre located in the Material Logistics (ML) area and then sent off site for recycling. Other projects include the recycling of used coolants and oils to make heating and fuel oils, wood to make chip board and solvents for re-use in car body shops. Metals from the press shop are baled at HUM before being recycled by a local metal recycler. Aluminium not suitable for re-introduction into the Die-Cast process is returned to the aluminium supplier for re-processing. A recent improvement uses water treatment sludges from the paint and water treatment areas as a raw material for cement manufacturing.



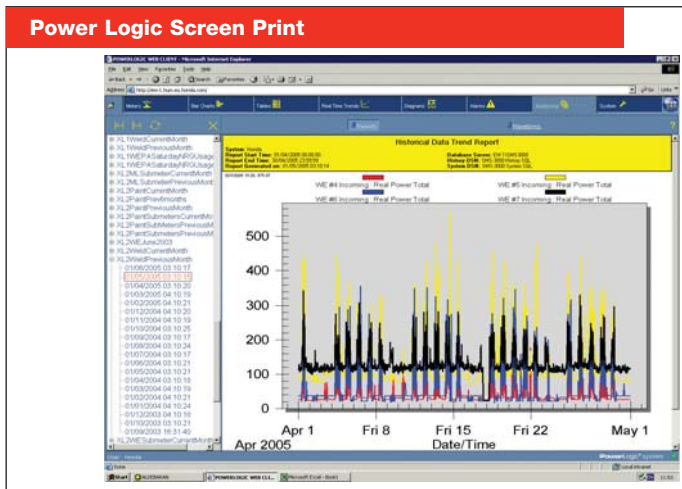
An on-site waste broker organises the disposal routes on behalf of HUM for all waste excluding aluminium and steel which is managed by HUM. The waste broker also monitors the quantities of waste generated by the site on a monthly basis. This data is used by departments to identify improvement areas.

The Duty of Care regulations state that a waste producer must verify the legal compliance of its waste contractors. Waste site Duty Of Care audits are carried out by both HUM and the waste broker for those contractors that they control. HUM also has an obligation under the Producer Responsibility (Packaging Waste) Regulations and is required to recover and recycle a percentage of its packaging waste. HUM has achieved its obligation to date by buying the required number of packaging waste recovery notes.

## 2.4 Energy Management

### Description of environmental impact

HUM supports the continuous drive for CO<sup>2</sup> reduction by analyzing every opportunity to reduce the consumption of energy. Energy includes gas, water and electricity use. The measurement of energy includes base energy used to operate the buildings, such as heating and lighting, and process energy to manufacture the product.



### How is the impact managed/controlled?

HUM manages energy based on the 'user responsibility' principal. Targets are set on an annual basis and action plans developed by departments to achieve their targets. Representatives from each of the main departments meet on a monthly basis at the site energy committee. The Paint, Bumper Paint, and Die Cast departments are also required to meet Climate Change Levy targets set by the government and agreed through our trade association the Society of Motor Manufacturers and Traders (SMMT).

The majority of electricity usage on site is metered and actual time data can be accessed by departments from the intranet. They can use this data to implement improvements immediately.

## 2.5 Noise Management

### Description of environmental impact

Noise is generated from HUM from a number of processes (internal and external), for example, the Press department, air conditioning systems and contractor operations.

### How is the impact managed/controlled?

Internal noise is controlled primarily through safety legislation and internal safety standards to ensure the protection of our associates. All excessive noise is engineered out of the process where

practical at the design and development stage. HUM externally sited equipment is regularly maintained to minimise noise levels and contractor work is carried out with the aim of minimising the impact on the local community.

Noise modelling has been carried out across the site to confirm noise levels at the boundary and that HUM are in compliance with our planning consent. For all new developments where noise is likely to be a issue the noise model is updated to assess the impact of the new development so that mitigation measures can be implemented if required.



## 2.6 Traffic Management

### Description of environmental impact

- There are three main causes of traffic into HUM:-
- Transporters taking cars to the ports or dealers
  - Parts deliveries
  - Associates driving to and from work.

Each of these impacts has an effect on the local community, on air quality and noise.

### How is the impact managed/controlled?

*Transporters taking cars to the ports or dealers* – there are over 1500 transporter movements per month. All transport companies are instructed to use the main routes (M or A roads) where ever possible. More recently HUM have asked all transport companies to ensure that their vehicles run on low sulphur diesel and the scheduling of the trucking pattern has been designed to reduce the impact during peak traffic times.

*Parts Deliveries* - The majority of HUM's parts suppliers deliver into warehouses operated by a Honda subsidiary SDC or their own local warehouses.



A large percentage of deliveries from the warehouses are carried out via an internal road to minimise the impact on the local residents. To minimise the impact of those deliveries that have to use the public routes suppliers are required to use M and A roads wherever possible and maximise parts loading.

*Associates driving to and from work* – Due to the location of HUM and the lack of public transport opportunities the focus of our green travel initiative, has been to increase the number of associates who car share. An informal scheme is in place. Although cycle sheds and cycle paths on site are provided, a lack of cycle tracks on the main roads onto site make it unsafe to encourage associates to cycle to work.

## 2.7 Visual Impact

### Description of Environmental Impact

Visual impact is a term used to describe the effect on the landscape caused by buildings and their associated facilities. The current site buildings cover an area of 143,000 m<sup>2</sup>. In addition to the building area HUM has extensive car parking areas for product and associate cars.

### How is the impact managed/ controlled?

*Colour* – All buildings on site are consistently coloured to minimise the visual impact and to blend in with the landscape.

*Size* – Buildings are constructed using the principle of minimum space in order to maximise efficiency, resulting in the least visual effect on the landscape.

*Land Management* – The site is surrounded by a series of tree belts incorporating English Native species, such as English Oak, Beech and the



Hawthorn, that are regularly maintained in accordance with the site planning consent. The last major planting took place in 1997 and 1998 when over 2700 trees were planted along the South Marston fence line. Additional planting took place in 2002 following the expansion for the second car plant.

*Lighting* – Lighting in the operational areas of site is controlled by Vehicle Logistics and Facilities. Lights are directional and are aimed away from South Marston village. The lights are controlled to ensure that 2 out of 3 perimeter lights are off at night and therefore the night light is substantially reduced, also resulting in energy savings.

## 2.8 Supplier Management

### Description of environmental impact

HUM has over 220 parts and direct consumable suppliers in both Europe and the rest of the world.

### How is the impact managed/ controlled?

The environmental performance of suppliers is assessed on an annual basis using the supplier Environmental Management Survey issued by Purchasing. The purpose of the survey is to verify which of HUM's suppliers have achieved ISO14001 or EMAS.



All Civic suppliers are required to achieve ISO14001 or an equivalent standard by September 2005 and CRV suppliers must achieve by September 2006.

HUM will support supplier environmental improvement activities if requested.

All other environmental impacts are managed through the site environmental management system.

## 2.9 Performance against Legal Requirements Summary 2002 – 2004

Criteria	2002	2003	2004	Legal reqt
<b>Air and Odour</b>				
• <i>Paint Mass emissions (g/m<sup>2</sup>) (total)</i>	25	23	24	60
• <i>Bumper Paint VOC Stack emissions average (mg/m<sup>3</sup>)</i>	13	7	11	50
• <i>Die cast stack emissions average (mg/m<sup>3</sup>)</i>				
- Particulate (mg/m <sup>3</sup> )	4.8	3.73	9.8	50
- Fluoride (mg/m <sup>3</sup> )	0.2	0.02	0.15	5
- Chloride (mg/m <sup>3</sup> )	0.86	2.15	0.81	5
- Copper (mg/m <sup>3</sup> )	0.0012	0.0017	0.0026	20
- VOC (stack 3 only) (mg/m <sup>3</sup> )	19	3	3	30
- All other results for Die Cast stack 3 were undetectable				
<b>Water</b>				
• <i>Metals waste water stream</i>				
- Oil and Grease (mg/l)	12	20	10	50
- Chemical Oxygen Demand (mg/l)	798	1027	850	2000
- Setttable Solids (mg/l)	8	52	8	1000
- Nickel (mg/l)	0.62	0.56	0.77	2
- Zinc (mg/l)	0.31	0.29	0.14	3
- Copper (mg/l)	0.07	0.07	0.01	3
- Lead (mg/l)	0.09	0.091	0.01	3
- Chromium (mg/l)	0.07	0.077	0.02	3
- PH	7.9	7.54	8.9	6-11
- Phosphate (mg/l)	31	31	6	100
• <i>Engine Effluent treatment discharge</i>				
- Oil and Grease (mg/l)	20	48	2	350
- Chemical Oxygen Demand (mg/l)	8886	10370	14310	30000
- PH	6.84	6.36	6.0	6 – 11
- Setttable solids (mg/l)	50	36	22	1000
- Nickel (mg/l)	0.05	0.1	0.03	2
- Zinc (mg/l)	2.48	0.9	0.5	3
- Copper (mg/l)	0.08	0.1	0.02	3
- Lead (mg/l)	0.18	0.3	0.01	3
- Chromium (mg/l)	0	0.1	0.04	3
• <i>Lagoon Discharge</i>				
- Oil and Grease (mg/l)	1.9	2.7	0.5	20
• <i>Noise</i>	Within Planning consent limits			Within Planning Consent

There have no breaches of existing consents and no significant statutory nuisance issues.

## 2.10 2004 to 2005 Environmental Performance against Objectives and Targets

Media	2004 Objectives	End of Year Result	Comments
<b>Air and Odour</b>	<ul style="list-style-type: none"> <li>• Paint 1 mass emissions 20g/m<sup>2</sup></li> <li>• Paint 2 mass emissions 27g/m<sup>2</sup></li> <li>• Zero local community odour complaints</li> <li>• In Paint 1 the emissions from two thermal oxidisers was planned to be redirected to the existing regenerative thermal oxidiser.</li> <li>• In Die Cast a situation analysis was carried out on the function of the abatement equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Paint 1 mass emissions 20.3g/m<sup>2</sup></li> <li>• Paint 2 mass emissions 28g/m<sup>2</sup></li> <li>• Zero complaints received</li> <li>• Oxidisers redirected</li> <li>• Situation analysis completed and improvement plan in place.</li> </ul>	<ul style="list-style-type: none"> <li>• The change in paint 2 from two shifts to one shift but with no change in cleaning frequency has meant that the target could not be achieved.</li> </ul>
<b>Waste</b>	<ul style="list-style-type: none"> <li>• 1200T to be landfilled</li> <li>• Eliminate paint sludge from landfill.</li> <li>• Improve packaging recycling across the Paint Division.</li> </ul>	<ul style="list-style-type: none"> <li>• 1415T to landfill</li> <li>• Obsolete parts salvage scheme introduced</li> <li>• All sludge's recycled in cement manufacture.</li> <li>• Polythene recycling is now taking place</li> </ul>	<ul style="list-style-type: none"> <li>• Paint sludge recycling delayed</li> <li>• Improved paper recycling planned for 2005</li> </ul>
<b>Suppliers</b>	<ul style="list-style-type: none"> <li>• 100% of first tier suppliers to have a certificated EMS by October 2006.</li> </ul>	<ul style="list-style-type: none"> <li>• 86% of suppliers complete</li> </ul>	<ul style="list-style-type: none"> <li>• Activity ongoing for 2005</li> </ul>
<b>Traffic</b>	<ul style="list-style-type: none"> <li>• Reduce traffic impact on the local community from parts deliveries by 10%.</li> <li>• Carry out a traffic survey on associate's cars.</li> </ul>	<ul style="list-style-type: none"> <li>• 5% reduction in traffic by re-directing vehicles to warehouses</li> <li>• Traffic survey not completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out traffic survey in 2005.</li> <li>• Improvements to continue during 2005.</li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>• Maintain existing waste water process.</li> <li>• Implement the requirements of the Oil Storage Regulations into new developments.</li> <li>• Implement new PPC permit requirements into WWT process.</li> <li>• Investigate water recycling by developing a trial unit.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing process maintained.</li> <li>• Complete.</li> <li>• Draft permit in place</li> <li>• Investigation complete.</li> </ul>	<ul style="list-style-type: none"> <li>• No concerns raised by Thames Water or the Environment Agency.</li> <li>• Activity planned for 2005.</li> <li>• Polymer trials carried out.</li> </ul>

Table continued overleaf.

## 2.10 2004 to 2005 Environmental Performance against Objectives and Targets cont.

Media	2004 Objectives	End of Year Result	Comments
<b>Noise/ Landscaping</b>	<ul style="list-style-type: none"> <li>• Maintain current planning conditions.</li> <li>• Carryout tree husbandry along boundary.</li> <li>• Zero noise complaints.</li> <li>• Maintain the site noise model following significant developments.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing maintenance programme achieved.</li> <li>• Tree husbandry carried out.</li> <li>• No complaints received.</li> <li>• No significant developments.</li> </ul>	<ul style="list-style-type: none"> <li>• Noise model to be updated in 2005.</li> </ul>
<b>Energy</b>	<ul style="list-style-type: none"> <li>• 3% reduction in absolute energy use.</li> <li>• Preparation for entry into new Emissions Trading Scheme through the installation of new meters and remote metering.</li> </ul>	<ul style="list-style-type: none"> <li>• 3% reduction achieved.</li> <li>• Application for Emissions Trading Scheme complete and allocation agreed.</li> </ul>	<ul style="list-style-type: none"> <li>• On-going improvement activities in 2005 to improve controls on boilers and compressed air generation efficiency.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Implement contractor passport system on site.</li> <li>• Complete the recyclability calculation for the new Civic model.</li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete</li> <li>• Activity to be completed in 2005.</li> </ul>	<ul style="list-style-type: none"> <li>• On-going activity in 2005.</li> <li>• As above.</li> </ul>

## 3.0 Plant Safety Hazards

### 3.1 Fire

There are three areas at risk from fire within HUM. These are the Welding, Paint and Die Casting areas as either hotwork is carried out or flammable material is being stored.

#### How is the impact managed/controlled?

HUM's fire policy focuses on the prevention of fire, ensuring effective and tested evacuation procedures are in place and finally fire fighting but only if assessed as safe by trained and competent associates.

The plant is built on a 1.5 million m<sup>2</sup> greenfield site. The overall building area is 143,000 m<sup>2</sup>.

#### Fire Prevention

The most important part of managing fire is to prevent it occurring in the first place. This is achieved by both physical and management controls including:-

- All new equipment is ATEX specified as required and checks carried out following installation on site.
- A high standard of housekeeping is maintained
- Regular equipment maintenance checks on all equipment
- The controlled storage and use of flammable substances, particularly petrol, solvents and gases.
- The use of water based paint where possible within the paint shops has also reduced the risk of fire in these areas.
- Responsibilities for fire prevention is clearly allocated and documented.
- Designated smoking areas and a clear site smoking policy.
- A permanent security presence on site to reduce risk of arson.
- Permit to work system controls irregular hot work outside of designated hot work areas.

#### Fire Evacuation

To ensure effective, immediate and safe fire evacuation, detection systems are installed throughout. These systems include: -

- Fire alarm sounders, break glasses, emergency lighting, fire exit signs and smoke detectors that are linked to a fire management computer system.
- Fire procedures detail actions to be taken by associates and emergency teams.
- Emergency evacuations and roll calls tested regularly.
- Trained emergency teams to investigate and ensure evacuation.
- Fire assembly points with radio communication to emergency teams.

#### Fire Fighting

If a fire were to take place at HUM the priority is to ensure safe evacuation.

Stratton Fire station is only 2 minutes away from the main site entrance and the fire brigade regularly carryout familiarisation tours to ensure they have a thorough knowledge of the site.

The site emergency teams that investigate all fire alarm situations are trained in fire procedures and minimising risk in fire situations. Additional fire extinguisher training is provided on site to appropriate associates.

*Physical controls have also been put into place. These include: -*

- All buildings except die casting have fire sprinklers.
- Fire extinguishers in all areas including large trolley mounted extinguishers in higher risk areas and water hydrant ring main around both plants.
- Fire management computer system automatically shuts down high risk areas such as Paint and the petrol delivery system. It also opens security locked doors.
- Specially designed solvent storage and mix rooms in Paint and Bumper Paint.
- Emergency cabinets containing equipment and tools likely to be required in an emergency.
- All fire equipment is regularly maintained. The effectiveness of these controls is reviewed in each department through the company safety tour system.

## 3.2 Plant and Equipment

### Description of Safety Risk

Equipment is used to support every aspect of HUM's manufacturing process. Equipment is defined as machinery, appliance, tool or assembly of parts. The typical equipment hazards at HUM are:

- Mechanical hazards - trap or crush points; contact with moving parts; ejected or falling parts
- Electric hazards such as shock or burns
- High or low temperatures
- Noise and vibration
- Ergonomic
- Chemicals
- Lasers

### How is the risk managed/controlled?



To minimise the risk of new equipment the priority is to eradicate any hazards during the design, manufacture and installation. All new equipment is CE marked and purchased according to a strict Honda specification. Once the equipment is installed an equipment safety check sheet is completed to ensure that the equipment complies with the HUM specification.

Other controls for equipment include:-

- Operation standards, risk assessments and visual aids/signage in place to support the training of operators.
- Clear lock off, access and maintenance procedures.
- Regular checks on electrical distribution equipment and portable appliance equipment.
- 110v equipment used where practical in production areas.
- Noise and vibration surveys to highlight any areas of concern.
- Insurance checks carried out on all lifting equipment and marked with the safe working load.

## 3.3 Vehicle Movements

### Description of Safety Risk



Vehicle movements on site include:-

- Associates coming to work
- The delivery and movement of parts around site.
- The movement and testing of new vehicles.
- Associates business driving on public roads.

All of these activities present different hazards to our associates, pedestrians and other road users and need specific controls to be appropriately managed.

### How is the risk managed/controlled?

#### Forklifts and Towtrucks

Forklifts and tow trucks are used to move parts and consumables around the factory. The risk is increased when the goods are being loaded and unloaded. Examples of process controls to minimise the risk include:-

- All drivers must hold an HUM licence,
- All trucks undergo regular maintenance and daily checks are carried out before they are used by the driver.
- Only gas and electric trucks can be used on site and they are limited to 7mph.
- Barriers are used in front of doorways and gangways painted green to protect pedestrians.
- Seat Belts worn on all counterbalance forklifts.

### Car Movements

Car movements include the movement of new vehicles to loading areas, associates driving on and off site and the delivery of parts and materials on site.

Where possible pedestrians and vehicles are kept separate and a site speed limit of 15mph externally and 10mph inside the building is imposed. Vehicle speed checks are carried out to increase associate and driver awareness and enforce the speed limits. All drivers moving cars on site or driving for company business are required to undergo training and sign the company driving procedures to confirm they will comply with the site rules.

### 3.4 Associate Awareness

#### Description of Safety Risk

Good associate safety involvement is critical to ensure that safe working practices are followed and accidents are reduced. Unsafe behaviour or a poor safety culture can lead to an increase in all types of accidents.

#### How is the risk managed/controlled?

A strong safety culture and good associate safety awareness is maintained at HUM through some of the following methods:-

- Training of all levels of associates through induction, the associate development programmes for each grade and job specific training.
- Safety and environmental care points are stated within department procedures and operation standards.
- All departments have safety and environment notice boards in place that include details of the company policies and department specific activities.
- Safety patrol and safety tours carried out in all production areas.



### 3.5 Manual Handling and Ergonomics

#### Description of Safety Risk

The nature of the manufacturing operation at HUM means that many of the production tasks are repetitive and may involve manual handling. Non process related activities may also require manual handling. In both cases these tasks could lead to strain injuries. Examples of tasks that may cause strain injuries include the lifting and movement of heavy objects and the risks of damage to hands and other parts of the body during the movement of objects.

#### How is the risk managed/controlled?

The variety and nature of the risks means that the methods of control that have been implemented have to be wide ranging.

##### *The Use of Manual Handling Assists*

Manual handling assists, conveyors and other mechanical aids are used when the manual handling risk can not be designed out of the process. Forklift trucks and trolleys may be used to move heavier irregular objects. Parts are delivered to the production line in purpose built stillages to where they are needed to reduce the amount of space on line used by the parts but also to minimise the amount of manual handling.

##### *Ergonomics*

Ergonomics is considered when production processes are designed with the principal of 'fitting jobs to people'. There are trained ergonomic assessors within each department who are involved at the new model development and carry out process assessments following accidents. More recently HUM has been implementing the Honda Global Ergonomic Standard.

##### *On site Rehabilitation and Physiotherapy*

HUM provides an on site rehabilitation, physiotherapy and chiropractic service for our associates for the treatment of both work and non work related injuries. The associate is regularly reviewed to assess progress during and following the treatment. The purpose of the facility is to ensure that associates are treated as quickly and effectively as possible.

## 3.6 Performance against Legal Requirements Summary 2002 - 2004

Injuries as defined in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) occurring to HUM employees.

	2002	2003	2004
Fatal Accidents	0	0	0
Major injuries	5	6	0
Dangerous occurrences	1	1	0
3-day Reportable Accident Rate *	1941	1767	1008
Reportable disease	1	0	0
First Aid accident and ill health rate*	16393	16602	12786
HSE enforcement notices	0	0	0
Convictions of HSE offences	0	0	0

\*per 100,000 employees as defined in HSE publication Successful Health and Safety Management (HSG65)

### Description of serious accidents

*There were no serious accidents during 2004.*

HUM does not gather specific absence data on the number of employee days lost due to all causes of physical and mental illness separate from general absence data.

As safety at HUM is not driven by cost but by respect for the individual, information on the cost of safety is not available for 2004.

Consideration will be given to providing the specific information in the future as requested by the HSC guidance.

### 3.7 2003 to 2004 Safety Performance against Objectives and Targets

Risk	2004 Objectives	End of Year Result	Comments
<b>Fire</b>	<ul style="list-style-type: none"> <li>Comply with DSEAR requirements</li> <li>Fire Brigade familiarisation tours</li> <li>Zero major fires.</li> </ul>	<ul style="list-style-type: none"> <li>DSEAR risk assessments, training, signage and integration into company systems complete</li> <li>Familiarisation tours completed</li> <li>There were no major fires.</li> </ul>	
<b>Plant and Equipment</b>	<ul style="list-style-type: none"> <li>Reduce exposure to noise and vibration</li> <li>Zero asbestos on site</li> <li>Implement lifting equipment tagging system.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and analysis complete. Noise and vibration procedures under review. Departments working to reduce noise and vibration levels</li> <li>Asbestos containing equipment removed from site.</li> <li>Tagging system implemented.</li> </ul>	<ul style="list-style-type: none"> <li>HUM are working towards achieving future legal limits for noise and vibration</li> </ul>
<b>Vehicle Movements</b>	<ul style="list-style-type: none"> <li>Zero traffic related injuries.</li> <li>Car park and roadway review,</li> <li>All associates who drive on business to sign the business driving procedure.</li> </ul>	<ul style="list-style-type: none"> <li>2 traffic related injuries</li> <li>Review completed</li> <li>Speed check program started</li> <li>Complete.</li> </ul>	
<b>Associate Awareness</b>	<ul style="list-style-type: none"> <li>Improve company and departmental S&amp;E Notice boards</li> <li>Health promotion</li> <li>Safety and Environment patrols</li> <li>Database of process and individual capabilities to be developed during 2004/ 2005.</li> </ul>	<ul style="list-style-type: none"> <li>Standard format created</li> <li>Review completed</li> <li>Health promotion delayed</li> <li>Patrols completed in all areas</li> <li>Process formalised in management system</li> <li>On-going process during 2005. Good progress was made in 2004.</li> </ul>	<ul style="list-style-type: none"> <li>Health promotion is a key activity for 2005/06</li> <li>Continue to assess processes and individuals in 2005.</li> </ul>
<b>Manual Handling/ Ergonomics</b>	<ul style="list-style-type: none"> <li>Create robust MSD treatment system.</li> <li>Complete Global ergonomic standard training for process teams and managers.</li> <li>Implement global ergonomic standard for design of stillages.</li> </ul>	<ul style="list-style-type: none"> <li>Chiropractor in place to work along side the physiotherapists.</li> <li>Training completed.</li> <li>Incomplete.</li> </ul>	<ul style="list-style-type: none"> <li>Ergonomic policy implementation to continue in 2005.</li> <li>Activity to take place in 2005.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Safety tours to take place in all production support areas.</li> <li>All VDU assessments to be completed for new computer systems and training of all associates to be completed.</li> </ul>	<ul style="list-style-type: none"> <li>Complete.</li> <li>Completed.</li> </ul>	

## 4.0 2005 Safety and Environment Improvement Activities - Key Themes

HUM safety and environmental objectives are set on an annual basis from the company business plan with specific action for achievement documented and monitored on the department business plans.

Environmental Management programmes are also in place within departments to encourage environmental improvement.

No.	Theme	Objective	Planned Activities to Achieve
A	Safety	Reduce total site accidents by 10%.	Implement associate awareness campaigns within divisions. Introduce Honda Global ergonomic standard. Encourage early reporting of Musculo- skeletal injuries through associate and manager training.
		Formalise existing Health promotion system.	Introduce voluntary medicals for all associates over 50. Implement site Drug and Alcohol Policy. Carryout 'Stop Smoking' Campaign.
B	Environment	Reduce waste to landfill from 90T a month to 70T per month by the end of the financial year.	Implement satellite collection scheme to reduce unrecyclable waste from smaller departments to landfill. Introduce bin weighing system and zone recycling awards to increase waste ownership and encourage good segregation. Reduce hazardous waste through improved segregation and recycling.
		Reduce absolute energy (gas and electricity) consumption by 3%.	Further optimisation of existing building services equipment. Extension of real time monitoring to include compressed air.
		Reduce VOC Mass emissions from the painting process by 1g/m <sup>2</sup> based on 2004 performance.	Improve solvent awareness through training and in line 2 modify equipment to reduce cleaning frequency.
		100% legal compliance.	Continue to manage through HUM management systems.

## 5.0 Local Community Activity

### School Visits

HUMs school visit programme started in 1999 as a pilot programme, supported by Swindon Borough Council, with 1 school offering 25 students the opportunity to tour the plant. In the past 6 years this activity has expanded to include 8 schools with 800 students visiting site in the last 12 months. The purpose of the visit is to promote environmental management and Local Agenda 21 in schools in the Swindon area. The visit takes the form of presentations on Honda, Local Agenda 21 and Environmental Management. This is followed by a plant tour and the opportunity for a question and answer session with HUM management. Overall these visits have proved to be very successful for both parties. HUM plans to continue to offer the opportunity for schools to visit for the foreseeable future.

### Safety Challenge

The safety challenge is an initiative that was introduced in 1998 to help raise safety awareness with associates and reduce accidents within the departments. This is achieved by teams of associates working towards a target day without having an accident. When a safety challenge team achieves their target a donation of £50 will be given to a local charity of their choice. In 2004 a total of £10750 was donated to local charities through the HUM safety challenge.

## 6.0 Verification Statement

### Environment

The information and data contained within Section 2 and 4B has been verified as representing an accurate statement of fact and this statement has been validated as meeting the requirements of the Eco- Management and Audit Scheme (EMAS 2) (Regulation (EC) number:- 761/2001).



Signed: \_\_\_\_\_

VCA Accredited Verifier for EMAS 2  
(UKAS Registration No. 028)  
Verifier Number: UK-V-0014.

Vehicle Certification Agency  
1 Eastgate Office Centre  
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### Safety

The information and data contained within section 3, 4A and 5 has been verified as representing an accurate statement of fact and the safety statement has been validated as meeting the requirements of the document ' Health and Safety in Annual Reports: Guidance from the health & Safety Commission.'



Signed: \_\_\_\_\_

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### If you have any questions or comments with regard to this statement please contact:

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