

## Health and Safety Policy Statement

### Health & Safety At Work (NI) Order 1978

#### General Policy Statement

1. The Management of this Company regards the promotion of health and safety as a mutual objective for Management and employees at all levels.
2. It is the Company's policy to do all that is reasonably practicable to prevent personal injury and damage to property, and to protect everyone from foreseeable work hazards, including the public insofar as they come into contact with the Company, its products or services.
3. In particular, this Company has a responsibility to:
  - (a) Provide and maintain safe and healthy working conditions taking account of any statutory requirements;
  - (b) Provide training and instruction to enable employees to perform their work safely and efficiently;
  - (c) Make available all necessary safety devices and protective equipment and to supervise their use;
  - (d) Maintain a constant and continuing interest in health and safety matters applicable to the Company's activities, in particular, by consulting and involving employees.
4. Employees have a duty to co-operate in the operation of this policy by:
  - (a) Working safely and efficiently;
  - (b) Using and respecting the protective equipment provided, and by meeting statutory requirements;
  - (c) Rectifying and reporting incidents that have led, or may lead, to injury or damages;
  - (d) Adhering to Company procedures, initiated on their behalf, for securing a safe workplace
  - (e) Assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.
  - (f) Keeping work areas clean and uncluttered;
  - (g) Ensuring their actions do not endanger others.

NOTE: THIS POLICY MUST BE READ IN CONJUNCTION WITH THE COMPANY'S OPERATIONAL POLICY AND ASSOCIATED BS ISO 9001:2015 STANDARDS.

Approved By:

Date:



30<sup>th</sup> November 2023

Managing Director

## Organisation within the Company

(Responsible for implementing requirement of Written Safety Policy)

### The Managing Director

Primarily responsible for all matters relative to health, safety and welfare within the organisation. He will regularly review the effectiveness of the written safety policy and ensure any necessary amendments are made.

### The General Manager

Primarily responsible for implementation of written safety policy requirements at operational levels, and ensuring that health and safety information and procedures are communicated to all production operatives and trainee production operatives both full time and part time. Also responsible for implementation of written safety policy requirements at administrative level, and ensuring that health and safety information and procedures are communicated to all administrative staff both full time and part time.

### Employees

It is the legal duty of every employee to take reasonable care for his/her own safety and the safety of others, and to cooperate with management in all aspects of health, safety and welfare. Employees must comply with all Company safety regulations and not misuse or damage anything provided in the interest of health, safety and welfare.

## ARRANGEMENTS

### Provisions for Implementing Health and Safety Policy

#### Hazard Control

All operations within the Company are subjected to a suitable and sufficient Risk Analysis & Evaluation, in accordance with all statutory requirements. Hazards are identified and training is supplied, in order to reduce the risk of employees/ members of the public sustaining any related injuries.

#### Machinery and Equipment

All machinery and equipment is regularly inspected and serviced in accordance with the Company's ISO 9001:2015 Quality Manual



## General Working Environment

The Company provides and maintains safe and healthy working conditions. The key areas, taking account of any statutory requirements, are hygiene and welfare, cleanliness, adequate lighting, operative comfort etc.

## Noise

Noisy machines and processes are identified with the relevant signs. Employees are advised of the risk to hearing and ear protection equipment provided must be used.

## Personal Protection

The Company will provide, free of charge, all necessary protective clothing and equipment. All employees will be trained in the correct and safe use of, and reasons for using all protective clothing and equipment. Safety signs are posted as a reminder about areas of usage. It is the responsibility of all employees to use and respect all items of protective clothing and equipment.

## Fire Prevention & Control

In the event of a fire, raise the alarm, contact the Fire Brigade and evacuate the building. It is the employee's responsibility to work in such a manner as to avoid causing the risk of fire. Fire extinguishers are available at marked fire points throughout the factory. All fire extinguishers are serviced in accordance with the supplier's guidelines.

'Know your fire extinguisher' posters, identifying the correct fire extinguishers for different types of fire, are displayed at all fire points. All flammable materials are stored in accordance with the necessary regulations and supplier's guidelines



## Safety Training

All employees must complete the form "Induction-training Program" and ongoing training in all aspects of production, in accordance with the employee's pre-defined skills matrix. Potential hazards are identified to all employees

## First Aid

The Company has a qualified First Aider, and two permanently stocked First Aid boxes. The green box is solely for the use of the recognised First Aider, and the red box is for general use, small cuts and grazes etc. In the event of an emergency, notify the Manager/First Aider and appropriate action will be taken. Accidents, no matter how small or insignificant, should be recorded in the Company accident file and reported to the appropriate authority. We also have an Automated External Defibrillator on site.

## Visitors & Sub Contractors

All visitors and sub contractors are required to acquaint themselves with the safety literature and warning signs positioned around the factory, if they are in any doubt as to the relevant risks associated with signs, a suitable member of staff will be able to offer advice.

**IN THE EVENT OF FIRE GET OUT / STAY OUT / GET THE FIRE BRIGADE OUT**