

VIAMED Ltd

Company Personnel Manual

Section 24. Health & Safety Information

Viamed Group of Companies (Viamed Ltd, Vandagraph and Vandagraph Sensor Technologies Ltd) has a duty under the law to ensure, as far as is reasonably practicable, your health, safety and welfare at work. We must consult you or your safety representative on matters relating to your health and safety at work including:

- Any change which may substantially affect your health and safety at work, e.g. in procedures, equipment or working methods;
- The company's arrangements for getting competent people to help satisfy health and safety laws;
- The information you have to be given on the likely risks and dangers arising from your work, measures to reduce or get rid of those risks and what you should do if you have to deal with a risk or danger;
- The planning of health and safety;
- The health and safety consequences of introducing new technology.

In general this means that Viamed Group of Companies has a duty to:

- Make your workplace safe and without risks to health;
- Ensuring plant and machinery are safe and that safe systems of work are set and followed;
- Ensuring articles and substances are moved, stored and used safely;
- Providing adequate welfare facilities;
- Giving you the information, instruction, training and supervision necessary for your health and safety.

As an employee you also have legal duties, they include:

- Taking reasonable care for your own health and safety, and that of others who may be affected by what you do or do not do;
- Co-operating with the company on health and safety;
- Correctly using work items provided by the company, including personal protective equipment, in accordance with training or instructions; and
- Not interfering with or misusing anything provided for your health, safety and welfare.

Therefore to comply with these regulations the company operates a formal Health & Safety programme that is to be adhered to by all employees, at all times.

This programme is detailed in the company's Health and Safety Framework. The Health and Safety Framework is maintained and available for viewing in the Document Index in Intrastats.

Each employee will be given their own personal responsibilities which must be read, and signed, to indicate acceptance of their responsibilities whilst on the company's premises and on company time.

Infringements of these responsibilities can constitute cause for disciplinary action and would be dealt with through the Disciplinary procedures.

You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities.

You must not take any action that could threaten the health or safety of yourself, other employees, clients or members of the public.

Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.

You should report all accidents, injuries and near-miss incidents at work, no matter how minor. Such occurrences should be noted in the incident log in the lodge.

You must ensure that you are aware of our fire and evacuation procedures and the actions you should take in the event of such an emergency

HEALTH AND HYGIENE

- 1) Any exposed cut or burn must be covered with a first-aid dressing.
- 2) If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- 3) Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

FITNESS FOR WORK

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

MANUAL HANDLING

You are required, in accordance with the Manual Handling Regulations 1992, to advise us of any condition which may make you more vulnerable to injury.

All tasks within the company's operations that have a specific hazard potential will be the subject of a Safe System of Work procedure.

Various locations and functions have particular risks and hazards attached to them as detailed on the next two pages:

The following is a breakdown of the main areas of concern within the company, and all staff are advised to follow its guidance wherever practicable. If not then Senior Management should be informed immediately.

| <u>Locations</u> | <u>Specific Hazard</u> | <u>Company Code of Practice</u> |
|------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire exits, Passageways, Middle of rooms | Packages & Boxes etc. | These must not be left in places where they could be classed as an obstruction or hazard. This particularly applies to the Goods in & out areas, as well as the Production & Packing areas. |
| Offices | Filing cabinets and Desk drawers left open (also too full) | Filing cabinets must never be overloaded in the upper drawers. Both Filing cabinets & Desk drawers must never be left open. Always close after use. |
| Offices & Workshop areas | Electrical appliances & VDU's | All electrical appliances should be switched when not being used for an extended time. They should always be switched off when the workstation is vacated. P.C.'s must be left at rest – i.e., no programme running. At the close of day, they should be run down and switched off. Problems arising at the workstation should be resolved there – i.e. draw attention of a member of Management. |
| All Areas | Overflowing Waste bins | Not only is this untidy, it is also a fire risk. Paper should be torn up before entering the waste bin. Confidential information must be shredded. Emptying the waste bin is the responsibility of the workstation occupier. The bin bags should be pricked to let out air when they are taken to the wheelie bin. |
| All Areas | Knives and Sharp Blades left lying around | Replace all knives back in drawers or toolboxes after use. Make sure that no blades or other sharp objects are left lying open. |
| All Areas | Noise | Noise is a major distraction: Background radio must be low enough not to distract the attention of workers nearby. Excessive volume in general talk must not be such that it distracts anyone using tools. |
| Repairs and R & D | Jobs in Progress | Equipment powered by mains electricity must not be left unattended if the case is open or if the equipment is subject to overheating. |
| Doors and Exits | | Must not be obstructed at any time |
| Boiler Room | | No entry to unauthorised personnel |
| Compressor Area | | No Access to unauthorised personnel |
| Kitchen | Paper Towels | The person who uses the last paper towel has the responsibility of re-filling the holder. |

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