

VIAMED Ltd

COMPANY HEALTH AND SAFETY FRAMEWORK

Legal requirements dictate that the control of the commitment, documentation and progress of Health and Safety should be in the following general form.

Reviewed and Authorised:

PART ONE

Company Policy Statement on Health and Safety

- a) This is to be descriptive of the Company's aims and objectives, and also its responsibilities towards Health and Safety, Employees and Environmental issues. It is to be signed by the Managing Director and displayed in a prominent position for all employees to read. The Managing Director or his nominee must be available at all times to explain any aspect of the requirements, to any employee, should he / she ask it of them.

PART TWO

Organisation and personal responsibilities.

- a) There is a Company organisation chart showing the Safety (not commercial) chain of command. Document ID8986.
- b) The Safety objectives are to form part of the regular staff appraisal control system, alongside their ability (or not) to do the job. Safety must be equal with business objectives and seen to be so by the employees.
- c) In addition it is likely that many members of staff will be assigned, as part of their personal responsibilities, a specific area of Company responsibility i.e. machinery guarding, protective clothing, trailing wires and cable etc.
- d) **No one** is excluded from the personal responsibility requirements. Accountability for Safety performance needs to be from the top of the Company to the bottom.

PART THREE

General Safety Arrangements

The following general information is intended to assist in ensuring that the Safety Policy is effectively carried out. Where necessary detailed arrangements will be found in the relevant section of the Safety Manual. This will also include the Safe Working Procedures to deal with particular Hazards relevant to the activity.

1. Distribution of Health and Safety information to employees.

- a) All employees, whether full-time or part-time, will be made aware of the Health and Safety Policy and its location in Intrastats. It is the responsibility of management, in accordance with the responsibilities outlined, to ensure that the employees receive all the necessary available information on the maintenance of a safe and healthy working environment and work process.
- b) Every person has a responsibility for their own safety and that of others. They must report matters of Safety, Health and Welfare to the Health and Safety Controller immediately.

2. Communications.

- a) Regular meetings will take place between management Team Leaders and employees and the decisions reached will be communicated to the workforce via Intrastats.

3. General Inspections.

- a) Since regular systematic inspections of all locations are essential for the maintenance of standards. The Managing Director and senior personnel will include in their Safety programmes, a schedule of formal inspections and audits as detailed in their individual responsibilities. The reports will be filed with the Health and Safety Controller after any necessary corrective action has taken place.

4. Routine Examinations and Maintenance of equipment.

- a) The company accepts the responsibility for ensuring that regular maintenance checks take place on all equipment and that a record is kept of the results. PAT testing will be carried out where appropriate. This procedure will be followed regardless, whether or not the checks are conducted by the company, a contractor or by the insurer in the case of statutory inspection of the boiler etc.

5. New machinery, plant, tools and equipment.

- a) The manufacturer / supplier must design the item so that, when properly used, it is safe and without risk to health. They must explain how this can be done and this information must be passed on to the employees, by training and instruction.
- b) Management will ensure that all items are properly adjusted and maintained and that all safety devices are correctly fitted and in working order.
- c) The supplier of hired equipment must be notified in writing of the standard expected when the order is placed and the employee hiring the item shall examine it to ensure that it is in working order. Items not meeting the standard will be rejected.

6. Identification and elimination of hazards

- a) In satisfying its responsibilities to provide a safe and healthy working environment the company will seek to systematically identify hazards. To achieve this the company will provide the appropriate guidance material in the Health and Safety Manual found in the Document Index in Intrastats and will analyse reports of incidents and take remedial action to ensure that similar occurrences are avoided in the future.
- b) Prior to any substance being purchased and supplied for use at work, the company will ensure that an adequate assessment is made of the risks to health connected with the its use and take such steps as are necessary to safeguard the health of employees and others who may be affected, in accordance with the Control of Substance Hazardous to Health Regulations 2002.

- c) To enable the company to discharge its duties, it is essential that all employees comply with section 7 of the Health and Safety at Work etc. Act 1974, and demonstrate their concern for their own safety and that of other employees by informing their supervisor of hazards as they become apparent and by reporting to their supervisor all incidents including near misses, in addition to those involving injury to staff and damage to equipment.
- d) Employees shall be responsible for reporting any defect to their working area. They will be expected to check for hazards in the workplace and take appropriate action wherever possible. If the problem cannot be immediately resolved then they must ensure that the danger is isolated and obtain further advice.

7. Safe Systems of Work

- a) The procedure for maintaining a safe working environment and safe systems of work will be set down in guidance material available in Intrastats. This shall be drafted in accordance with existing legislation and will be enforced, monitored and reviewed by management as part of their Risk Assessment tasks (see 8. below).
- b) Supervision is in the best position to ensure that Health Safety rules are observed and for reviewing and where appropriate, amending work practices so as to ensure the Health Safety of those employees under their supervision and of any others who may be at the workplace.
- c) Safety guidance and agreed procedures for Safe Systems of Work will be updated as necessary following consultation between management and employees.

8. Assessment of Risks.

- a) Once hazards at the workplace have been identified (see 6 7 above) the risks to employees and others will be assessed as required by the Management of Health Safety at Work Regulations 1999 and eliminated or controlled. The results of the assessments will be made available to all concerned.

9. Protective Clothing and Equipment

- a) The company undertakes to supply any necessary protective clothing and equipment, which must be worn at all appropriate times. Failure to comply will lead to disciplinary action and possible dismissal. Abuse of equipment by employees is in direct contravention of section 8 of the Health Safety at Work Act 2002, which states that employees shall not interfere with health and safety measures provided by the employer. Such abuse is a disciplinary offence
- b) In accordance with the Personal Protective Equipment Regulations 2002, the CPM 16 Dress Code provides details of protective clothing and equipment that is issued to relevant employees. Employees will be responsible for notifying management of any work practices for which protective clothing and / or equipment is needed.

10. Emergency Procedures

- a) Fire, First aid and catastrophic event planning has been re-emphasised by the HSE as the cornerstone of any safety policy. We ensure that all employees know their roles, carry out the drills and training and regularly audit the system. The company undertakes to ensure its compliance in these areas.

11. Suppliers of Contracting Services

- a) Any person wishing to enter into a contract with Viamed Group. For the execution of work shall be required to provide with their tender: -
An undertaking that adequate facilities are made available for persons employed by the contractor to familiarise themselves with the provisions of the Health Safety at Work Act 2005 and all other relevant legislation.
A copy of their Safety policy and Safe Working Methods, which must be approved prior to the execution of the contract.
- b) Management will undertake to ensure in writing that sub-contractors are made aware of the need to abide by the procedures for Health Safety employed by the company. Arrangements must be made at the pre-contract stage to establish responsibility for all aspects of safety including

provision of health and welfare facilities. The closest supervision must monitor all contractors to ensure that they are operating safe methods of work and are complying in all respects with statutes and regulations affecting their operation. It will be the responsibility of management to ensure that no unsafe work practices are carried out and that the terms of the contract and of the safety policy are adhered to.

12. Visitors

- a) The company will ensure that all reasonable measures are taken to safeguard visitors and that they are made aware of those provisions which might affect them.
- b) In the event of an evacuation in an emergency, visitors are in the care of those to whom their visit is connected. They must be directed to a place of safety while the employee reports to the assembly point.

13. Investigation, and Reporting, of Accidents.

- a) In order that the company may discharge its duty of keeping the Health Safety Executive informed of accidents and dangerous occurrences it is essential that a system for reporting all accidents, near misses and for recording statistics be maintained.
- b) It is not sensible to investigate only those accidents, which result in serious injury. Lessons can be learned from accidents / incidents which do not result in injury and if corrective action is taken, recurrence will be avoided, thereby preventing possible injury.
- c) When an accident occurs it is often down to luck whether the result is serious, minor, no injury at all or damage to plant / equipment. An accident or set of circumstances can recur and in each case the result may be different even though the principle causes are the same.
- d) Management must be aware of all the accidents that happen to their employees and take action to prevent them recurring. It is their responsibility to ensure that all incidents involving injury or damage to plant or equipment, or a near miss are reported on issues under the heading Accidents and Near Misses and / or the Accident book.
- e) The system of reporting incidents is not a way of apportioning blame to individuals, but is a means of identifying hazards and so attempting to prevent similar incidents from occurring.

14. Training

- a) Employees shall be instructed about possible hazards, which may occur at their work place, and shall receive all necessary training to enable them to do that work safely. Safety training will be incorporated into the general company-training program.
- b) **Induction Training** – all new employees will receive appropriate training via Intrastats and one to one. Which will include making them aware of their statutory duties, emergency procedures and explanations of the safety policy. A list of Health and Safety and other related items are included in the Training Manager in intrastats.
- c) **Specialist Training** – The company will provide training, as appropriate, in relevant safety area requirements and any specialist duties.
- d) **Management Safety Training** – The Company recognises that management must receive training to enable them to effectively control the areas for which they are responsible. This may include training in Safety Management techniques.
- e) **First Aid Training** – It is the company policy, in accordance with Health Safety (First Aid) Regulations 2013 to provide such numbers of suitable persons as is adequate for rendering First aid.
- f) **Fire Training** – Employees shall receive training / instruction in the following aspects:
 - Written instructions containing advice in fire prevention and the action to be taken in the event of fire.
 - Practical training in the use of fire fighting equipment for those persons designated by management.

15.General

The company will take all possible measures to ensure that they discharge their responsibilities, as an employer, to their employees. At the same time, the employees will ensure that they comply with all the requirements expected of them.

To this end, this Health and Safety Framework is available for viewing in Intrastats - Document Index and the HSE Manual in ISO.

16.Responsibility

- a) The overall responsibility for Health and Safety, in the company lies with the Managing Director.
- b) The Health and Safety Controller is responsible for this policy being carried out in both buildings and grounds.
- c) Team Leaders and Supervisors are responsible for Safety in their particular area. They must be familiar with the Viamed Health and Safety Manual, the Safety Booklets, Company Personnel Manual and any Safe Working Procedures.
- d) All employees have the responsibility to co-operate with supervisors to achieve a healthy and safe workplace and to take responsible care of themselves and others.
- e) Whenever employees, supervisors or management notice a health or safety problem, which they are not able to put right. They must immediately tell the appropriate person named above by direct consultation and add an issue to the Report Accidents and Near Misses heading in Intrastats.
- f) The person responsible for investigating accidents and incidents is the Health and Safety Controller, in his absence it will be the responsibility of a designated person.
- g) The Health and Safety Controller is responsible for the administration regarding Health and Safety.
- h) Supervisors and individuals i.e. Technical, Stores etc, are responsible for:
 - Carrying out safety inspections.
 - Monitoring maintenance of plant and equipment.
 - Ensuring their department is kept clean and tidy at all times.
 - Safe stacking and storage.
 - Keeping passageways and exits clear.
 - Ensuring Staff comply with the Viamed Company Personnel Manual.
 - The compliance with the Control of Substances hazardous to Health Regulations 2002 Act (COSHH).
 - Ensuring all accidents / incidents are reported (whether injury / damage has occurred or not).
Using the Intrastats heading Report Accidents and Near Misses.
- i) The Technical Engineer is responsible for the periodic checks and recording, of electrical and plant / equipment.
- j) The maintenance of equipment connected with compressed air is the responsibility of the MD.

17.ACCIDENTS FIRST AID

All injuries, however slight must be reported to the first aider or an immediate supervisor.
The Locations of the First aid kits are:

- House Offices - In the Kitchen
- Warehouse Workshop - In the Repair workshop
- Warehouse Goods Out - On the Shelf Opposite the front door