

# **VIAMED Ltd**

## **YOUR PERSONAL RESPONSIBILITIES for HEALTH and SAFETY**

1. Read and understand the company's Health and Safety policy and carry out your work in accordance with its requirements.
2. Ensure that the clothing and footwear you wear at work is suitable from a safety viewpoint.
3. Do not use, repair or maintain any equipment or machinery for which you have not received full instructions or training.
4. Report any defects in equipment or machinery immediately to your supervisor.
5. Keep all tooling and equipment you use in good condition.
6. Plan and maintain a tidy and safe working area.
7. Report any personal injury, which results from an accident at work, even if the injury does not stop you working. Add an issue to Intrastats heading Report accidents and Near misses.
8. Report any accident or incident, whether damage has occurred or not, however minor to your supervisor. Add an issue to Intrastats heading Report accidents and Near misses.
9. Ensure that you know the location of the First aid point and the First aider.
10. Ensure that you know the relevant procedures in the event of fire.
11. Ensure that corridors, floors, doorways etc. are kept clear and free from obstructions.
12. Do not lift or move, on your own, articles or materials so heavy as likely to cause injury. If you do lift objects, use the correct manual handling techniques.
13. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up: do not improvise or climb.
14. Suggest ways of eliminating hazards and improving working practices.
15. Warn new employees, particularly young people, of known hazards.
16. Work in a safe manner at all times and in accordance with the company's Safe Systems of Work. Do not take unnecessary risks, which could endanger yourself or others. If possible remove site hazards yourself.
17. Do not play dangerous or practical jokes, or indulge in horseplay.
18. Report to supervision any person seen abusing the facilities provided.
19. When arriving on customers, or suppliers, premises report your presence immediately and ask if there are any specific Health and Safety instructions concerning your presence.
20. Ensure that if you are driving a vehicle it has been serviced and that you have carried out the daily safety checks.

I have read and accepted that the above  
Are my personal responsibilities

For and on behalf of  
VIAMED LIMITED

6<sup>th</sup> September 2017

Derek Lamb  
MANAGING DIRECTOR