

Analab Ltd

HEALTH AND SAFETY POLICY

(Incorporating Environment Policy Statement)

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Analab Ltd

Health And Safety Policy Statement

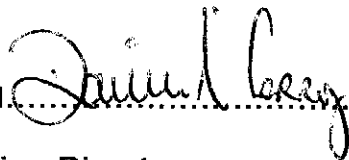
It is the policy of **Analab Ltd** to comply with the terms of the **Health and Safety at Work Act 1974** and subsequent legislation and to provide and so far as is reasonably practicable maintain a safe and healthy working environment.

The Managing Director is therefore committed to:

- Assessing the risks to the health & safety of all employees and others who may be affected by the company's activities.
- Developing a positive health and safety culture, which secures the participation and commitment of employees.
- Ensuring that arrangements are in place for regular inspection, maintenance and testing of all work equipment.
- Providing information, instruction, training, supervision and consultation with employees as necessary to implement health and safety legislation.
- Ensuring that arrangements are in place for regular planning, organisation, control monitoring and review of protective measures identified by the risk assessment process.
- Ensuring that arrangements are in place to avoid / minimize the risks to health in the use, handling, storage and transport of articles and substances, as is reasonably practicable.
- Provision and maintenance of a working environment that is safe, without risk to health and has adequate facilities and arrangements for employee's welfare at work.
- Ensuring there are resources available for the provision of safety equipment and PPE to each employee as necessary.

Every employee is responsible for adhering to **Analab Ltd** policies and safe systems of work. The policy will be kept under constant review and amended as necessary. (Review will not exceed 12 months)

Signed.....



Managing Director

Date.....

26/9/6.

Review Date.....

26/3/7.

Organisation for Health and Safety

It shall be the Directors responsibility to:

- Ensure that adequate resources are made available for Health and Safety to enable the organisation to fulfill its statutory Health and Safety obligations.
- Encourage health and safety awareness at all levels throughout the company. Aim to achieve this through the provision of information, instruction, training and effective management supervision.
- Keep up to date with legislative changes affecting the company's activities. Access to information will be achieved through membership of trade/employer organisations and also from information supplied by equipment/substance suppliers.
- Ensure that good standards of health and safety are encouraged in an atmosphere of continuous improvement and accident prevention throughout the company.
- Prepare and regularly review the Companies Health and Safety policy and ensure that it is brought to the notice of all employees.
- Ensure that suitable Welfare facilities, Safe working methods and equipment to avoid injury, damage and wastage are provided and that health and safety factors are considered in the selection of sub-contractors.
- Ensure that there are disciplinary procedures in place so that any member of staff failing to discharge their health and safety responsibilities will be reprimanded.
- Ensure that appropriate supervision is available on site.
- Risk assessments are carried out and that employees are familiar with all risk control measures.
- All safe systems of work, procedures, etc. are adhered to.
- Personal protective Equipment is utilised as defined by the risk assessment process, local site rules, etc.
- All work equipment is subjected to appropriate inspection, maintenance and / or testing as defined by a "competent person".

- All accidents, incidents and near misses are recorded / reported and investigated as required.
- All employees receive appropriate health and safety information and all necessary training as required.

It shall be the Employees responsibility to:

- Be familiar with the contents and requirements of the company health and safety policy. Act in accordance with the requirements of the policy at all times.
- Take responsibility for ensuring that you look after your own health and safety and do not act in a way that puts others at risk. Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself and others
- Read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements. Use the correct tools and equipment for the job. Keep tools and equipment clean and maintained in good condition.
- Read understand and adhere to job specific method statements and risk assessments, any concerns or deviations must be raised immediately with the site Supervisor, Project Engineer or Line Manager.
- Where required, wear your personal protective equipment, including safety footwear, safety helmet, goggles, high visibility vest etc
- Report immediately to your supervisor any defects in plant or equipment, or any other shortcomings identified in the company health and safety arrangements
- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
- Do not engage in dangerous or practical jokes or "horseplay" on site. Many serious accidents have occurred as a result.
- Report any incident accident or injury to yourself that results from any work activity, even if the injury does not stop you from working.

Responsible Personnel

Policy review –

- *Damien McCorry* *Managing Director*
- *Aileen McGrath* *Director*

Policy maintenance

- *Health & safety Advisor*

Maintain all aspects of the policy and safe systems of work
Prepare and review all factory and office risk assessments
Maintain and update personnel training records as required

First Aid –

- *Trudy Moreland – First Aider*

Maintenance of first Aid equipment and “consumables”

Arrangement for Health and Safety

3.1 Access and Egress

The company is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace. Employees should make themselves aware of the correct means of access and the emergency escape routes for the site they are working on. Including access to work platforms and other mobile structures

3.2 Accidents, Incidents and Near Misses (RIDDOR)

An accident book will be available at the office to ensure any injured employee can record details of incidents, accidents and near misses.

All incidents and near misses must be reported and recorded. Where appropriate investigations will be carried out and action taken on recommendations arising from the investigation.

3.3 Alcohol and Drugs

The company recognises the dangers arising from an operative being under the influence of alcohol or drugs. It is the Company policy that alcohol and drugs are prohibited from factory and site premises at all times.

Anyone suspected to be under the influence, will be asked to leave site until further investigation has been satisfied.

3.4 First Aid

The First Aid at Work Regulations

An assessment will determine the requirements for the first aid cover to employees who are injured or become ill whilst at work. Appropriate equipment and facilities will be available that are adequate and appropriate to enable first aid to be rendered.

First Aiders will be appointed and trained in the basic skills of First Aid. Appropriate First Aid kits will be held in the work place and they must be adequate for the tasks being carried out and sufficient for the maximum number of persons using the premises.

The names of first aiders and locations of first aid boxes and facilities will be brought to the attention of employees.

3.5 Hazardous Substances

Control of Substances Hazardous to Health - COSHH (Appendix A - SSW 1 COSHH Assessment Procedure)

The company will take all reasonable steps to eliminate or reduce the risk of damage to health to employees who work with any substance that potentially could cause harm.

Where appropriate hazardous substances will be eliminated or substituted. Where this cannot be accomplished a risk assessment will be carried out to determine appropriate control measures that reduce the risks as low as is reasonably practicable.

The Control of Substances Hazardous to Health (COSHH) state that COSHH assessments shall be prepared (by competent trained personnel only) for any substances that any operative may come into contact with whilst operating within the factory or site environments.

The details of risk assessments will be conveyed to employees prior to any work with hazardous substances. Any employee with concerns about using hazardous substances should bring the matter to the attention of their manager.

3.6 Manual Handling

(Manual Handling Regulations)

The company will ensure that all manual handling is carried out in accordance with best practice and current guidelines.

Where possible manual handling should be avoided or mechanised, where this is not possible a risk assessment will be carried out to determine a suitable method of carrying out the activity.

Where the use of a mechanical handling aid is impracticable, sufficient labour will be made available to handle any heavy or awkward load and instructions will be issued following a risk assessment to determine the appropriate way of safely handling these loads.

3.7 Sub-Contractors

The Company recognises the need to employ Sub-contractors to carry out specific contract work on site installations. Prior to appointment, they will be assessed for suitability and enter a pre-qualification procedure. Those successfully complying with this procedure will enter a list of approved contractors.

The Company recognises it is their responsibility to ensure that the Sub-contractors comply with site rules, safety procedures and PPE requirements and that their operatives have been provided with relevant training.

Adequate supervision of sub-contractors will be as important as managing our own staff on site.

3.8 Training

It is the policy of the Company that **all** staff will receive the necessary information, instruction and training to allow them to carry out their duties and responsibilities in a safe and professional manner.

Training will be provided and re-enforced in accordance with certification requirements or whenever changing legislation or working methods require.

Training requirements will also be determined by the contract requirements and current legislation. Competent external or trained internal personnel will be appointed to carry out training as necessary. All employees will receive training appropriate to their jobs and work activities.

A training record will be maintained for all operatives, detailing qualification and awarded and re-certification dates. All training whether formal or informal, in-house or external will be recorded on this record.

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APPENDIX – “A”

Environment Policy Statement

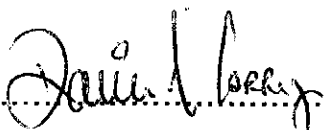
We at Analab Ltd recognises that some of it's products, and services whilst leading to an improved quality of life, do have an impact on the environment during installation, use and disposal and is committed to minimising their impact throughout their life cycle by pursuing best environmental practice whenever and wherever practical.

The Company will therefore: -

- Set objectives and, wherever possible, targets to demonstrate continual improvement in environmental performance and prevention of pollution.
- Communicate these objectives, through either the policy or a separate document, to both employees and interested parties.
- Review the objectives and publish the progress towards their achievement on an annual basis.
- Provide information and training for our employees in order that they understand the policy and objectives and can perform safely, efficiently and with minimum harm to the environment.
- Ensure all subcontractors operate in line with the principles of our environmental policy.
- Meet all legislative requirements and, wherever possible, go beyond these requirements.
- Co-operate and communicate openly with our neighbours, the general public, government, regulatory authorities and all other interested parties towards the shared goal of improving the environment.

In line with these principles, the Company has established the following objectives:-

- To reduce waste and energy usage at source.
- To design all new products to minimise their environmental impacts in use.
- To reformulate existing products wherever practicable to reduce their environmental impacts in use.
- To provide advice to all its customers on its products and equipment to ensure safe use and disposal.

Signed  Date 26/9/16
Managing Director Review Date 26/3/17