

HEALTH AND SAFETY POLICY.

This is a statement of general policy by Carbis Filtration Limited about its' intentions, organisation and arrangements for ensuring the Health and Safety at work of its employees, and the physical safety of visitors and contractors, whilst on the premises or sites under the control of Carbis Filtration Limited.

There are also specific policies and procedures describing in detail health and safety provisions in each part of the organisation.

It is the policy of Carbis Filtration Limited to; so far as it is reasonably practicable, ensure the health, safety and welfare of its employees whilst they are at work and of others who may be affected by their undertakings. We are committed to improving health and safety performance therefore our health and safety system will assist all managers and employees to comply with the **Health and Safety at Work etc. Act 1974, the management of Health and Safety at Work Regulations 1999** associated legislation, regulations, agreed Codes of Practice and Guidance Notes applicable to the manufacture and supply of screening and process filtration equipment, contract requirements, resources and work environment.

It has been communicated throughout the Company and will be reviewed for relevance and appropriateness then re-issued as necessary or annually as a minimum.

Failure to comply with the Health and Safety at Work Act 1974, statutory and regulatory requirements could result in disciplinary action including that of instant dismissal and could escalate to criminal conviction leading to either a fine or imprisonment.

The Office Manager has been nominated as the person responsible for overseeing implementation of this policy. Her duties, and that the other senior managers and all employees are detailed in the Quality Policy and Procedure Manual to **BSEN ISO 9001:2008**.

The Directors and Management of the company recognise the need to implement and adopt the best practicable standards and working practices to mitigate the potential of accidents, incidents and injuries. In doing so we will ensure a priority is given to the assessment of risk and subsequent health and safety planning and to ensure the provision of proper information, instruction, training and supervision to ensure understanding at all levels. If incidents are to be avoided, good working practices will be required. Therefore all managers shall familiarise themselves with their duties as detailed within the Health & Safety Manual and all employees have a part to play if high standards are to be achieved and maintained.

These safe systems of work are underpinned by a strong commitment to training and the Company will review staff training needs on an annual basis and the Directors will ensure a suitable budget is allowed for employee training and retraining.

We set objectives and targets, which are reviewed, evaluated and amended (as necessary) on a regular basis. Review and evaluation will be at least annual.

This statement is available through the computer network s: drive which is accessible to all employees. It will be made available to all interested parties on request. We will communicate its directives throughout employment and specifically within induction. A copy of the Company's Health & Safety Policy statement is also available for all employees to view.

We will ensure strict adherence to our Health and Safety Management system and provide and exchange health and safety information with agreed parties as necessary.

We will achieve compliance with health and safety requirements by:

- Providing clearly and defined safe systems of work, giving due consideration for the financial aspects at all stages of the contract / facilitation of works. Also through utilising formal systems of health and safety monitoring on a regular basis.
- Displaying and communicating such written information as may be necessary to assist in the implementation of safe practice. Ensuring adequate information is available for those who are permanently or temporarily employed.
- Complying with the provision of security, obtaining permits to work or access (where necessary) whilst maintaining safe access, egress and work environment at all times.
- Providing such information, instruction, training and supervision as may be necessary to all personnel to facilitate understanding, achieve competence and meet obligations and comply with directives.
- Ensuring adequate and suitable protective equipment, appropriate to works and environment and in accordance with risk assessment, is provided and worn.
- Assessing the risks to health by examining plant, machinery, substances, materials and waste including their use, storage, transportation, security, protection and disposal. Those of significant risk will be recorded, controlled and communicated. Adequate control measures and monitoring will be implemented and maintained. Training of managers and operatives will be given and evaluated.
- Making arrangements for consultation between management and employees in operating the safety policy and a system that provides effective communication between Clients, suppliers and any other person that may be affected by our work, operations or products.
- Providing plant and equipment which is maintained, tested (supported by certificate where necessary) by competent person and thus safe to use.
- Ensuring proper measures are taken to maintain high standards of safety and welfare with adequate testing of the systems and documents to uphold compliance with current health and safety legislation.
- Ensuring procedures are in place with regards to fire prevention and emergency procedures, that they are communicated and understood and that the effectiveness of the procedures is tested on a regular basis.

As a company we are committed to continual improvement. All employees have a part to play in implementing and maintaining the health and safety management system.

This Policy Statement will be reviewed by management on an annual basis, to ensure it remains relevant and appropriate to our organisation and to ensure continual improvement, through update of regulations and legislation.