

# Health and Safety Policy

The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

There are established and maintained effective processes for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare.

This statement of Health and Safety Policy together with the associated processes have been prepared to ensure that we set health and safety objectives, review and evaluate them then determine actions to achieve them.

We are committed to preventing injury and ill health and for the continual improvement in Health & Safety (H&S) management and H&S performance. The H&S management system has been developed to assist the company, our managers and employees in their commitment and obligation to comply with applicable legal requirements such as the Health and Safety at Work Act 1974, associated Regulations, Agreed Codes of Practice and Guidance Notes and the requirements of **OHSAS 18001**. It has been integrated with other processes to also meet the requirements BSEN ISO9001 and BSENISO14001.

This policy has been communicated to all persons working under our control to ensure that they are aware of their individual H&S obligations. It is reviewed for relevance and appropriateness at least annually at management review, then re-issued as necessary or annually as a minimum. Communication of any such changes will be made with all employees. Where any interested parties request a copy, it will be issued as uncontrolled.

As the Managing Director, I regard the promotion of H&S measures as a mutual objective for all people who work on behalf of **Carbis Filtration Limited**. The managers and I recognise the need to achieve the best practicable standards in preventing accidents, injuries and ill health to employees and in doing so 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.

The management and supervisory staff within **Carbis Filtration Limited** are to comply with all relevant Health & Safety at Work Act legislation and are to ensure that employees understand the main provisions of this safety policy.

Personnel within the organisation are to do all that is sensible to prevent injury to themselves and others and are to prevent property damage. Where any of our employees visit or work on our customers' sites, we will ensure that our customers maintain a safe and healthy environment. We will never place them in a potentially dangerous situation and will cease work, withdraw labour and inform the customer of any departures from health, safety and welfare reported within their work environment and infrastructure.

To enable these duties to be carried out, it is our intention to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels in our organisational structure.

**Carbis Filtration Limited** will make genuine efforts to ensure that:

- The place of work is safe and that there is safe access to and from the workplace.
- Safe systems of work have been defined and working conditions are healthy and safe.
- Adequate health and safety resources, welfare facilities and associated arrangements are made available to ensure that appropriate provision can be made for health, safety and welfare.
- Employees at all levels are trained, instructed and / or supervised to secure the safety of themselves and other persons who may be affected by their actions. They must conform and adhere to any instructions appropriate to safety given by persons invested with the responsibility for health and safety.
- Employees are consulted and involved in setting and maintaining the safety policy. Effective communication and consultation avenues exist between employees, clients, sub-contractors, suppliers and any other person who may be affected by our work to prevent incident, injury and ill-health.
- Formal systems of health and safety monitoring are carried out regularly.
- Providing plant and equipment, which is tested, certified and safe to use.
- Specific regulatory directives are understood by inclusion within detailed processes and flowcharts to ensure that we maintain safety and suitable welfare arrangements. Where statutory, competence will be supported by certification.
- All moving, dangerous parts of plant and machinery will be safely guarded, no parts will be removed other than for maintenance and inspection and only when isolation and lock-down has been conducted. Operation, maintenance and repair will only be undertaken by approved and competent personnel or suppliers.
- All incidents, whether or not injury or damage to persons or equipment has been sustained, will be reported and recorded. First aid will only be carried out by trained/responsible persons. All injuries are detailed in the accident book, which is located in the main office. Investigation of root cause and recommendations will be resultant and also recorded.
- Adequate and suitable personal respiratory and protective equipment and clothing, appropriate to activity and environment and in accordance with risk assessment, is provided and worn.
- Risks are assessed per operation, equipment, subject and environment to provide adequate measures and controls to mitigate potential of harm, incident, impact or injury. Also, those of significant risk are recorded, controlled and communicated.
- Assessing the risks to health by examining substances or materials and their use, storage and transport method in the workplace in conjunction with the provision of adequate control measures, monitoring and training of employees.
- Adequate and suitable measures are implemented to provide and maintain high standards of welfare, hygiene, cleanliness and housekeeping.
- Adequate measures are in place towards fire prevention, evacuation and emergency process. All fire exits, entrances and exits must be kept clear of obstruction and fire exits must remain unlocked during working hours.
- Monitoring of the systems is conducted, and documents are in place to uphold compliance with current health, safety and welfare legislation.
- adequate resources (financial, human, infrastructure, mechanical, welfare, etc) are provided to always ensure compliance to statutory and regulatory requirements and to meet objectives and targets set.

As a Company we are committed to continual improvement. Health and safety objectives are periodically reviewed at least annually.

It is the duty of all employees at work:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and co-operate with us in fulfilling our statutory duties.
- Not to interfere with or misuse any equipment or resources that are provided within the interest of health and safety.

All employees have a part to play in the implementation of the Policy and in particular must co-operate with others to ensure they are able to carry out their duties, and must understand they have a duty to work in such a manner that does not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety or welfare.



Simon Riley  
Managing Director