

GENERAL HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

It is the Company's policy to recognise its duty under Section 2 of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1992, and to commit itself to implementing the provisions contained within this document. The Company will, so far as is reasonably practicable, ensure the health, safety and welfare of its employees and the health and safety of others who may be affected by its operations, including customers, contractors, visitors, and the general public.

The Company requires managers on site to:

- a. Ensure that all employees at all levels co-operate to establish and maintain safe and Healthy working conditions and to avoid any action which may be detrimental to the health and safety of themselves or others, or which would adversely affect the Environment.
- b. Make written assessments of risks to employees and others in accordance with items set out in Section 2 of this policy and to take any necessary control measures to reduce risks.
- c. Avoid injury to the public or any damage to property because of company activities.
- d. Provide adequate resources to enable this health and safety policy to be carried out effectively.
- e. Provide adequate supervision, information and training for all staff, contractors, and visitors.
- f. Constantly monitor procedures to ensure that high standards of health and safety are maintained.
- g. Promote the co-operation and communication of their staff in all health and safety matters.
- h. Follow all health and safety procedures and operate safe systems of work.

This policy will be regularly monitored to ensure that its objectives are achieved. It will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes.

2. ORGANISATIONAL ARRANGEMENTS

COMPANY RESPONSIBILITY

The Company has a duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of its employees at work. These duties include:

Appointing competent people to meet our statutory duties including, when needed, external specialists.

- a. Making the workplace safe and without risks to health.
- b. Ensuring that there is safe access to and from the place of work.
- c. Ensuring that hazardous materials and substances are moved, stored, and used safely.
- d. Providing adequate welfare facilities which will include the agreed non-employment of smokers.
- e. Providing adequate storage for personal belongings and clothing.
- f. Giving employees' information, instruction, training, and supervision needed for their health and safety.
- g. Providing personal protective equipment specifically required by legislation or Company procedures.
- h. Providing a Health and Safety Statement which will be brought to the attention of all employees
- i. Providing adequate first aid facilities and enough occupational first aiders.
- j. Establishing a Health and Safety Committee.
- k. Taking precautions against fire, providing adequate equipment and means of escape from fire.
- l. Carrying out fire drills and practice in evacuation procedures.
- m. Ensuring that emergency procedures are in force.

The Company also has a duty under the Control of Substances Hazardous to Health Regulations 1998 to:

- a. Assess health risks presented by work involving substances hazardous to health and make these assessments available to the workforce and any other person who may enter the workplace.
- b. Control exposure to substances hazardous to health by use of control measures, where elimination or substitution of the hazardous substances is impracticable.
- c. Monitor the workplace exposure as necessary and report the results of such monitoring to those at risk.
- d. Identify all dangerous substances on the site or premises, record them and make available to the workforce data sheets for every substance.

The Company has a responsibility for assessing, monitoring, and controlling health risks and preparing written schemes under the provisions, of:

The Electricity at Work Regulations 1989.

The Noise at Work Regulations 1989

The Pressure Systems and Transportable Gas Containers Regulations 1989

The Environmental Protection Act 1990.

The Company will take the requisite action to conform to legislation which came into force on 1 January 1993, namely:

The Management of Health and Safety at Work Regulations 1992.

The Provision and Use of Work Equipment Regulations 1992.

The Workplace (Health, Safety and Welfare) Regulations 1992.

The Manual Handling Operations Regulations 1992.

The Personal Protective Equipment at Work Regulations 1992.

The Health and Safety (Display Screen Equipment) Regulations 1992.

- a. Written assessments required by the above, of risks to the health and safety of employees and to anyone else who may be affected by the Company's operations will be undertaken and arrangements made for putting into practice the preventative and protective measures which are recommended following the assessments.
- b. The above legislation is relevant to the Company; however, it is neither comprehensive nor exclusive, and in addition there may be further legislation which may be applicable as appropriate.

3. MANAGEMENT RESPONSIBILITY

To ensure health and safety is successfully managed within the organisation, the following responsibilities have been allocated:

- a. The overall responsibility for the implementation of this Policy lies with the Managing Director.
- b. The staff are specifically responsible for ensuring that the requirements of the Policy are carried out.

It will be the Site Manager's responsibility, in conjunction with the Health and Safety Committee, to revise this policy as necessary, and bring any changes to the attention of all employees. Further they will prepare an annual evaluation of the Company's health and safety performance, to review objectives and set targets for the forthcoming year.

- c. The Company's other Managers will be responsible for implementing this policy in their respective functions, and to ensure that employees reporting to them understand their responsibilities and that the policy is complied with by all personnel under their control.

- d. All levels of management are required to support and implement this policy. They will encourage consultation on safety matters with employees, support and attend Health and Safety Committee meetings as appropriate, and where it is reasonably practicable, act on all valid safety and welfare improvements.
- e. Supervisors will ensure that all persons they supervise are fully conversant with, and conform to, the Company General Health and Safety Policy.
- f. The Health and Safety Advisor will assist and advise in ensuring that the Company General Health and Safety Policy is strictly complied with by carrying out safety audits and by observing safety standards in the workplace. Where appropriate, he/she will liaise with the Health and Safety Executive, the fire authorities, and Local Authorities on pertinent matters.

All Directors and Managers will ensure that:

- a. Instructions for the organisation and arrangements for carrying out the Company policy are prominently displayed within their functions / departments and that everyone is aware of their responsibilities.
- b. All relevant legislation and Health & Safety procedures are available and complied with.
- c. Safe systems of working are formulated and complied with.
- d. Access and egress for employees to and from their place of work is as safe as is reasonably practicable.
- e. Good housekeeping standards are always maintained.
- f. Protective clothing and safety equipment are available and issued to staff with instructions in their use.
- g. Emergency procedures are in force and understood by all staff.
- h. Adequate safety training is given to all employees.
- i. A written assessment is made available to employees of risks in accordance with: The Control of Substances Hazardous to Health Regulations (COSHH) 1988; The Noise at Work Regulations 1989; The Management of Health and Safety at Work Regulations 1992 and its supporting regulations outlined in Section 2.
- j. Weekly safety inspections are conducted and reported to the Managing Director highlighting incidents and areas of concern.
- k. The Managing Director is notified of all accidents and dangerous occurrences, and when required by statute, that the appropriate notifications are made to the Health and Safety Executive. The Quality Manager will also be notified.
- l. All safety equipment is kept in good order and any defects remedied immediately.
- m. All safety signs required by statute or Company Policy are in good order and kept clean.

- n. All work which is necessary to safeguard the health and safety of employees is promptly and safely carried out by competent persons.
- o. All staff is fully aware of all the hazards associated with machinery and are properly trained and supplied with appropriate clothing and equipment.
- p. A personal example is set when working on or visiting Company sites by wearing the appropriate protective clothing.
- q. Only nominated staff is permitted to drive Company vehicles.
- r. Accidents and dangerous occurrences are properly investigated, and recommendations made to prevent recurrence.
- s. Staff who fail to discharge their responsibilities for Health and Safety at Work are suitably disciplined.
- t. Where necessary, permits to enter confined spaces, to undertake hot work and to carry out maintenance are issued and complied with.

The Managing Director will, in addition to the relevant duties set out in Section 3 ensure that:

All machinery is properly guarded in accordance with British Standards 5304 and that any unsafe machinery is immobilised, electrically disconnected, and fitted with a warning notice to keep staff away.

All electrical work undertaken is done by trained competent persons in conjunction with the Electricity at Work Regulations 1989, and installation work is carried out to the latest I.E.E. standard.

The Dangerous Goods Advisor will, in addition to the relevant duties already set out in Section 3 ensure that all our subcontracted hauliers:

- a. Drivers have knowledge of permitted driving hours and the tachograph procedure.
- b. Drivers' HGV licenses and A.D.R. Qualifications are checked and up to date, copies are kept.
- c. Fire extinguishers and first aid facilities are provided on vehicles and maintained.
- d. All road accidents are properly reported to the Company's insurers.
- e. All vehicles are safe and maintained and serviced regularly.
- f. All drivers are provided with any necessary safety clothing and equipment as appropriate.
- g. All the requirements regarding the recording of drivers' hours are complied with.
- h. All reported defects to vehicles are attended to as soon as practicable with due regard to legality.

Managers will:

- a. Supervise the implementation of this policy.
- b. Ensure that all staff is adequately trained in safe working practices and the identification of hazards in the workplace.
- c. Assist in the investigation of accidents and dangerous occurrences in conjunction with Managers.
- d. Recommend and advise on methods of removing hazards and preventing recurrence of accidents and dangerous occurrences.
- e. Ensure that all notifiable accidents or dangerous occurrences are reported to the Health and Safety Executive and liaise with other enforcing or advisory bodies on health and safety at work.
- f. Conduct monthly safety inspections and report on the findings.
- g. Advise Managing Director on all aspects of health and safety and keep him informed of all changes in health and safety legislation.
- h. Ensure that all statutory notices and health and safety records including risk assessments are kept on site and are readily available to the workforce.
- i. Ensure that fire drills are carried out at regular intervals with practice in evacuation procedures.

Staff will:

- a. Report any instances of industrial disease to the Health and Safety Executive.
- b. Assist in the training of First Aiders in compliance with health and safety legislation.
- c. Assist with health, safety, and hygiene in keeping with legislation an occupational health.
- d. Give training to staff in the prevention of occupational health problems following risk assessments, as part of the control methods.
- e. Give advice on changes in plant and processes at the planning stage.
- f. Take part in the Annual Review of health and safety.

4. EMPLOYEE RESPONSIBILITY

All Employees of the Company have duties themselves under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974 to:

- a. Take reasonable care of the health and safety of themselves and other persons who may be affected by their actions.
- b. Report all injuries or accidents immediately, or as soon as is reasonably practicable.

- c. Co-operate with their employer or any other person or persons upon whom duties exist under the Health and Safety at Work etc. Act 1974.
- d. Conduct themselves in such a manner that they are not a danger to themselves or others.
- e. Not intentionally or recklessly interfere with or misuse anything provided by the employer in the interests of their health, safety, and welfare.
- f. Nominate representatives for the Health and Safety Committee.

All Employees of the Company have duties under the Control of Substances Hazardous to Health Regulations 1988 to:

- a. Wear the personal protective equipment provided in a proper manner.
- b. Store the personal protective equipment, when not in use, in the accommodation provided.
- c. Remove any personal equipment or clothing which could cause contamination, before eating or drinking.
- d. Consult health and safety data sheets and other information provided by the Company.
- e. Practice a high standard of personal hygiene and make proper use of the facilities provided for washing before and after eating and drinking.
- f. Report promptly to management any defects discovered in any control measure device intended for their protection, or any item of personal protective equipment.
- g. Submit themselves for health surveillance at the cost of the employer, whenever required.
- h. Failure by any employee to comply with the legal requirements is a criminal offence and willful or persistent disobedience could lead to dismissal by the Company and / or legal proceedings by the Health and Safety Executive.

5. HEALTH AND SAFETY COMMITTEE

The Board of Directors recognises that the discharge of management responsibility for health and safety at work is assisted by encouraging joint consultation on the subject at all levels. For this purpose, the Health and Safety Committee has an active role in the monitoring of this policy. The main functions of the committee are:

- a. To provide a forum for discussion and formulation of health and safety policies, and a channel through which these can be recommended for adoption by management.
- b. To communicate on safety matters, highlighting unsafe conditions and practices and making recommendations for remedial action as appropriate.

The Health and Safety Committee will be constituted as follows:

- a. Managing Director.
- b. Quality Manager.
- c. Health and Safety Adviser.

Regular monthly meetings will be held, and the dates will be advised in advance. Additional meetings will be called, if necessary, to ensure prompt dealing with all current business.

6. ACCIDENTS AND NEAR MISS INCIDENTS

All accidents where injury is sustained to employees of the Company whilst at work must be recorded as soon as possible in the Accident Book. Any near miss incident must immediately be brought to the attention of management who will investigate and record the incident.

Any fatality, major injury, over 3 days lost time accident, case of prescribed disease or notifiable dangerous occurrence must be reported to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

7. PROTECTIVE CLOTHING AND EQUIPMENT

Protective clothing, helmets, eye protectors, ear defenders, and safety footwear are provided by the company for the use of employees and must be worn as directed when the nature of the works demands it. Managers and supervisors must ensure that persons under their control use the protective clothing and equipment provided and replace any which becomes defective.

8. FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

- a. It is the Company's policy to have an annual fire drill, and management is responsible for arranging it and ensuring that employees are trained in emergency procedures.
- b. Notices are displayed at prominent points indicating the procedure to be followed in the event of fire.
- c. Employees should make certain that they are familiar with all means of escape including fire exits which
- d. must always be kept clear of obstructions.

9. TRAINING

Training must be given to all employees to ensure their health and safety at work and the health and safety of others who may be affected. It is the responsibility of the Managing Director to ensure that:

- a. Training needs are properly identified.
- b. Training is carried out on induction and revised when necessary.
- c. Training records are kept whether required by statute or otherwise.

10. CONTRACTORS

As site occupiers the company will co-ordinate and monitor the activities of contract companies to effectively minimise the risks presented to our employees, other persons on site, and the public.

Managing Director must ensure that:

- a. Suppliers Safety Rules and Procedures will be issued to the contractor / sub - contractor.
- b. The Contractor and their employees are not placed at risk because of Company operations.
- c. The Contractor and their employees are warned of the emergency procedures, fire and first aid procedures on the site.
- d. Contractors always book on and off the site and that their activities are either monitored or supervised.
- e. Contractors are not allowed to use Company equipment without specific permission.
- f. They exercise their responsibility to monitor and / or supervise the contractor and their employees by periodic inspections and to bring any areas of concern to their attention.

11. VISITORS

- a. The Company is responsible for ensuring the health and safety of all visitors to Nexchem. All members of staff, and in particular managers, must ensure that:
- b. No visitor endangers any of the Company's employees or processes.
- c. The legal duties towards visitors are fully complied with as laid out in Section 3 of the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work, and the Occupiers Liability Act 1984 under the general duty of care.

12. KEEPING OF RECORDS

The Staff will ensure that proper records are kept of:

- a. Accidents in the Accident Book
- b. Accident/near miss incidents
- c. Accident forms in respect of injuries and diseases reported to the Health and Safety Executive.
- d. Certificates of training for all staff
- e. Risk assessments, safety inspections and audits.
- f. The provision of personal protective equipment to staff, including overalls, eye protectors, ear defenders, industrial gloves, safety footwear and safety helmets.

13. HEALTH AND SAFETY INFORMATION

Statistics including a frequency of reportable accidents are included in the Management meetings and a list would be available to all staff.

14. DISPLAY OF NOTICES

Managers will ensure that all statutory notices required by law and their certificate of employers' liability for insurance are prominently displayed in the workplace and this policy is available for all staff to access.

15. COMPANY POLICIES

The following Company policies will be referred to in implementing the Company General Health and Safety Policy wherever they are applicable to the work being undertaken:

- a. FIRE/EMERGENCY EVACUATION DRILL
- b. SAFETY OF OFFICE STAFF AT NEXCHEM
- c. DUTIES OF FIRST AIDERS
- d. ALCOHOL AND DRUGS POLICY

16. REVIEW

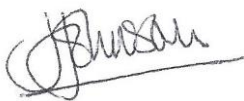
This policy will be reviewed as necessary by the Nexchem Management.

PREPARED BY: M J Major



(Managing Director)

APPROVED BY: Julie Johnson



Quality Manager

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