

Health and Safety Policy



Social

PURPOSE AND SCOPE

Ergonomic Solutions (ES) takes all reasonable steps to ensure the Health & Safety (H&S) at work of all on site and to take all necessary steps to implement such a policy. ES is committed to continuous improvement in the management of H&S (Health and Safety).

This policy provides an overview of the ES position on Health and Safety, which is key to our business as a responsible company. ES takes all reasonable steps to ensure H&S at work and ES is committed to continuous improvement in the management of H&S.

This policy is applicable to all members of the ES team, whether employees, contractors or agents. All H&S matters should be conducted in accordance with the applicable policies, rules and procedures. This policy should be read alongside these other related and relevant documents for completeness as well as alongside your contracts of engagement/ employment with ES.

The policy will be revised, added to or modified as necessary and will be supplemented where appropriate by local Safety Rules, Codes of Practice or guidance notes. Changes will be brought to the attention of all people who need to know about them.

The attention of all team members is drawn to the safety rules and procedures in the implementation of the H&S policy.

PRINCIPLES

This policy aims to clarify responsibilities within Health and Safety as well as ensure that all members of our team and anyone undertaking work on behalf of ES are aware of the ES policy on Health and Safety. It provides guidance for the most common H&S matters when working both on- and offsite for ES.

THE POLICY

All members of our team are expected to perform their work in the safest possible manner, with regard to the safety of themselves, their co-workers, outside vendors, visitors, and customers. Our team and anyone undertaking work on behalf of ES are expected to be committed to:

- Complying with all H&S legislative standards, Rules and Regulations as a minimum standard.
- Reporting any unsafe acts and conditions to the manager.
- Reporting all accidents, regardless of severity, to the manager with detailed information regarding accidents.
- Using all personal protective equipment (PPE) as required for specific work assignments.
- Attending and participating in safety training programs.
- Develop and review clear H&S performance indicators.

This Policy is structured to cover the following aspects:

- Individual Responsibilities in Health & Safety Matters
- Safety Rules For “All Employees” (Including Contractors and Agents)
- Safety Rules for “Off-Site Workers”

- Stress & Mental Health

Individual responsibilities in Health & Safety Matters:

The Executive Team

- Provide positive leadership on H&S issues for ES and promote an enthusiastic culture that delivers a positive commitment to engage all Employees in the continuous improvement of Health & Safety performance across ES businesses.
- Ensure that business decisions take proper account of H&S Policy commitments.
- Ensure the implementation of appropriate Health & Safety Management System.
- Provide the organisation and resources necessary for the implementation of ES's Health & Safety Policy.
- Appoint local H&S Representatives to advise the Executive Board and ensure ES has the correct procedures and accreditations in place to comply with its legal duties.
- Consult with the local H&S Representatives on decisions affecting Health & Safety management in Ergonomic Solutions.
- Review and report on H&S performance at Executive Board meetings by receiving and considering H&S reports from divisions of the business for which responsibility is held and take appropriate improvement action.

- Monitor members of the management team to ensure they comply with their individual responsibilities in H&S matters.
- Ensure that arrangements are in place to make our team aware of their own individual responsibilities under the H&S Policy and those of any personnel under their control.
- Ensure that a clear disciplinary process has been defined and is applied when appropriate to address breaches of the Health & Safety policy and H&S management systems.

Managers

- Provide positive leadership on H&S matters for ES and promote an enthusiastic H&S culture that delivers a positive commitment to engage all team members in the continuous improvement of H&S performance.
- Ensure that ES Health & Safety Management Systems are implemented within their area of responsibility.
- Monitor and review the effectiveness of these systems and discuss regularly at management meetings.
- Carry out H&S tours as agreed by the Executive Team and engage with personnel in the workplace.
- Cooperate with the local H&S Representative in all H&S matters concerning ES.

- Monitor personnel under their control to ensure compliance with their individual responsibilities in H&S matters.
- Recommend to the local H&S Representative appropriate H&S information, instructions or training needs of employees within their control.
- Ensure the annual training plan for H&S is implemented within their operations.
- Familiarise themselves with ES's Health & Safety Policy and programmes, codes of practice, operating procedures and any other reliable H&S information or instructions supplied to them from other sources and ensure that the information and/or instructions contained therein are understood and applied at all appropriate levels within their areas of control.
- Appraise periodically, within their control, the effectiveness of ES's Health & Safety Policy, programmes, Code of Practice and operating procedures to ensure that standards are being maintained and that any recommendations for improvement are made to the local Health & Safety Representative, and that any changes made are brought to the attention of persons who would need to know.

Health & Safety Representatives

- Health & Safety Representatives have been given responsibility on behalf of ES to ensure so far as reasonably practical, that the requirements of H&S legislation and ES's Health & Safety policies and programmes are, at all times, established and maintained and promote an enthusiastic H&S culture

- that delivers a positive commitment to engage all team members in the continuous improvement of H&S performance.
- Consult and collaborate with the Executive Team, Management and all team members to ensure there is provided and maintained an effective health, safety and welfare policy covering all of ES undertakings.
 - Ensure competent technical advice and appropriate information, instruction or training is arranged to provide ES and its team members to meet their H&S responsibilities.
 - In respect of changing practices, legislation, code of practice and standards periodically appraise the effectiveness of the policy and ensure any necessary changes are made and brought to the attention of all people who would need to know.
 - Ensure that all risks are assessed and identified, and that suitable appropriate and protective clothing and equipment is provided and properly used and that it is maintained in an efficient state and good working order.
 - Provide positive leadership in H&S matters within your area of operation and promote the adoption of best practice.
 - Monitor and report on the effectiveness of the Health & Safety management system and make recommendations for improvement as appropriate.
- Monitor and report on operational H&S performance and make recommendations for improvement. Monitor to ensure that effective action is taken.
 - Assist with the identification of H&S training needs and monitor delivery and recording.
 - Participate in the delivery of any H&S training plan.
 - Monitor and report on the implementation of the approved H&S objectives.
 - Promptly alert management to significant accidents and incidents.
 - Investigate accidents to establish contributory causes and produce reports of findings.
 - Ensure that everyone is aware of who the designated First Aiders are and where they can access a First Aid kit. Health and Safety Representatives must also ensure that the First Aid kit is stocked and that all trained First Aiders' certificates are up to date.
 - Review accident and incident reports and investigation reports, identify any trends and ensure that there is an appropriate response to prevent future recurrence.
- All ES Team Members**
- Set a good personal example on Health & Safety issues within their area of operation.
 - Make themselves familiar with Health & Safety Policies, programmes, Codes of Practice or operating procedures which directly affect their particular work activity.
 - Take care of their own H&S whilst at work; ensure their activities do not adversely affect the H&S of others.
 - Cooperate with ES in all matters of Health & Safety protection and make their contribution to reducing accidents.
 - Be comfortable that they have been fully briefed on, and have a good understanding of, the task at hand. Always work in accordance with the instructions given and any written H&S risk assessments/method statements. Ask for advice on anything they are not sure about.
 - Never deviate from an agreed method of working unless the Manager has been notified and authorisation has been obtained.
 - Ensure that they have and use the correct access, tools, equipment and personal protective equipment for the work.
 - Never undertake hazardous operations nor operate any items of plant or equipment unless trained and authorised to do so.
 - Maintain a tidy workplace with an appropriate level of cleanliness.

- Report to the manager any defects in plant or equipment or unsafe methods of work and ensure that plant, equipment and premises are left in a safe and secure state and place when unattended. Do not operate any item of plant or equipment that has become defective.
- Report to their manager all potential hazards and incidents that have or could have resulted in personal injury.
- Not to intentionally or recklessly interfere with or misuse anything provided by ES in the interests of health, safety or quality services.
- Report any work-related personal injury or disease to their manager and ensure that an entry is made in the accident book at their place of work.
- If they are asked to undertake a task that they feel is unsafe or for which they feel they do not have the appropriate knowledge or training, they should report this to their manager.
- Never work while under the influence of alcohol or drugs.
- Do not try to repair electrical equipment, machinery, etc. unless you are trained and authorised to do so.
- Do not wear loose fitting clothing, ties or scarves, rings or loose jewellery around any machinery or equipment in which these items could become tangled.

- Do not use earphones in the production while driving forklifts or during any procedures where it is necessary to be alert of the surroundings.
- Do not remove danger tags, machinery guards or other protective devices from machinery is prohibited.

Clients and Visitors

- ES recognises that it has a responsibility for the safety of all Company clients and visitors. It is essential therefore, that all operations and manufacturing activities are conducted with due regard to their Health & Safety.
- Management will ensure so far as is reasonably practicable, that whilst employees, contractors and agents are on clients premises or visitors are on Company premises or using Company plant or equipment, they are not exposed to risk to their Health & Safety and ES will give to such person any information and/or supervision necessary to ensure this.

Safety rules for our team – employees, contractors and agents

Workplaces

Workplaces must be kept clean and tidy with rubbish and discarded materials placed in the receptacles provided. Proper attention must be paid to hygiene. All materials must be properly and safely used and when not in use properly and safely secured. Care must be taken to ensure that the workplace is not hazardous either to our team or to third parties including trespassers.

All desks/workstations must be left clear at the end of business each day to ensure that cleaning can be done easily and effectively. For office-based team members, desks are the location where most activity takes place during the working day and good housekeeping practices will help to ensure that the workspace is used in an efficient and ergonomic manner, to the employee's ultimate benefit.

Accidents or Illness at Work

Any accident or illness occurring on ES's premises should be reported to the local H&S Representative who should ensure that all details are documented in the accident report system. It is important that all injuries, however slight, should be reported.

Team members must liaise with their manager before making any comments to third parties about any accidents at work, in order to protect ES's position with regard to liability.

Members of our team should ensure that they know the names and locations of the persons designated to take charge of the first aid cabinet and to render first aid in an emergency. Obtain first aid for injury, even minor ones, which if left untreated can cause infection and/or serious complications. In an emergency, if speed is considered essential, an ambulance should be called.

We do recommend that all team members give us information on their health, medicines etc. and who to contact in case of emergency. If requested, this information can be restricted to the Manager and/or HR.

Smoking

ES is aware of its responsibilities in protecting the health and welfare of its workforce. It is the aim of ES to ensure that our team and visitors benefit from a smoke free environment. ES takes the view that smoking constitutes a fire risk and a hazard to the health of all team members, both smokers and non-smokers. The office is a non-smoking office. Smoking, including electronic cigarettes, is prohibited at all times inside the buildings. It is against the rules for anybody to smoke on the organisation's premises (apart from the designated smoking areas outside) and in the organisation's vehicles.

Any concerns team members may have regarding smoking at work should be reported immediately to the manager so that corrective action can be taken if necessary. Appropriate signs will be displayed at all entrances to the premises and team members who meet visitors from outside ES premises are required to tactfully explain this rule to ensure all visitors comply with the smoking ban.

Any member of our team who ignores the smoking ban will be treated in accordance with ES's disciplinary procedure and in the case of repeated offences will be dismissed from ES. Employees who are currently smokers may speak to the HR department for advice on courses and self-help groups.

Alcohol and Drugs

The consumption of alcohol on company premises is forbidden except in approved social or customer-related activities, where it is expected that team members show restraint and responsibility in their actions.

The consumption, distribution or use of drugs or inhalants (except those prescribed by a registered GP) is absolutely prohibited whilst on company premises, during work hours or at any time when this may affect their own or others work, performance, health and safety. Before beginning work, team members must report to their manager any prescriptions that might cause impairment or impede the performance of their job duties.

The company will support team members who have drug/alcohol related problems by providing the names and contact numbers of relevant agencies; this will be provided by HR and will be treated confidentially.

Fire

ES team members should ensure that they are familiar with the position of the nearest fire-fighting equipment, alarms and emergency exits. They should only operate fire-fighting equipment if trained to do so. In particular, team members are asked to use electric fires and other heaters (if and where permitted) with caution and to keep flammable materials, in particular paper, away from sources of heat. Team members should report any faulty electric cable or flex immediately.

Emergency exits, stairs, corridors and doorways should not be obstructed.

All team members should be fully conversant with the fire drill and be aware of the nearest fire exit and assembly points. Lifts should not be used in an emergency. Everyone should leave the building quickly and in an orderly fashion, following the correct route.

Handling and Use of Hazardous Materials

All hazardous material must be stored in appropriate cabinets, flammable material storage cabinets etc. until use and returned for safekeeping after use. Containers of hazardous materials should not be left on bench tops when not in use.

Anyone handling or using hazardous material shall use personal protective equipment.

Any hazardous material which is deemed unacceptable for future use or is identified as excess material without future need, will be declared hazardous waste by attachment of the appropriate hazardous waste label and managed in a correct manner.

Tools/Plant/Machinery

Tools, plant and machinery may only be operated by competent, trained and properly authorised team members and they shall ensure that all protective clothing and equipment provided is used as required and maintained in an efficient state of good working order.

Team members shall abide by all safety notices, relating to plant and equipment in the execution of their tasks.

Electrical Equipment

Any equipment in a dangerous or worn condition must be reported by the team member to the local H&S Representative. All electrical equipment which does not require continuous operation should be switched off when not in use and when changing its accessories and plugs removed from socket outlets. Team members should never use equipment which is suspected to be faulty, or where the cable or flex is damaged or connections are loose.

Team members should not attempt to repair or interfere with electrical equipment or wiring themselves and should not use dual or other socket outlets unless these have been properly authorised by an electrical engineer.

All equipment with a potential of an unexpected startup during routine adjustment or maintenance should be clearly marked as long as the equipment is being repaired or adjusted. Always notify the manager when a piece of equipment needs repair or adjustment.

Heavy Items

Lifting or carrying heavy items should be done carefully. All team members should ask for assistance if there is any danger of strain. Heavy objects should be lifted and set down in the correct manner without bending the back.

Floors

Cables and wires should not be permitted to trail across the floor where people may be passing, unless a covering is provided. Team members should take extra care on newly polished or wet floors. Any liquid spilt on the floor should be wiped up immediately. Damaged floor covering or surfaces should be treated with care and reported immediately.

Ladders, Steps and Stairs

Where ladders or steps are used to reach above normal height, team members should ensure that they are firmly based and secure. Where necessary, assistance should be sought to prevent them slipping. Team members should exercise care on stairs and handrails should be used. When using railings, be sure they are sturdy, secure and able to withstand your weight if you must lean against them.

Access

Means of access to and egress from the workplace must only be used for the purpose for which they are provided. No team member must tamper with any means of access to or egress from the workplace. Any means of access to or egress from the workplace which is in a dangerous or unsuitable condition for use must be reported by the manager.

Working Away

Members of our team working away from the office should make themselves aware of and must comply with the Health & Safety requirements of the site/premises being visited.

Legal Position

Irrespective of whether members of our team are working on ES premises or not, we are required to take reasonable steps to safeguard their health, safety and welfare. This is required by Article 153 Treaty of Rome, European Framework Directive on Safety & Health at work (Directive 89/391 EEC).

Anti-Violence

Team members should maintain a violence-free workplace. Acts of aggression, such as shouting, pushing, slamming doors, etc. will not be tolerated from anyone. Bringing any type of weapons to work is prohibited. Report any acts of intimidation or harassment to your manager. If a manager should be the aggressor, inform the Divisional Head or HR. Please also see the ES Whistleblower Policy.

Company Insurance Cover

Each ES company has obtained Employer's Liability Insurance.

General

Team members must not engage in any horseplay or misuse any equipment or misuse anything provided in the interest of Health & Safety.

Team members should remain alert and report any practices they observe which in their opinion could constitute a hazard to themselves or others. Where additional rules are issued to team members in relation to machinery or operations which they carry out, these additional rules must be carefully complied with.

Team members should take particular care when visiting or working temporarily in other workplaces where they may not be conversant with the Health & Safety rules.

Safety rules for off-site workers

The following applies to team members at times that they are required to work away from their usual place of work, most commonly on client sites. Team members will be defined as anyone undertaking work on behalf of ES.

A number of our colleagues regularly work away from our premises. It is our policy to ensure that these persons are not placed at any extra risk as a result of their job role. In order to achieve this, a risk assessment will be carried out into these activities. Where necessary, steps will be taken to reduce the risks with control measures being introduced where appropriate.

Risk Assessment

Our risk assessment will consider the following areas, which are known to have a detrimental effect on the Health & Safety of off-site workers:

Driving. This is a potentially high-risk activity which can form a significant part of the working day for mobile colleagues.

Lone working. This will consider the interaction that our team members have with customers and members of the public whilst they are away from our premises.

Ergonomics. In this instance this term covers injuries and ill health which may be associated with musculoskeletal conditions. In the context of mobile working, injuries can arise from lifting heavy loads, long periods spent driving and poor posture at any workstation.

Driving

Members of our team who drive on Company business and who are using their own vehicle are required to ensure that the vehicle is insured as necessary and is roadworthy. They need to be in possession of a valid driving licence and employees with company cars have to notify their manager immediately if their driving licence has been suspended. Every effort should be made to ensure that colleague's work is managed in such a way as to avoid the need to take unacceptable risks whilst driving e.g. breaking the speed limit or driving without due care and attention. Due to the risks of driver fatigue, we actively encourage drivers to take regular breaks.

Hands-free sets for mobile phones can be used in the countries where they are legal. However, we expect all drivers to exercise their judgement in deciding when it is

safe to make or receive phone calls. Drivers must retain full control of their vehicles at all times. If you drive your own car we ask that you drive in accordance with local regulations and best practice, the most important aspects of which are listed above.

Lone working

Lone working covers activities which are away from the home base and may not be open to direct management and supervision; there is still a duty of care to ensure that colleagues are not put at risk by their work activities.

In addition to this, ES has a duty of care to those who may be affected by the activities being carried out off site. These may include employees of another organisation or members of the public. Likewise, where off-site workers are working on a third party's site, that third party who is in control of the site has a duty of care to those workers who may be affected by the activities which are being carried out and with which they may not be familiar. All third-party Health & Safety procedures and policies must be adhered to by our colleagues when working on customer sites.

We will take steps to reduce risks to our colleagues. Any concerns by mobile colleagues should be raised with ES.

Ergonomics

Mobile team members may be at increased risk of musculoskeletal injuries due to their activities. The main risks fall into three areas:

- Heavy loads
- Driving

- Computer equipment

Equipment

All team members shall be appropriately equipped for the conditions and work to be undertaken. All equipment supplied by Ergonomic Solutions for use in the field must be reasonably safe for normal use. To confirm that equipment is safe it should be inspected and operationally checked before being transported to the site. Defective equipment should be repaired or not used. All users of equipment on site shall be trained by a competent person in its use.

Adequate and suitable personal protective equipment (PPE) shall be supplied by Ergonomic Solutions to supplement other risk control measures. Instruction and training shall be given in the correct use of such equipment and appropriate provision made for its storage.

On Site Health & Safety

When working on client sites, colleagues may be required to sign and comply with work practice documentation as supplied by the client or contractor managing the site. This documentation should be read in full and understood before signing.

Stress & Mental Health

ES recognises that workplace stress is a Health & Safety issue and acknowledges the importance of identifying and reducing workplace stressors. ES has also formalised a dedicated Mental Health and Wellbeing Policy for this aspect.

Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed on

them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

- ES identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- ES will consult with Health & Safety advisors on all proposed actions relating to the prevention of workplace stress.
- ES will provide training for all managers in good management practices.
- ES will provide confidential counselling for team members affected by stress caused by work.
- ES will provide adequate resources to enable Managers to implement ES's agreed stress management strategy.

Responsibilities in relation to stress

All Managers

- Conduct and implement recommendations of risk assessments within their jurisdiction.
- Ensure good communication between management and team members, particularly where there are organisational and procedural changes.
- Ensure team members are trained to discharge their duties.

- Ensure team members are provided with meaningful developmental opportunities.
- Monitor workloads.
- Monitor working hours and overtime.
- Monitor holidays to find out whether team members are taking their full entitlement.
- Attend training as requested in good management practice and Health & Safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a team member who is experiencing stress outside work e.g. bereavement or separation.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.

Human Resources Department

- Give guidance to Managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise Managers and individuals on training requirements.
- Provide continuing support to Managers and individuals in a changing environment and

encourage referral to occupational workplace counsellors where appropriate.

All Team Members

- Raise issues of concern with your local Health & Safety Representative or manager.
- Accept opportunities for counselling when recommended.
- Attend training programs on health and safety and first aid (if designated first aiders).

MONITORING AND CONTINUOUS IMPROVEMENT

A copy of this Policy will be available on ES Hub. It will be revised, added to or modified as necessary and will be supplemented where appropriate by local Safety Rules, Codes of Practice or guidance notes; changes will be brought to the attention of all persons who need to know.

The Chief Operating Officer will be responsible for reviewing the Health and Safety Policy and for monitoring how effectively the policy meets its aims and objectives.

ES has a Safety Committee in place which will monitor the adherence to legal requirements on a regular basis. You can see a list of your Health and Safety Representatives on the ES Hub.

CONSEQUENCES OF NON-COMPLIANCE

Non-compliance with this policy can lead to disciplinary proceedings being taken against the individual.

Other references

[Ethics Policy >](#)

[Professional Code of Conduct >](#)

[IT, Electronic Communication and Internet Policy >](#)

[Human Resources Policy >](#)

[Mental Health and Wellbeing Policy >](#)

[Whistleblower Policy >](#)

This policy applies to Ergonomic Solutions International Limited and subsidiary companies

