

## **HEALTH & SAFETY POLICY STATEMENT**

Lab3 Ltd acknowledges that people are its most significant asset and that the preservation of human and physical resources is important. The Company considers that all occupational ill health, accidents and incidents are preventable and that the proper management of Health and Safety, achieved through co-operation at all levels is as important to the Company's performance as production and quality. The company accepts the general duties imposed upon it under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation.

The Company believes that proper management of Health and Safety is based on a sound understanding of risks and the effective control of these risks. Competence in the professional management of Health and Safety, in accordance with TQM principles, is essential to the Company's well being.

It is the Policy of Lab3 Ltd to do all that is reasonably practicable:-

- To prevent personal injury or ill health;
- To avoid damage to property;
- To safeguard the welfare of its employees and the contractors whilst at work;
- To safeguard the welfare of customers and members of the public in so far as they come into contact with the Company or its products.

This will be achieved by:-

- Applying the principles of Total Quality Management to Health & Safety;
- Establishing and maintaining an organisational structure and culture that secures the full participation of all members of the organisation;
- Providing adequately trained resources to ensure a professional approach to Health & Safety Management including access to LBIOH qualified consultant;
- Effective planning and monitoring of policy implementation;
- Seeking to prevent injury, ill health and physical losses by developing a proper understanding of risk control and through the systematic understanding, identification and control of risk including membership of SafeContractor Scheme;
- Responding pro-actively to internal and external change;
- Undertaking regular and full performance monitoring in order to learn from experience.

In support of these aims, the Company will:-

- Provide and maintain safe and healthy working conditions at all sites and premises within their control;
- Provide such instruction and training as necessary to permit employees to perform their work safely, to avoid any undue risk and to minimise any hazard to which they may be exposed;
- Provide all necessary protective equipment and instruction in the use thereof;
- Provide information of the potential hazard and risks, together with the precautions to be observed to combat any hazards that may be faced during the course of employment;
- Take all necessary steps to ensure full and early compliance with all relevant legislation.

Management and supervision have the responsibility to ensure that the Company's standards of Health & Safety are met. It is the responsibility of every employee and contractor employed by the Company to co-operate and assist in the implementation of the Health and Safety Policy, by;

- Taking reasonable care for the health and safety of themselves and other persons;
- Adhering to company systems and procedures;
- Reporting all incidents and assisting in the investigation of any incident which had led, or could have led to injury or damage to personnel, plant or property;
- Ensuring that all safety aids and protective clothing are used as they are intended.

The person appointed to have special responsibilities for Health and Safety is the HR Manager. It is his duty to advise the Management of their responsibilities with respect to Health and Safety by means of:-

- Advice on standards and legal requirements;
- Audits;
- Instruction, education and training;
- Routine appraisals;
- Ensuring that safe working techniques, accident prevention, fire precautions and prevention are being observed and implemented.

All legal requirements applying to the activities of the Company must be complied with at all times to achieve no less than the minimum legal requirements.

The Policy Statement and the associated arrangements will be reviewed at least annually and copies made available to all employees.



John Short

Managing Director

## **Part 2**

### **Organisation and Responsibilities**

#### **Managing Director**

The MD has overall responsibility for health and safety in the Company and will:-

- Ensure suitable financial provision is made for health and safety obligations ;
- Provide appropriate information and instruction to employees;
- Ensure work is planned to take into account health and safety issues;
- Ensure that staff at all levels receive appropriate training;
- Monitor and assess risk to health and safety;
- Understand the company policy for health and safety and ensure it is readily available for employees;
- Set a personal example when visiting site by wearing appropriate protective equipment;
- Actively promote at all levels the company's commitment to effective health and safety management.

#### **Line Manager**

Line Managers have responsibility for the health and safety of staff within their own area and will:-

- Ensure staff have the opportunity to read and understand the Company's health and safety policy and are able to carry out their work safely and in accordance with its requirements;
- Ensure staff receive health and safety training in order to perform their task safely;
- Ensure that all protective equipment which is provided by the company is used in relation to any instruction/training given and in accordance with this health and safety policy;
- Ensure staff report any defects to work equipment immediately. Line Managers must pass this information to the Health and Safety Manager who will investigate;
- Ensure staff report any incidents which have led or might lead to injury or damage following the procedure laid down in the Quality Manual. Line

Managers must pass this information to the Health and Safety Manager who will investigate;

- Ensure staff report any accidents or near misses however minor. Line Managers will notify the Health and Safety Manager following the procedure laid down in the Quality Manual;
- Ensure staff use the correct equipment for the job in hand and in accordance with training and instructions;
- Ensure co-operation of staff and management with any investigation that may be undertaken with the objective of preventing re-occurrence of incidents;
- Actively promote effective Health and Safety Management by example.

### **Health and Safety Manager**

Named person responsible for H&S - Linda Serle

The Health and Safety Manager will undertake and be responsible for:-

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular risk assessments/audits carried out in various workplaces;
- Investigating accidents and incidents and implementing corrective action;
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking as laid down in the Quality Manual;
- Liaising with managers, employees, sub contractors and specialists as and when appropriate;
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) 1995.
- Planning and implementation of Health & Safety training in conjunction with Line Managers.

### **Employees**

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work:-

(A) To take reasonable care for the health and safety of himself and of other persons who may be affected by his actions or omissions at work; and

(B) As regards any duty or requirement imposed on his employer or any other persons by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:-

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements;
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction/training given and in accordance with this health and safety policy;
- Reporting any defects to work equipment immediately to their Line Manager who will liaise with the Health and Safety Manger;
- Reporting to the management any incidents which have led or might lead to injury or damage following the procedure laid down in the Quality Manual;
- Reporting any accidents or near misses however minor to their Line Manager who will notify the Health and Safety Manager following the procedure laid down in the Quality Manual;
- Using the correct equipment for the job in hand and in accordance with training and instructions;
- Co-operate with any investigation that may be undertaken with the objective of preventing re-occurrence of incidents.

## **Arrangements**

### *Communication*

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:-

- The content of this policy;
- Any rules specific to a site or job;
- Changes in legislation or working best practice;
- The planning of Health and Safety training;
- The introduction or alteration of new work equipment or technology.

This communication and consultation will take place directly with employees via regular team meetings, staff briefings, memos, staff reviews and emails.

### *Training*

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:-

- Induction training for new employees (Health and safety awareness, company procedures, risk assessments etc);
- The introduction or modification of new and existing machinery or technology;
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept in the staff training file as laid down in the Quality Manager.

### *Risk Assessments*

The Health and Safety Manger will carry out and record formal risk assessments in conjunction with employees. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work.

Site specific assessments are carried out by engineers in order to identify any risks or hazards.

### *Method Statements*

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site-specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

### *Co-operation with Clients*

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permits to work systems. Clients site procedures and specific instructions will be followed at all times as laid down in the Company Staff Handbook.

### *Welfare Facilities*

Wherever possible arrangements will be made with the Client for the use of welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:-

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

### *Work Equipment*

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER). All electrical equipment will require to be PAT tested on an at least bi-annual basis and records kept by the Lab3 Service Laboratory.

Before new equipment is introduced into the working environment, an assessment will be made by the Service Manager in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file as per the UKAS Quality Manual.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Line Manager who will liaise with the Health and Safety Manager.

### *Personal Protective Equipment (PPE)*

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and the employees on receipt of the equipment will sign a written record detailing what PPE has been issued and the hard copy will be kept in the employee's personnel file.

Employees have a legal duty to wear PPE as specified in the Quality Manual, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to the Health and Safety Manager.

### *Hazardous Substances*

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Manager, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at both sites.

### *First Aid and Accident Reporting*

- Adequate first aid provision will be made at various places of work occupied by the company.
- Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.
- First aid kits are kept in the office and warehouse at both sites and are carried in all vehicles.
- Qualified First aiders are as per the notices at both sites.
- Off site working. Customers will make available all first aid facilities to staff whilst working on their site.

**All** accidents must be reported to your Line Manager who will report to the Health and Safety Manager as soon as possible after the incident and the details recorded in the accident book (held at both sites) as laid down in the Quality Manual.

RIDDOR

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Manager must notify the HSE as soon as practicable after incidents causing the following injuries:

- Any work related injury that leads to an employee being absent from work for more than 3 working days;
- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to:-
  - unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours.

### *Asbestos*

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health and Safety Manager for further instruction as laid down in the Company Staff Handbook.

Due to the nature of our work, there could be a risk of exposure to asbestos.

If during your work you see a fibrous material that you think may be asbestos, you should:-

- Stop work immediately
- Prevent any dust/fibres being released eg turn off power tools, minimise air movement etc
- Evacuate the immediate area and prevent access by others eg the public
- Inform those responsible for the premises and contact the Health and Safety Manager.
- Do not return to that area until informed that it is safe to do so.

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

### *Manual Handling*

Manual handling risks are considered prior to each work activity. The method or work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads that they feel incapable of moving safely.

### *Fire Safety & Emergency Procedures*

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Line Managers are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures. All vehicles carry fire extinguishers in line with procedures laid down in the Quality Manual.

The persons responsible for the maintenance and testing of fire alarms and fire fighting equipment are Quality Manager and the Health and Safety Manager.

In the event of the fire alarm being activated or in any other emergency situation (ie bomb scare) all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

### *Public Safety*

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (eg safety signage, bollards, tape, hording) in order to restrict access.

### *Other Health and Safety Information*

The company provide more detailed information on Health and Safety activities in the Company Staff Handbook that is issued to all employees and the Company Quality Manual.