

## Health and safety policy

| Issues and Updates |              |                |
|--------------------|--------------|----------------|
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| All                | 1            | May 2024       |
| All                | 2            | September 2026 |
|                    |              |                |

### About this policy

The purpose of this policy is to set out the requirements and resulting actions around Health and safety within the workplace.

### Policy

The company considers the health and safety of team members to be a priority during all activities undertaken. It is therefore the company's policy to do all that is practical to prevent personal injury to team members, contractors, and members of the public as they interact with the company or its products.

To do this the company will:

- Provide and maintain safe and healthy working conditions at all within the premises, in accordance with all relevant statutory requirements.
- Provide any necessary training and instruction to all team member to enable all personnel to perform their work safely and efficiently.
- To make available and maintain all necessary safety devices and protective equipment, to supervise their use and to ensure that their availability is known by all personnel.
- To maintain a constant and continuing interest in matters of health and safety applicable to the Company's activities.

Employees have a duty to co-operate in the operation of this policy by:

- Working safely and efficiently.
- Using the protective equipment provided, by meeting their own statutory obligations and by assisting the Company to meet its statutory obligations.
- Reporting to their Team Leader or QHSE Manager any incidents that have led or may lead to injury or damage.
- Adhering to Company practices and procedures for securing a safe place of work.
- Assisting in the investigation of accidents or incidents with the mutual objective of introducing measures to prevent a recurrence.

## **Responsibilities**

### **Managing Director**

The Managing Director is ultimately responsible for all matters concerning the health, safety or welfare of all personnel employed by Electro Mechanical Systems Ltd at all its establishments.

The Managing Director, in conjunction with the QHSE Manager will carry out a periodic appraisal of this policy and review all accidents and incidents within the Company, driving actions necessary to remove, or negate any identified risks to health and safety.

### **QHSE Manager**

The QHSE Manager shall make every endeavour to ensure that all those employed are competent to perform their required work and, when necessary, to ensure the provision of any training or instruction.

The QHSE Manager will:

- Ensure that first aid equipment and provisions are available and maintained to the required standard.
- Ensure that firefighting equipment is regularly serviced and inspected.
- Maintain relevant health and safety policies.
- Review and report on health and safety risk and events.

### **Team Members**

Team members have a duty to co-operate in the operation of this policy by performing the following actions:

- Working safely and efficiently.
- Using the protective equipment provided, by meeting their own statutory obligations and by assisting the Company to meet its statutory obligations.
- Reporting to their Team Leader or QHSE Manager any incidents that have led or may lead to injury or damage.
- Adhering to Company practices and procedures for securing a safe place of work.
- Assisting in the investigation of accidents or incidents with the mutual objective of introducing measures to prevent a recurrence.

### **Specific Hazards**

Hazards in the workplace will be identified by risk assessments which will be conducted at regular intervals. These risk assessments will be completed by the QHSE manager or delegate and be supported with the input of team members in the area being assessed.

The outcome of risk assessments will be reviewed by the QHSE Manager, and a summary will be reported to the board of directors.

Hazards identified through risk assessment that require additional control measures will be addressed by way of a Safe Operating Procedure (SOP).

### **Accidents in the workplace**

The company will provide reasonable cover of persons qualified as first aiders and publish the names of those qualified within the business.

Accidents that occur in the workplace are covered by specific legislation and where specified, must be reported to the HSE. In the event of an accident or injury, it is your responsibility to highlight this to a first aider or the QHSE Manager who will determine if the incident needs to be recorded in the accident book and/or reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

It is your responsibility to ensure you are aware of the first aiders and first aid equipment location in your area.

Self-application first aid kits have been provided in designated locations, these first aid kits contain sterile wipes and plasters and are for personal use where the input of a first aider is not required.

### **Data protection**

Hard copy documents will be retained as necessary by the QHSE Manager and disposed of after use by way of shredding.

Electronic documents are retained on the server in restricted access drives.

In the event that this information is required during an investigation or disciplinary process, the HR Manager will also be granted access.