

## **SEWTEC HEALTH & SAFETY POLICY**

### **Purpose**

It is Sewtec Automation Limited (the Company) responsibility to do all that is reasonable to comply with applicable Health and Safety legal requirements and with other requirements to which the organisation subscribes in relation to occupational health and safety hazards.

### **Scope**

This policy aims to establish, implement and maintain procedures for the ongoing hazard identification, risk assessment and determination of necessary controls to prevent personal injury, ill- health and/or damage to property and to protect everyone from foreseeable work hazards, including the public insofar as they come into contact with the company.

### **Responsibility**

Overall and final responsibility for health and safety is that of the Managing Director. Day to day responsibility for ensuring this policy is put into practice is delegated to the Head of Business Support.

The Strategic Management Team responsible for the safety performance at Sewtec Automation Limited.

The Head of Business Support will ensure the health and safety ARRANGEMENTS are being applied effectively and they will;

- Impart to employees and contractors the understanding that accidents can be prevented and is an important part of their work.
- Apply the established company safety rules and procedures.
- Control the work of contractors who are on site in so far as the maintenance of the health, safety and welfare of employees, contractors and anyone else affected by the work being performed

The Head of Business Support will;

Be responsible for day to day health and safety.

- Ensure health and safety checks, including Fire and General Premises check are completed.
- Ensure fire alarm tests and fire evacuation drills are completed.
- Ensure that safe systems of work are carried out in accordance with the risk assessments
- Ensure health and safety paperwork and records are maintained and that the Health and

Safety file and Fire Log book are kept in order and up to date.

**The Designated Responsible Officer for Health and Safety will:**

- Have sufficient skills, knowledge and experience to provide competent advice
- Ensure instruction, training and supervision is provided to all employees where applicable.
- Review accident reports and progress action
- Review the results of risk assessments conducted and liaise with key personnel regarding control of risks
- Complete health and safety inspections/audits at least annually
- Investigate all accidents reported under the company procedure to determine their cause and initiate remedial action and where appropriate complete a RIDDOR report.
- Review and, where applicable draft new, health and safety policy and present those revisions to management for ratification before publication.

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

- Co-operating with managers on health and safety matters including assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.
- Not interfering with or recklessly misusing anything provided to safeguard their health and safety and that of others.
- Taking care of their own health and safety and that of others by working safely and efficiently.
- Using any protective equipment/clothing provided as instructed.
- By reporting incidents that have led or may lead to injury or damage to an appropriate person.

**Mark Cook**

Managing Director