



# HEALTH & SAFETY POLICY.

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**General Statement – Health and Safety Policy**

1. This document runs to a number of pages and is quite detailed. It is a measure of the importance the Company places on the active prevention of accidents and ill health and it is accordingly the Company's policy to ensure so far as is reasonably practicable, the health, safety and welfare of its employees.
2. The Company will, through its professional advisors, retained for this purpose, endeavour to keep up-to-date with current requirements on health and safety matters, observe all relevant Statutes, regulations and codes of practice, review problems and hazards both observed by and reported to members of Senior Management and ensure risk assessments are conducted and acted upon in all relevant matters.
3. The Company is aware of its responsibilities under COSHH regulations and will ensure registers and data files of appropriate materials are maintained at each of its sites and necessary precautions identified are taken.
4. The Company will, through its training policy, ensure that all employees are instructed in health and safety procedures and fire precautions and that Supervisors and Managers with health and safety responsibilities are adequately trained to meet these responsibilities. Also that adequate training is given in the use of all equipment used on the premises with specific reference to health and safety, the provision of First Aid and the importance of machine guarding.
5. The Company will ensure through its hazard reporting scheme and quality control or other communication channels that a constant watch is kept on health and safety matters as they affect day-to-day operations in the workplace.
6. Safety is everyone's business and relies on the vigilance and conscientiousness of all employees.



Signed .....  
Managing Director

## **Health & Safety Policy Organisation and Arrangements**

**Note:** The company operates from two sites, Basingstoke and Southampton. For the purposes of clarity in this document, the named individuals are responsible for actions at the Basingstoke site unless the abbreviation “(Soton)” is stated after the name in which case this individual is responsible for actions at the Southampton site. Where a job title is used the holder of this post is responsible for both sites unless stated otherwise.

The Directors of the Company attach great importance to the health, safety and welfare of their employees at work.

The promotion of health and safety at work is regarded as a common object for both management and employees. The duties under the Health & Safety at Work Act 1974 and consequent legislation will be met as follows:

### **1. Managing Director**

The Managing Director has overall responsibility but delegates responsibility for ensuring that the workplace is safe and that health and safety is regarded on an equal footing with quality, productivity and profit to the Operations Director.

In particular he will ensure that:-

- a) there is a proper health and safety policy.
- b) health and safety organisation and arrangements adequately outline the areas of responsibility.
- c) the Company complies with current UK and EU legislation relating to health and safety.
- d) the Company carries out an annual Risk and Hazard Assessment which will include manual handling, VDUs and substances hazardous to health and that suitable measures are taken to reduce identified risks.
- e) the processes, storage and handling of potentially hazardous substances are analysed to ensure minimum risk of exposure to personnel and to ensure that personnel exposed to any such risk are adequately protected. Particular care will be taken with the introduction of new substances and the risks will be assessed as required. This data will be made available to all employees having a legitimate need for such information.
- f) the Company considers environmental issues as they affect employees; the workplace; the public and the environment addressing related matters as required; risk assessments are carried out to ensure care is taken to avoid pollution by smoke, fumes, dust and/or noise to air, water and ground surfaces and that statutory and advisory requirements are complied with and appropriate licensing and authorities are obtained.

- g) suitable financial provisions are made to ensure that sufficient and adequate training is carried out in health and safety matters to enable those responsible to fulfil their responsibilities.
- h) suitable financial provisions are made for the introduction or upgrading of the existing health and safety equipment.
- i) a safety committee is set up and is afforded time and facilities to meet and consider matters related to health and safety. The effectiveness of the committee is monitored by the issue of minutes.
- j) where applicable, a system exists that will control exposure to radiation to within the limits imposed by 'The Ionising Radiation Regulations 1985' (see Section 11 below).
- k) all hazard reports and, where appropriate, minutes of safety meetings are seen by the Managing Director and matters arising, dealt with to his satisfaction.

## 2. **Managers**

Michelle Millett, John Pepper, Richard Draves & Zygmunt Czapran (Soton), are directly responsible for health and safety matters within their own areas of control.

In particular, they will ensure that:-

- a) the processes and functions in their departments are carried out in a healthy and safe manner.
- b) they undertake an annual Risk and Hazard Assessment as defined above within their own departments.
- c) adequate supervision is provided.
- d) sufficient training in healthy and safe methods of operating the various functions and processes is provided in their departments. In this respect particular attention will be paid to the training of new employees.
- e) appropriate disciplinary action is taken against employees who do not comply with health and safety rules.
- f) they report any accident or "near miss" to the official safety representative.
- g) regular inspections are made of all equipment and machinery and that any faults or problems arising from them are rectified.

- h) they respond to any matters relating to health and safety which have been raised by the employees in their departments and which have been referred to them by supervisors or where appropriate, a member of the Safety Committee.

### 3. **Engineers**

David Gilmour (Soton), Eddie Ahn, Malcolm Sims & Dariusz Glowacki (Soton) have special responsibilities in connection with health and safety.

In particular they will ensure that:-

- a) production processes are designed specifically to minimise exposure to potentially harmful substances by the use of applicators or other mechanical means.
- b) adequate systems of ventilation or extraction are built into process design.
- c) frequently repeated movements which could give rise to repetitive strain injuries are, as far as is reasonably practicable, designed out of processes.
- d) process design eliminates, as far as is reasonably practicable, the need for manual handling.

### 4. **Supervisors**

As First Line Managers, Supervisors work very closely with operators and therefore have very specific responsibilities for health and safety matters on a day to day basis.

In particular, they will ensure that:-

- a) employees work in strict compliance with health and safety rules and procedures.
- b) they provide adequate close supervision of their workforce.
- c) all their workforce are properly trained in the healthy and safe methods of carrying out each process required of them.
- d) safe methods of working are given equal importance to productivity and quality.
- e) no new employee or existing employee engaged on a new operation is left to work without direct supervision until the supervisor is completely satisfied that the operator is fully competent to carry out the work in a safe manner.
- f) informal disciplinary action is taken against employees who do not comply

with health and safety rules and where such employees persist in non compliance, they make adequate recommendations to their Line Manager for formal disciplinary action to be taken.

- g) being aware of the potential hazards caused by certain chemicals and substances used in the processes or systems which they operate and being aware of the emergency procedures to be implemented in the case of fire or spillage.
- h) they report any potentially unsafe piece of equipment or working practices to Line Management together with recommendations for safety improvements.
- i) health and safety is discussed on a regular basis with employees within their own department and where appropriate, Supervisors will co-operate with members of the Safety Committee.
- j) all employees are aware of the potential dangers and hazards associated with such products as solvents and glues or other substances used in the normal manufacturing or operational processes.
- k) all employees wear the appropriate safety and protective clothing and use the relevant safety measures.

## 5. **Maintenance Staff**

Maintenance staff have a specific responsibility in relation to health and safety, particularly where items of equipment of a mechanical or electrical nature are being repaired or commissioned. It is the responsibility of maintenance personnel to ensure that all equipment, both electrical and mechanical, is operating in a safe manner before being handed back to other employees to operate.

Richard Draves (Basingstoke) and Zygmunt Czaprán (Soton) are responsible for ensuring that visiting contractors are aware of and comply with Appendix I, Safety Regs applying to visiting contractors. This particularly applies to items 5 and 6 'Do Not Operate' and 'Signing Off'.

The maintenance function is also responsible for ensuring that all portable electrical appliances are tested on an annual basis and that a record is kept of such tests.

## 6. **Safety Representatives**

Richard Draves is the official Safety Officer and representative for the whole Company. Other Managers/Supervisors are responsible for specific safety matters in their own areas. The Safety Officer is responsible for contact with all external agencies with regard to health & safety reporting.

7. **Safety Committee**

Tony Norris (committee chairman), John Pepper, Kevin Wrightson, Richard Draves & Derek Haselden (Soton).

The above employees will meet no less than four times per annum to review safety procedures and practices within the Company and their area of responsibility. Minutes will be taken showing action required and anticipated time scales. Copies of these minutes will be sent to the Managing Director and the Company Chairman.

8. **Employee Responsibility**

It is the duty of all employees to exercise personal responsibility and to do everything within their power to prevent injury to themselves and others, including:

- a) Working safely and efficiently by using the personal protective clothing and equipment provided and meeting any relevant statutory requirements by ensuring the equipment and materials provided are appropriate and safe.
- b) Adhering to health and safety rules and procedures, including providing adequate warning of hazardous areas to other staff and the public.
- c) Reporting, as soon as possible, incidents or defects that may have led or may lead to injury, utilising the hazard reporting detailed at section 19 below.
- d) Co-operating in the investigation of accidents to aid prevention of a recurrence.
- e) Familiarising themselves with the contents of notices indicating the emergency procedures situated around the premises.
- f) Undergoing suitable and appropriate training to fulfil their responsibilities as employees.

All employees are expected to familiarise themselves with the emergency procedures, the fire fighting equipment and fire exits.

Whenever anyone notices a health or safety problem which they are not able to put right immediately, they must tell the safety representative or other persons named above or their deputy, and/or put into operation the procedure shown at 19.

9. **General Safety Responsibilities**

Other safety-related responsibilities are as follows:

<u>Task</u>	<u>Responsible Person(s)</u>
Fire Safety Observation	Richard Draves Zygmunt Czapran (Soton)
Maintaining employee rolls	Tony Norris Zygmunt Czapran (Soton)
Carrying out safety inspections and ensuring machines are properly guarded	Safety Committee Richard Draves Zygmunt Czapran (Soton)
Investigating accidents and monitoring Hazard Reports	Richard Draves Zygmunt Czapran (Soton)
Monitoring maintenance of plant, equipment and procedures including alarm and smoke detector tests, sound level monitoring, fire drills, extinguisher servicing etc. and ensuring premises are safe for employees and public	Richard Draves Zygmunt Czapran (Soton)
Ensuring employees are properly trained and that personal protective equipment is correctly issued and kept in good repair.	Tony Norris (All sites)

10. **Fire**

All employees should familiarise themselves with the fire precautions shown below and other precautions which are posted from time to time on the Notice Boards.

- a) On discovery of fire, take the appropriate action according to site requirements.
- b) Use fire fighting equipment at hand for localised fires only.
- c) All persons not engaged in fire fighting must evacuate the building immediately and assemble for roll call as directed in the Fire Instructions on the Notice Board.



11. **General Fire Safety**

Specific responsibilities for fire protection are as follows:

<u>Action</u>	<u>Person Responsible for Checking</u>	<u>Frequency</u>
Escape Routes/Drill	Richard Draves, Zygmunt Czapran (Soton).	Monthly
Fire Extinguishers	Rhianna Gilluley, Zygmunt Czapran (Soton).	Monthly
Fire Alarms	Richard Draves, Malcolm Sims, John Pepper, Eddie Ahn, Graeme Clark, Jorja Withey Zygmunt Czapran (Soton).	Weekly
Fire Exits	Tony Norris, David Gilmour (Soton).	Daily
Assembly Points	Richard Draves, Zygmunt Czapran (Soton).	Quarterly

12. **Accidents**

In the event of an accident, you should immediately contact your Supervisor or Line Manager. In the absence of either, bring this matter to the attention of the Safety Representative or a Safety Committee member.

You must complete an incident report form (Appendix II) following the accident or 'near miss' to help prevent a recurrence. See section 19 below.

All persons should familiarise themselves with the location of First Aid boxes and the names of appointed persons.

Michael Jennings, Rhianna Gilluley & Derek Haselden (Soton) are responsible for the location of First Aid boxes and their contents.

The Accident Record Book is kept by:

Richard Draves (Basingstoke)

Derek Haselden (Soton)

13. **Emergency Services**

Emergency Services should be requested when it is decided that a situation cannot be dealt with internally. Such requests should be made via the switchboard but if this is not possible, dial **999**.

14. **Advice and Consultancy on all Safety-related Matters**

Company Health & Safety  
Consultants:

Rob Bryan Associates Limited  
17 New Street  
Shefford  
Bedfordshire  
SG17 5BW  
Tel: (01462) 732444

Doctor: Refer to Hospital:

Basingstoke District Hospital  
Aldermaston Road, Basingstoke, Hampshire.  
RG24 9NA.  
Tel: 01256 473202.

Southampton General Hospital  
Tremona Road, Southampton, Hampshire.  
SO16 6YD.  
Tel: 023 8077 7222.

Authorities:

Health & Safety Executive  
Environmental Health Officers  
Basingstoke & Deane Borough Council  
Civic Offices, London Road, Basingstoke,  
Hampshire. RG21 4AH.  
Tel: 01256 845474.

Health & Safety Executive  
Environmental Health Service  
Southampton City Council  
5<sup>th</sup> Floor, One Guildhall Square,  
Southampton, Hampshire. SO14 7FP.  
Tel: 023 8083 3000.

15. **Special Training**

The person designated to deal with health and safety training matters shall ensure that all persons involved or included under changing or new legislation are put forward to receive appropriate training in these matters. Such subjects might include:

- Electricity Regulations
- COSHH Regulations
- New First Aid Requirements
- Other Statutory Requirements as determined by changing legislation
- Manual Handling
- Visual Display Equipment
- Personal Protective Equipment

16. **Contractors and Visitors**

All visitors, including contractors visiting our premises must comply with the Company's safety requirements. Site Managers, or other responsible persons, should ensure that the site rules for Visitors, Temporary Workers and Contractors (see attachment - Appendix I) are issued to all such persons who enter the premises.

17. **Housekeeping and Premises**

All employees are required to:

- a) Keep their place of work neat and tidy at all times and free from potential hazards, e.g. materials or unfinished products left untidily, trailing extension cables, filing cabinets left open, sharp objects, inflammable liquids, and incomplete repairs.
- b) Ensure that the storage of any items located above ground level is achieved neatly and safely so as not to represent a hazard to others. This includes the storage of materials or supplies in racking.
- c) Maintain passages, gangways and exits, ensuring that they are clear of any obstructions. Fire Exits and routes both inside and out must remain clear at all times.
- d) Report any hazards (including near misses that do not actually result in injury or damage) to the person named in Section 2 and/or 3 above. You should also use the hazard reporting system as in Section 19 (also see Appendix III).

- e) Ensure that all chemicals and materials used are clearly identified and labelled and that suppliers/makers safety data sheets are available to all who may need them. If you have any doubts about this or chemicals and processes you use, you should report them to the person named in Section 2 above.

## 18. **Technical**

All employees must comply with the following instructions:

- a) The operation of any electrical, mechanical or other equipment must only be undertaken when authorised to do so and having received the appropriate training.
- b) All manufacturer's, supplier's and Company instructions must be adhered to when using lifts, hoists, cranes and other electrical or mechanical equipment.
- c) All machinery or equipment being maintained (or in a dangerous/defective state) must be isolated and labelled clearly to show this. Machinery that has been repaired must not be operated until it has been 'signed off' by the engineer or contractor and you are notified that it is safe to use.

## 19. **Hazard Reporting**

All employees, departmental heads and managers have available hazard reporting forms (Appendix III). Please take a few moments to report any incident that requires attention, using this system. Matters requiring urgent attention should obviously also be reported verbally to your immediate supervisor. The Company safety representative will investigate any matter reported, but make sure your Supervisor or Manager also knows.

## 20. **Inspections**

The Company will arrange for regular inspections of lifting equipment, chains, hoists, pressure vessels etc., and for any remedial work to be carried out to ensure the equipment is safe for use.

## 21. **Safety Audits**

This policy and associated procedures are ineffective unless adhered to. In order to ensure this, regular inspections/audits will be carried out by the Company's safety representative and/or professional advisors. Advice and guidance may be given at the time of such a visit and should be acted upon. Disputes should immediately be referred to the Operations Director for a decision.

A confidential report covering any such inspection by an outside agency will be sent to the Operations Director. Transgressions of Company safety policy and practice will be dealt with as a disciplinary matter.

22. **Radiation**

Where equipment, processes or materials in use come within the terms of the Ionising Radiation Regulations 1985, radiation exposure will be kept to the minimum and within the guidelines laid down by the above regulations. Likewise, special provisions for inspection and safety audits relating to those matters will be observed. Where such circumstances prevail, the responsible Company Officer is Tony Norris (Basingstoke & Soton) to whom all queries relating to radiation should be addressed.



Signed: ..... Dated: 6<sup>th</sup> July 2017  
(Managing Director)

**SAFETY REGULATIONS APPLYING TO CONTRACTORS, VISITORS AND  
OTHER TEMPORARY STAFF AT SITES OPERATED BY  
LINK MICROTEK Ltd.**

1. **Application**

This document is intended for use by temporary staff, visitors or contractors and those working for or through a contractor.

2. **Contractors**

It is a condition of the granting of contracts or orders for work to be carried out that the conditions in this document are observed.

It is the Company's declared intention to safeguard the wellbeing of its own employees and members of the public and where this is considered to be threatened by visitors to the site, the Company will evict transgressors and, in serious cases, could suspend a contract pending correction of an unsafe situation/working practice.

Contractors are asked to read the attached conditions carefully and bring them to the attention of all who attend our premises in connection with the contractor's work for the Company.

3. **Temporary Staff**

Staff employed on a temporary contract are expected to conduct themselves within the confines of the Company's Health and Safety at Work Policy, paying particular attention to the use of equipment, moving around the premises, the operation of machinery and equipment and being suitably and safely attired for the job. They must also pay attention to regulations brought to their notice either by signs or verbally.

Failure to comply with these standards will result in removal of offenders from the premises and advice to the agency concerned (if applicable).

4. **Visitors**

No unaccompanied visitors will be allowed on the Company premises. Those persons attending in the company of an employee of Link Microtek Ltd will be asked to show courtesy and observe requests made by their hosts, particularly in relation to safety matters.

5. **Service Engineers**

Those visiting the Company's premises to service equipment must ensure that the 'Out Of Order' or 'Do Not Operate' signs remain in place on faulty equipment until it is repaired and signed off as fully operational.

6. **Signing Off**

Visiting service engineers must ensure that Sheila Simmonds (for Basingstoke site), Zygmunt Czaprán (for Southampton site) or deputy (but not a Receptionist) signs off their maintenance schedule/job ticket, showing that the machine/equipment is repaired/modified and ready to operate. It is the responsibility of Sheila Simmonds or Richard Draves (Basingstoke site) or Zygmunt Czaprán (Southampton site) to remove 'Out Of Order' signs, thus authorising the re-use of the equipment in question.

**INCIDENT REPORT FORM**

**PLEASE SEE SEPERATE DOCUMENT.**

**HAZARD REPORTING BY EMPLOYEE.**

**LINK MICROTEK Ltd.**

If you notice a hazard, you should report it immediately to your Supervisor using this form:

**HAZARD REPORTING FORM.**

Name: .....

Date: .....

Location of hazard: .....

Equipment / Machine (if applicable): .....

Description of hazard: .....

.....

Suggested Corrective Action: .....

.....

Signature of employee: .....

Supervisors Remarks: .....

.....

Corrective Action Taken: .....

.....

Signature of Supervisor: .....