ELMSTAR MACHINERY LTD

HEALTH & SAFETY POLICY & ARRANGEMENTS

At Elmstar Machinery Ltd we take health and safety issues seriously and are committed to protecting the health and safety of its employees and all those affected by its business activities and attending its premises. We provide such information, instruction, training and supervision as is necessary to ensure employees are competent to carry out their duties and responsibilities.

At Elmstar Machinery Ltd we share a commitment to:

- Protect the personal health and safety of our employees
- Prevent accidents and safety risks in our workplace
- Prevent accidents and cases of work-related ill health
- Comply with applicable legislation and other requirements
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Provide personal protective equipment
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant, equipment and materials
- Ensure safe handling and use of substances
- Implement emergency procedures, including evacuation procedures in case of fire or any other significant incident
- Review and revise this policy on a regular basis

All employees have a responsibility for their own safety and that of other persons who may be affected by their work activities.

This policy statement is reviewed on a regular basis to ensure its continuing suitability.

The policy statement is available online on our BrightSafe App, posted at locations visible to as many staff as possible and available to interested parties, including the public, on request.

It is to be actively communicated to all employees and persons working for or on behalf of the company with the intent that all are made aware of their individual obligations.

Elmstar Machinery Ltd requires our suppliers to manage their health and safety in line with this policy.

This policy has been approved and authorised by:

Name: Jason Wignall
Position: Managing Director
Date: 20/02/2025

Signature: ----------

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Organisation and Responsibilities

Overall responsibility for health and safety rests firmly with the Managing Director, and the day-to-day responsibility for ensuring this policy is put into practice lies with the General Manager and the Administration Assistant. Responsibilities for the company are listed below –

- Jason Wignall – Managing Director
- Jordan Castle – General Manager
- Amanda Whitford – Administration Assistant/Health & Safety Officer

The Management Team will:

- Ensure provision of appropriate information and instruction to employees.
- Ensure work is planned to take into account health and safety issues.
- Ensure all staff receive appropriate training.
- Assess and monitor risk to health and safety.
- Understand the company policy for health and safety and ensure it is readily available for employees.
- Set personal examples of safety and demonstrating leadership.
- Actively promote at all levels, the Company's commitment to effective health and safety management.
- Promote and drive a positive health and safety culture with our workforce.

Health & Safety Officer

- Monitoring the implementation of the health and safety policy throughout the company and reviewing it appropriateness by regular safety audits/inspections.
- Investigating accidents and implementing corrective action.
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking.
- Liaising with managers, employees, sub-contractors, and specialists as and when appropriate.
- Strive to achieve continual improvement in the Health & Safety system and safety performance.
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

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The health and safety of the workforce will be placed above all other considerations. The business will strive to empower our staff to consider Health & Safety in all activities, at all times, and will strive to achieve a positive health and safety culture within our workforce. The business will provide such information, instruction, training, and supervision as is necessary to ensure employees are competent to carry out their duties and responsibilities.

Employees:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate with the Company to enable it to manage health and safety.
- 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 the Site Supervisor.
- Reporting to the management any incidents, which have led or might lead to injury or damage.
- Reporting any accidents to the Health and Safety Officer as they occur.
- Reporting any unsafe conditions, near misses or environmental impacts to their supervisor.
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions.
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

Personal Protective Equipment (PPE)

- Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.
- Required PPE will be worn at all times when undertaking work activities.
- Training will be provided for employees on the safe use, storage, and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment.
- Employees have a legal duty to wear PPE as specified in relevant site rules and risk assessments.

- Any defects or malfunction of PPE must be reported to the team leader/supervisor who will issue replacement PPE straight away.

Manual Handling

Manual Handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- Reducing weights.
- Reducing the frequency of manual handling.
- The use of additional manpower.
- Through the provision of suitable equipment to assist in the operation.
- The selection of persons to carry out manual handling of lifting tasks will be based on the training given, age, physique etc.

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 etc).
- The introduction or modification of new/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.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Risk Assessments

The management team will generate all relevant risk assessments and take appropriate action.

The management team will review all risk assessments on an annual basis or when working habits or conditions change.

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Emergencies

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.

Evacuation

Action to be taken upon discovering a fire

- Do not try to tackle the fire yourself (Unless trained to do so)
- Press the Fire Alarm button
- Leave the building by the nearest fire exit and proceed to the muster point
- Do not re-enter the building for any purpose until all clear has been given

Action upon hearing the Fire Alarm

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the evacuation point and await instructions
- Do not leave the evacuation point until all clear is given
- Do not re-enter the building for any purpose until all clear is given