

# SAFETY POLICY

**Purpose:**

To ensure the health, safety, and welfare of all employees, contractors, visitors, and stakeholders by providing a safe and healthy work environment and promoting a culture of safety.

**Scope:**

This policy applies to all employees, contractors, subcontractors, visitors, and any other individuals engaged in activities under the company's control.

**Policy Statement:**

The company is committed to providing a safe and healthy workplace by integrating safety into all aspects of our operations. We will comply with all relevant safety legislation, standards, and best practices to prevent accidents, injuries, and illnesses.

**Responsibilities:**

**1. Management:**

- Demonstrate leadership and commitment to safety.
- Allocate adequate resources to implement and maintain the safety management system.
- Set clear safety objectives and targets.
- Promote continuous improvement in safety performance.
- Ensure compliance with all applicable safety laws, regulations, and standards.

**2. Safety Team:**

- Develop, implement, and maintain the safety management system.
- Conduct regular safety audits, inspections, and risk assessments.
- Provide training and support on safety practices and procedures.
- Monitor and report on safety performance.
- Investigate incidents and implement corrective actions.

**3. Supervisors:**

- Ensure that safety policies and procedures are followed.
- Identify and mitigate hazards in their areas of responsibility.
- Encourage and enforce the use of personal protective equipment (PPE).
- Facilitate safety training and awareness programs.
- Respond promptly to safety concerns and incidents.

**4. Employees:**

- Follow all safety policies, procedures, and instructions.
- Report any hazards, unsafe conditions, or safety incidents to their supervisor or the safety team.
- Use equipment and PPE properly and safely.
- Participate in safety training and drills.
- Contribute to a safe working environment by being vigilant and proactive about safety.

**Key Principles:**

**1. Compliance:**

- Comply with all applicable safety laws, regulations, and industry standards.
- Stay informed about changes in safety regulations; update policies and procedures accordingly.

**2. Hazard Identification and Risk Management:**

- Identify and assess potential hazards in the workplace.
- Implement appropriate risk control measures to mitigate identified hazards.
- Continuously monitor and review risk controls to ensure their effectiveness.

**3. Training and Competence:**

- Provide comprehensive safety training to all employees, including new hires and contractors.
- Ensure employees have the necessary skills and knowledge to perform their tasks safely.



- Conduct regular refresher training to keep safety knowledge up-to-date.
- 4. Incident Reporting and Investigation:**
    - Encourage prompt reporting of all incidents, near misses, and safety concerns.
    - Investigate incidents to determine root causes and implement corrective actions.
    - Use incident data to improve safety practices and prevent future occurrences.
  - 5. Emergency Preparedness:**
    - Develop and maintain emergency response plans for potential incidents.
    - Conduct regular emergency drills and training.
    - Ensure all employees are familiar with emergency procedures and know how to respond.

**Procedures:**

- 1. Safety Inspections and Audits:**
  - Conduct regular safety inspections and audits to identify hazards and ensure compliance with safety standards.
  - Document findings and track corrective actions to completion.
- 2. Risk Assessments:**
  - Perform risk assessments for all tasks and processes.
  - Update risk assessments regularly and when changes occur in the workplace.
- 3. Personal Protective Equipment (PPE):**
  - Provide appropriate PPE to all employees based on risk assessments.
  - Ensure PPE is maintained in good condition and replaced as necessary.
  - Train employees on the correct use and maintenance of PPE.
- 4. Health and Wellbeing:**
  - Promote programs that support employee health and wellbeing.
  - Address ergonomic risks and provide resources to reduce strain and injury.
- 5. Safety Communications:**
  - Maintain open communication about safety issues and initiatives.
  - Use various channels to share safety information, updates, and best practices.

**Monitoring and Reporting:**

- 1. Performance Monitoring:**
  - Track and analyse safety performance data, including incident rates, audit results, and training completion.
  - Use key performance indicators (KPIs) to measure progress toward safety objectives.
- 2. Reporting:**
  - Provide regular safety performance reports to management and employees.
  - Communicate significant safety incidents and lessons learned to all relevant parties.

**Review:**

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and alignment with the company's safety goals and regulatory requirements.

**Approval:**

This policy is approved by the senior management team and is effective as of.

NICHOLAS POLITIS  
DIRECTOR  
24 May 2024

CORINNA POLITIS  
DIRECTOR  
24 May 2024