

# HEALTH AND SAFETY POLICY

## Overview

The Company is committed to effective Health and Safety Management at every level within the organisation and procedures for the management of this are detailed in the Health and Safety manual and associated documents. This meets the requirements set out in ISO 45001:2018 and the certificate number 210003 from UKAS accredited CSA Group Testing UK Ltd is current.

## Purpose

This document provides a statement of Health & Safety Policy for Fibercore Ltd. It also identifies the procedures and processes, organisation and responsibilities for its implementation and revision.

The Policy is intended to ensure that the activities of members of staff do not put the Health and Safety of themselves and others at risk.

## Scope

This Policy applies to all activities carried out by Fibercore Ltd. employees.

## Health & Safety Policy Statement

In Fibercore Ltd. our aims are to:

- Comply with all UK Health & Safety Legislation, Regulations, Codes of Practice and Guidance Notes
- Ensure our activities are conducted safely, protecting the health of employees and all others who may be affected
- Manage our activities to meet all relevant laws and regulations
- Set Health & Safety targets and maintain an improvement plan to address areas where measurement has indicated an improvement is necessary

In order to achieve our aims we will:

- Provide and maintain safe and healthy working conditions for all our employees, contractors who are working on our behalf, visitors and others that are present on our site.
- Identify risks and where they cannot be eliminated, control them to an acceptable level
- Value the efforts of all employees in the field of Health & Safety equally with their other contributions to the business
- Ensure consultation and participation with employees and employee's representatives where applicable.
- Actively work to prevent all workplace accidents and near miss incidents
- Encourage the open reporting of all accident and near miss incidents and their investigation to facilitate the prevention of recurrence
- Provide such information, instruction and training as needed to enable employees to co-operate fully with us in achieving compliance with the policy.

  
\_\_\_\_\_  
Managing Director

7/1/2020  
\_\_\_\_\_  
Date

## **1. Organisation**

### **1.1 Roles and responsibilities**

Details of roles and responsibilities are defined in Appendix A of this document, the Health and Safety Key Information Sheet (FCL(HS)9), also certain aspects are included in the Health & Safety Manual

## **2. Arrangements**

### **2.1 Procedures**

Fibercore Ltd.'s strategy for fulfilling its Health & Safety Policy is through the implementation of the Fibercore Ltd. Health & Safety Manual, the contents of which are listed in Appendix B. Fibercore Ltd. aligns with this through the provision of Health & Safety procedures based on the relevant Codes of Practice, Guidelines and Statutory requirements. The Health & Safety Manual is accessible to all staff.

Health & Safety procedures are constantly reviewed and improved to take advantage of best practice, learning from incidents (internally and externally), and changes in statutory requirements.

All work of a potentially hazardous nature, is subject to a risk assessment.

### **2.2 Plant & Equipment**

The design, construction, operation and maintenance of all plant and equipment will conform to all statutory requirements and relevant Codes of Practice.

### **2.3 Communications**

Health & Safety information is communicated:

- Managing Director directly with Senior Managers
- Senior Managers / Managers and Supervisors / Shift Leads
- Supervisors / Shift Leads and their staff
- Company Intranet
- Health & Safety Manual

### **2.4 Training**

All employees receive a mandatory induction prior to beginning work.

Focused training sessions will be arranged for employees on Health & Safety topics, such as Manual Handling, if required.

Managers, when required organise specific Health & Safety training for individuals.

Employees engaged in potentially hazardous activities have comprehensive training plans and records to ensure relevant competencies are established and sustained.

### **2.5 Improvement Plan**

The Health and Safety Manager develops and implements an annual Health & Safety improvement plan, which includes as a minimum:

- Lessons from injuries and incidents are learned and implemented
- Ongoing changes in Standards and Guidelines are recognised and accounted for in local policies and procedures
- Procedures and practices comply with changing legislation
- Health & Safety targets are set and monitored
- Sufficient resource is allocated to deal with Health & Safety issues

### **2.6 Health & Safety Monitoring**

In order to measure compliance with this Policy, a Health & Safety monitoring plan is established and implemented.

Monitoring takes the form of audits, samples, surveys, inspections and tours in all areas covering relevant Health & Safety issues.

### **2.7 Review**

This strategy is reviewed and updated by the Health and Safety Manager.

## **3. Responsibilities**

### **3.1 Personal Responsibilities**

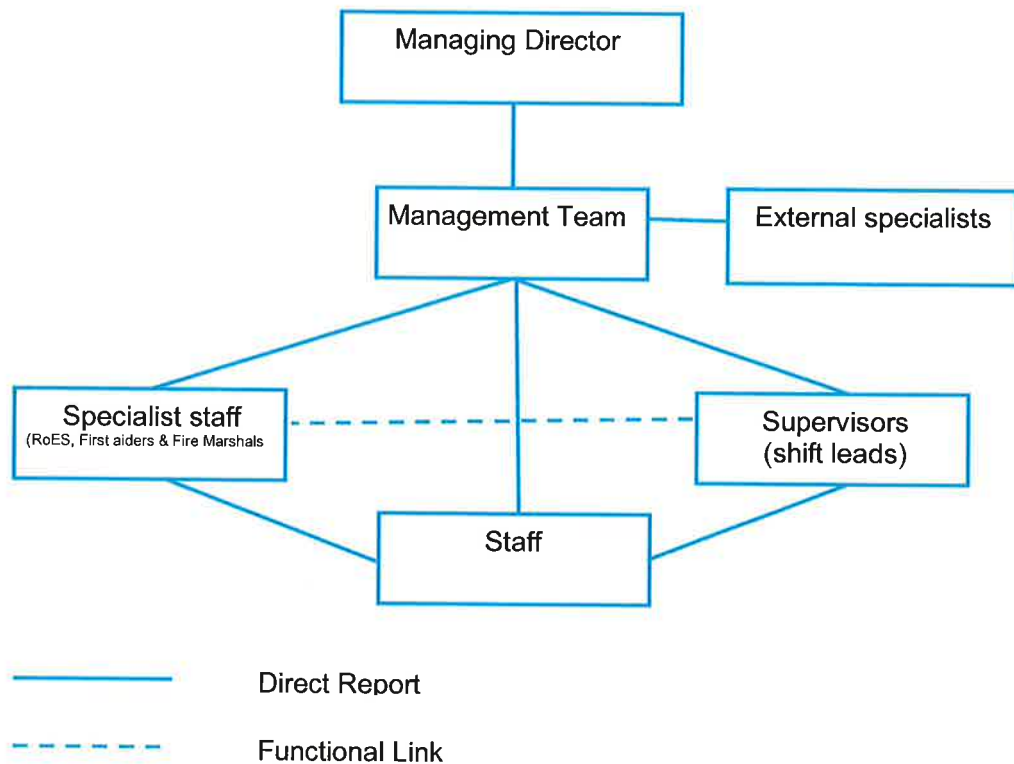
All employees have a personal responsibility to:

- Be fully conversant with this Policy and the Health & Safety Manual
- Take reasonable care of themselves and others
- Prevent harm to themselves and others whilst on site or travelling on company business
- Co-operate with Line Management in all matters relating to Health & Safety
- Make full and proper use of safe systems of work
- Report defects to an appropriate level of management
- Immediately report all incidents and injuries and near misses

### **3.2 Specific Responsibilities**

In addition to those listed in 3.1, the Health & Safety Manual details the Health & Safety role of specific staff.

## Appendix A: Health & Safety Organisation



This chart establishes responsibilities and lines of internal communication within the Health & Safety Management System and does not necessarily portray other management structures.

**Overall Responsibility:** Dr. Dom Brady

**Health and Safety Manager:** Tim Hart

## **Appendix B: Health & Safety Manual Contents**

### **Description**

Health & Safety Policy Statement  
Applicable Health and Safety Legislation  
H & S Manager's Responsibilities  
Health & Safety at Work, etc. Act 1974  
Health & Safety (Information for Employees) Regulations  
Dangerous Substances and Explosive Atmospheres Regulation (DSEAR)  
Regulatory Reform (Fire Safety) Order  
General Fire Information  
Guide to Fire Extinguishers  
First Aid Regulations  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations  
Health and Safety (Signs & Signals) Regulations  
Manual Handling Operations Regulations  
Display Screen Equipment Regulations  
Noise at Work Regulations  
Management of Health & Safety at Work Regulations  
Risk Assessments  
Method Statements  
Electricity at Work Regulations  
The Workplace Health, Safety & Welfare Regulations  
Provision and Use of Work Equipment Regulations  
Personal Protective Equipment Regulations  
Control of Substances Hazardous to Health Regulations  
Preventing Slips, Trips and Falls  
Contractors Working on Site  
Lone Working  
Description  
Smoking and Alcohol & Drugs  
Health & Safety Training  
Safety Monitoring  
Stress /Mental Wellbeing  
Driving on Company Business  
General Health & Safety Guidance  
Maintenance & Housekeeping  
The Control of Legionella Bacteria  
Emergency Preparedness and Response  
H&S Communication, Participation and Consultation  
Chemical Spills  
Working Time Regulations – Night time Worker Health Assessment  
Control of Artificial Optical Radiation  
Pressure Systems Safety Regulations 2000 (PSSR)  
Health Surveillance