

HEALTH & SAFETY POLICY

MDD Fabrication and Engineering

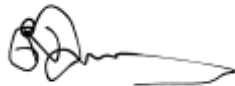


Policy issue Date: 29/09/2025

Policy review Date: 29/09/2026

Policy constructed by: Nathan Diniz

Signed:

A handwritten signature in black ink, appearing to be 'Nathan Diniz', written over a horizontal line.



Health and Safety Policy

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Important Information

It is the duty of all employees while at work- to take reasonable care for the health & safety of themselves and others who may be affected by their acts or omissions at work and:
As regards any duty or requirement imposed on their employer or any other statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with. (Section 7, Health & Safety at Work Act 1974)



Health and Safety Policy

Statement of Intent

MDD Fabrication and Engineering is fully committed to Health and Safety and sees compliance with legislation as a minimum standard. The Company will endeavour to achieve best practice at all times regarding Health & Safety.

This statement acknowledges the duty of MDD Fabrication and Engineering under The Health and Safety at Work Act 1974. MDD Fabrication and Engineering in the conduct of its activities will ensure that it:

Protects the health, safety and welfare of its employees, contractors, visitors and all other who may be affected by its activities.

Limits adverse effects on and adjacent to the area in which those activities are carried out.

Meets its responsibilities as an employer to do all that is reasonably practicable to prevent incidents, injuries, and damage to health.

MDD Fabrication and Engineering will also, so far as is reasonably practicable:

Encourage a positive safety culture based on continual improvement and employee involvement.

Provide and maintain safe working environments that are without risks to health, safety, and welfare.

Set standards that comply with the relevant statutory requirements relating to health, safety, welfare & the Environment regarding effects on employees, contractors, visitors, and the public.

Safeguard employees, contractors and others from foreseeable hazards connected with work activities, processes and working systems.

Ensure that when new substances, plant, machinery, equipment, processes, or premises are introduced, adequate guidance, instruction, training, and supervision are provided, or safe methods of work will be developed and implemented.

Train all persons under their direction to be aware of their responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of incidents and co-operate with measures taken to prevent industrial diseases.

Promote good health amongst employees and contractors and be concerned with the prevention of occupational and non-occupational disorders and diseases.

Co-operate with appropriate authorities and technical organisations to ensure policies are updated and standards reviewed to reflect best practice.

Undertake inspection, audit, and review activities to ensure the Companies objectives for health, safety and welfare are being met.

During each review of this policy Objectives & Targets will be set which when achieved will improve the safety performance of the Company.



Health and Safety Policy

The Objectives & Targets for this period are:

- Clear visible leadership and commitment to Health, Safety & wellbeing by management.
- Ownership of Health & Safety by everyone across the whole business
- The management and accessibility of clear safety information and documentation

This policy should be read in conjunction with *The MDD Fabrication and Engineering Health & Safety Policy Arrangements*, and all approved Industry Codes of Practice. It should also be noted that where methods of working are part of changes in new legislation, that new legislation takes precedence and methods of working will change to formulate new legal practices.

Managing Director

The Managing Director of MDD Fabrication and Engineering is responsible for Health, Safety and Welfare for all employees and those effected by the Companies activities.

The Managing Director shall be responsible for ensuring this policy is complied with and meets legal compliance, however implementation, review & amendment is the responsibility of the H&S representative.

The Managing Director shall ensure that adequate financial resources are provided in order that the requirements of the policy are fully and adequately implemented.

All staff are responsible for ensuring they have read and understood this policy.

H&S Representative

The H&S representative shall be responsible for the planning, managing, and monitoring of health, safety, and welfare of all employees and those affected by the companies' activities.

The H&S representative will monitor the Health, Safety, Environmental and Wellbeing performance of the company and ensure that adequate resources are provided for discharging of the company's duties under law.

The H&S representative is responsible for advising the managing director on Health, Safety, Environmental and Wellbeing matters as well as ensuring the maintenance and development of the management system and corporate policy statements.

Identifying unsafe plant and working practices, systems and procedures and make recommendations for remedying any defects found.

Investigating the circumstances of incidents, making recommendations on the prevention of further incidents and reporting to the Managing Director.

Assisting in the identification of training needs and making recommendations to the Managing Director.



Health and Safety Policy

Staff

Take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do.

Co-operate with the employer on health and safety matters.

Not misuse any equipment that is provided for safety purposes (e.g., fire extinguishers or safety goggles).

Follow instructions from the employer on health and safety matters and attend relevant health and safety training.

Report hazards and defects observed in the workplace.

COMPANY ORGANAGRAM



HEALTH AND SAFETY PRINCIPLES

MDD Fabrication and Engineering will so far as is reasonably practicable, act in accordance with the *Health & Safety at Work Act 1974* and regulations and approved codes of practice, including any amendments.

And shall so far as is reasonably practicable:

- a) Maintain plant, equipment, and safe systems of work, without risk to health or safety.



Health and Safety Policy

- b) Eliminate or reduce the risk to health in connection with the use, handling, storage, and transportation of goods/loads. (For the purpose of this section, a load is defined as a discrete movable object)
- c) Maintain a safe working environment, with adequate facilities for the arrangements for health at work.
- d) For ensuring the implementation of this safety policy, its continual updating and staff being given access at all times to this policy.
- e) All employees and agents associated contractually with MDD Fabrication and Engineering are responsible for reporting any incidents, breakdowns of equipment or "Near Misses" to the H&S representative as soon as possible. The risk will be removed or remedied as soon as possible.
- f) Make arrangement for employee consultation on Health & Safety matters, including the provision of a Health & Safety task force.

GENERAL

Welfare Facilities

At MDD Fabrication and Engineering, adequate and sufficient welfare facilities will be provided. The following will be provided as a minimum. Toilets and washing facilities (including a supply of hot and cold or warm water), a means of cleaning (for example soap) and a means of drying, a supply of wholesome drinking water, an area for rest and the consumption of food, a means of heating water and food and storage facilities for clothing and personal protective equipment (PPE).

Training

Training shall be given to all employees regarding their duties and responsibilities, and they shall only operate equipment they are trained and competent to use or are under supervised instruction with. No person other than a trained employee of MDD Fabrication and Engineering may use any equipment be it on loan or owned by this business.

Equipment

Equipment may only be used for the purpose it was specifically designed for. Any breakdowns should be reported and logged as soon as possible. Defective equipment must be reported to the stores and should not be used until it has been suitably repaired or replaced.

Safety & Protective Equipment (PPE).

All safety equipment will be supplied and must be used at all appropriate times. Equipment should be regularly checked by the wearer and changed as and when required. Training in the correct use of the equipment and its maintenance will be provided as will appropriate provisions for storage. Employees must not interfere with any safety equipment provided, use it in the nature it was intended and report any defects. **Flame retardant overalls, safety boots, safety glasses and cut 3 gloves are to be worn in MDD workshop as minimum.**

Health & Safety Conflicts

Where staff are concerned about their own or their colleague's safety and/or the demands of their job/task, these concerns should be raised immediately with their immediate supervisor / manager.



Health and Safety Policy

Control of Substances Hazardous to Health (COSHH)

MDD Fabrication and Engineering shall undertake and regularly review a risk assessment of all substances that may be hazardous to health. It shall upon request furnish any details of substances used by the business. It shall keep staff updated of all substances used by the business and a written risk assessment will be kept in the office.

Risk Assessments.

Where there is a recognised risk to health the hazard shall be reviewed and specific Risk Assessments developed identifying control measures to cover the control of the hazards, these could include but are not limited to hot works, manual handling, lifting, display equipment, noise, chemical or electrical hazards. The principal approach to all MDD Fabrication and Engineering works will be to eliminate hazards where possible and only when this is not possible then control measures will be put in place to reduce the level of risk to an acceptable level.

Method Statements

Method Statements will be prepared in writing for all activities where there is a particularly substantial risk. These method statements must provide site specific information on the activities to be undertaken including the site set up, the chain of responsibility and will detail a clear sequence of work which is to be followed in order to undertake the activity in a safe manner. All those directly involved in the work will read and sign to confirm understanding and agreement to follow the risk assessments and method statements. If during the works, the method statement or risk assessment cannot be followed without putting themselves at risk then works should be stopped and the person who produced the risk assessment and method statement should be contacted.

Design

MDD Fabrication and Engineering, when preparing the design will avoid risks to those carrying out construction work, liable to be affected by the construction work, maintaining permanent fixtures and fittings of the structure, using the structure as a workplace

When preparing the design, MDD Fabrication and Engineering will eliminate hazards wherever possible that may give rise to risks, and reduce risks from any remaining hazards

MDD Fabrication and Engineering will take account of the Workplace (Health, Safety and Welfare) Regulations 1992

MDD Fabrication and Engineering will provide relevant information with the design about aspects of the design of the structure or its construction or maintenance, as will assist clients, other designers, and contractors to comply with their duties under the Regulations

Lone Working

In all normal day-to-day working, lone working will be discouraged. It will on occasion be **necessary** for employees to work alone e.g., in Breakdown / Call Out situations or on small works where it is not feasible or practical for more than one employee to attend.

Authorisation must be obtained from the H&S representative, prior to lone working.

Young and/or Inexperienced Employees



Health and Safety Policy

Young people and/or inexperienced employees, especially those new to the workplace, will encounter unfamiliar risks from the jobs they will be doing and from the working environment. Key risks[1] for young and/or inexperienced people when starting work may arise because of their lack of experience or maturity and not having the confidence to ask for or knowing where they can get help.

MDD Fabrication and Engineering will supply young and inexperienced people with training and instruction on the hazards and risks present in the workplace and on the preventive and control measures put in place to protect their health and safety.

Tasks and/or equipment given to young and/or inexperienced persons will be risk assessed and control measures put in place to avoid risk to health and safety of them and others affected by their actions.

All young and/or inexperienced persons will be closely always supervised by a competent person.

Areas of Activity

MDD Fabrication and Engineering employees will be working on either the company's premises or those owned or controlled by their customers or clients.

Access and Egress

All access points are to be kept clear at all times; passageways are to be kept clear and fire doors should not be jammed or wedged in the open position. Safe access to all work areas will be provided.

Gases

All gases stored under pressure such as Oxygen, Acetylene, Propane or Argon / CO2 mixes shall be stored in a well-ventilated secure area outside of the working area. The store shall be clearly labelled with the contents of the gas stored. When transported these cylinders must be properly secured standing upright. A Hazard compressed air or gas sticker should be on the vehicle in a prominent position, additionally the applicable COSHH assessment or TREM card must be carried on the vehicle (These apply to any quantities of a gas that is above the threshold)

Alcohol and Drugs Policy Including Prescribed Drugs

The company will not tolerate employees reporting for work under the influence of alcohol or drugs. Any employee who is suspected of reporting to work under the influence of alcohol or drugs or believed to have taken alcohol or drugs during working hours will immediately be removed from the working environment, in accordance with the company's policy on this subject, and dealt with in line with the company's disciplinary procedure. All employees who are prescribed or who are taking any medication must inform their immediate supervisor immediately of the effects the medication may have on their ability to work safely. The supervisor must then implement appropriate measures to ensure the safety of the employee and those whom he is working with. **The company reserves the right to carry out random drugs & alcohol checks on ALL employees.**



Health and Safety Policy

Incident Reporting: Report of an Injury or Dangerous Occurrence

All incidents must be recorded in the Accident Book (where applicable).

Any notifiable incidents will be reported to the HSE under RIDDOR by the H&S representative.

Manual Handling.

All employees of MDD Fabrication and Engineering shall assess every individual load as to the risk and safety to themselves and others by their action. A suitable means of avoiding manual handling will be used when possible. If in doubt get assistance of another person/s or mechanical assistance. The environment, the load, and the distance of travel, in addition to your own and any assistant's capabilities, should always be considered with every lifting operation.

Employees Responsibilities

All Employees are responsible for ensuring their workplace/premises are as safe as possible by fulfilling their obligations under the Health & Safety at work act 1974.

Employees must:

- a) Safeguard themselves from potential hazards, human and environmental, to prevent injury to themselves, their fellow workers and others that may be affected by their acts or omissions. The consequences after leaving their workplace unsafe should be considered by all employees if their act results in an injury.
- b) Must be familiar with and always observe MDD Fabrication and Engineering's Health and Safety policy.
- c) Co-operate with the Company at all times to enable the Company to discharge its Health & Safety responsibilities.
- d) Use the appropriate Safety Equipment provided at all times and ensure it is maintained in a serviceable condition and any defects are reported to their supervisor.
- e) Inform Management if they have any medical or physical disabilities or if they become pregnant.
- f) Comply with the reporting of incidents or any hazards or untoward occurrences.
- g) Ensure their whereabouts is known at all times by a colleague or the relevant managers.

Visitors.

All visitors must report to the reception area where they will be required to sign in. Visitors cars must be reverse parked in the designated parking area. Appropriate Personal Protective Equipment as required in the applicable area must always be worn.

All visitors to MDD Fabrication and Engineering premises will be escorted at all times by a designated member of staff. All Contractors working on any MDD Fabrication and Engineering sites must be made aware of the Company's Health and Safety Policy. They must also be informed of any risks or hazards that may be present.

All visitors should be given an induction covering items such as welfare, first aid, emergency arrangements and the relevant hazards present.

Sub-Contractors



Health and Safety Policy

Prior to the engagement of all Sub Contractors, consideration to their ability to comply with Health and Safety Legislation must be made. This will be ensured by issuing all Sub Contractors with a Health and Safety Questionnaire. Upon completion and return of this form a decision as to their ability to comply will be made, this will be influential on whether their services are engaged. Additionally, the compliance of Sub Contractors will be monitored as work progresses.

Health & Safety Reviews

MDD Fabrication and Engineering shall undertake periodical reviews of this Health and Safety document and update or amend such parts as applicable in line with changing legislation and best working practice.

WORK EQUIPMENT

MDD Fabrication and Engineering realises the importance of providing equipment that is safe to work with at all times. The training of staff on using equipment properly and maintaining proper safety checks to ensure its safe use is of paramount importance to the Company.

Suitability & Use

The business shall ensure that all equipment is suitable for the work it is intended for. In its selection the following three main considerations shall be used:

1. The equipment's initial integrity. Its design.
2. The place where it will be used.
3. The purpose for which it will be used.

All equipment shall be maintained in good repair, and in safe working order. To reduce costs and monitor performance. A record of breakdowns and repairs should be kept.

Use of Equipment

The Company believes that by fulfilling the above suitability and use policy, and by keeping the area clear of persons not involved in its operations whilst the equipment is in use, good health and safety management will be maintained.

Training

No Employee shall be permitted to use equipment unless they are competent and trained to use the equipment in a safe manner.

Siting and Operation of Machinery and Plant

1. The Company shall prevent access to all dangerous parts of machinery using guards or any other means of protection required including equipment activated or controlled by remote means.
2. All equipment will be isolated as per the company's isolation and locking out procedure prior to entry or work commences.
3. The suitability of all machinery will be assessed, and the equipment will be installed, operated and maintained in accordance with the manufacturer's recommendations. All machinery shall be '*Shut Down and isolated*' where there is a potential of fire, overheating or a variation in temperatures that fall outside the safe working instructions for the equipment, or in the opinion of the operator there is an imminent risk to health or safety by other processes.



Health and Safety Policy

4. No item of plant shall be operated unless the operator has been specifically trained, authorised & instructed to use it. Plant not hired or provided by MDD Fabrication and Engineering shall not be operated without written authority from the owner (i.e., customers plant)

Working at Height

MDD Fabrication and Engineering must follow the hierarchy of control when working at height. All works that involve working at height must be planned & supervised by competent & trained individuals. The activity must be planned to ensure that the correct equipment is selected for the job. Equipment must be assembled by trained & competent persons. If during any inspection working at height equipment is found to be defect, it must be taken out of use immediately.

Ladders & Steps

(If the ladder is not fixed a second person must hold the ladder until it is!)

Ladders and steps should only be used where a risk assessment shows there is no suitable alternative, in most situations there are safer alternatives. Ladders should only be used for light work over a brief period and as a means of access. They must always be secured at the top and prevented from slipping at the base. The ladder should rise at least a metre above any landing point they are an access to.

Always make sure the ladder is at the correct angle and the top lays on a firm surface.

Ladders must have a good handhold and checks made to ensure that the stiles are not damaged, buckled or warped, no rungs are cracked or missing and no 'home repairs' have been made to them; never use a painted ladder; check that the safety feet are not missing. If a ladder is found to be defective, then it will be destroyed to prevent re-use.

Steps will only be used for short term duration work and where it is not reasonably practicable to use an alternative means of access.

Machinery Controls

Machinery Controls must be accessible at all times.

The Company insists that the 'Stop Button' has a high visibility mark and that all its employees know its location.

Lifting equipment and lifting accessories

All lifting equipment shall have an identity number and the safe working load of each piece of equipment. All lifting equipment will be thoroughly examined by a competent person as identified by the testing regime. At a minimum, all equipment that is used for lifting persons and all lifting accessories will be subject to a thorough examination on a 6 monthly basis. Other lifting equipment will be thoroughly examined on at least a 12 monthly basis. More regular formal examination may be identified by risk assessment. Lifting Equipment shall be checked before use for wear and tear and removed from use if worn or unlabelled. Defective lifting equipment will be locked away or destroyed to prevent use.

Work Equipment

1. Work Equipment shall include for this Policy the 1998 Provision & Use of Work Equipment (Amended) with the best practices so far as reasonably practicable.

a) All work equipment shall be marked for identification purposes and a record of maintenance breakdowns and safety checks kept.

b) Cranes, lifting appliances and accessories shall be inspected annually for Cranes and six monthly for accessories. (e.g., Strops, Single and Multi-leg Chains Spreader Bars, Etc.)



Health and Safety Policy

- c) Only persons trained and competent in the use of any work equipment may use such equipment. Plant not hired or provided by MDD Fabrication and Engineering shall not be operated without written authority from the owner (i.e., customers plant)
- d) Employees may undertake no operations with Cranes, Hoists, or Mobile Platforms unless Stabilisers are used correctly.
- e) Staff must understand safety signals as per the 'Safety Signs & Signals Regs.'

- f) Defects of any work equipment must be reported and recorded as soon as possible and should not be used until repaired or replaced.

Vehicles

All Vehicles shall be properly maintained and be roadworthy before going onto a public road. Only employees of the Company who have a Driving Licence and or Competence Certificate are permitted to drive or operate the Company's vehicles. Any legal action taken against an employee, which will or may affect their licence, must be divulged to Management immediately.

Motor Vehicles

Only staff holding a Driving Licence for the appropriate vehicle may drive vehicles and shall be responsible for ensuring their roadworthiness and ability to function. Any defects with vehicles should be reported immediately to management.

Drivers shall be responsible for ensuring all loads are secure before driving onto a highway. Drivers must report to Clients/Agents before unloading takes place.

Reversing: Because of the number of incidents in the transport industry whilst reversing help with reversing should be sought in any confined or pedestrian areas.

High Visibility waistcoats should be worn at all times when working with motor vehicles.

Reversing must be kept to the shortest distance possible and wherever possible a banksman **MUST** be used. If a passenger is in the vehicle, they **MUST** act as banksman.

Equipment Maintenance

MDD Fabrication and Engineering undertakes all maintenance, repairs, servicing, and safety checks of equipment. All employees are responsible for ensuring that no equipment under repair is used until cleared by the engineer.

DISPLAY SCREEN EQUIPMENT POLICY

Introduction

MDD Fabrication and Engineering recognises the importance of maintaining the highest standards of health & safety for its employees and accepts its responsibilities under the Display Screen Equipment Regulations.

Principles

1. All regular users of this equipment are to be made aware of this policy.
2. The Company will conduct risk assessments of all Display Screen Equipment and users Work Stations.
3. Where required users of DSE will be eligible for free eye and eyesight tests and where corrective appliances such as glasses or contact lens are found to be necessary the company will bare the cost of basic items such as lens and frames. The employee must pay the difference between the cost of basic types and the desired equipment themselves.



Health and Safety Policy

4. Areas of Responsibility These are stated in the business Safety Policy. The Office Managers shall be responsible for undertaking 'Proper Risk Assessments' for the offices.
5. The nominated managers or supervisors will also be responsible for the assessment of workstations with Display Screen Equipment. Namely the design, instruction and use of equipment and software. Advising staff of their right for free eyesight tests if applicable.
6. Simple procedures such as good posture that is comfortable will reduce static loading on the Musco skeletal system (Muscles & Bones).
 - The use of adaptable equipment on all equipment particularly furniture so stress and fatigue is reduced.
 - Proper layout of workstations to prevent overreaching, avoiding glare and reflection, and promoting good posture.
 - The need to take regular breaks or change activities for a break from display screen work.
 - The need for regular checks of equipment for maintenance. Check for electrical hazards.
 - The need to train staff in recognising hazards with equipment and action to take if problems are experienced.
7. **Training** Management considers training to be the key element in good health & safety, and in reducing the risk of poor health to their employees. All Training requirements for employees will be established with the use of a task orientated Training Matrix.
 - Training will cover the following points:
 - Recognition of hazards (Something with the potential to cause harm)
 - Recognising undesirable factors that should be avoided.
 - Recognising desirable factors that should be adopted.
8. **Problems Associated with the Use of Display Screen equipment** All problems or issues associated with the use of DSE must be reported with immediate effect to the employee's immediate supervisor.

CDM Regulations 2015 – Contractor Duties

Under the Construction (Design and Management) Regulations 2015, MDD Fabrication and Engineering ensures that all contractors are aware of and comply with their duties. Contractors must plan, manage, and monitor construction work to ensure it is carried out without risks to health and safety. They must cooperate with other duty holders, provide relevant information, and ensure workers have the necessary skills, knowledge, training, and experience. Contractors are required to follow site-specific induction procedures, adhere to the construction phase plan, and report any health and safety concerns to the principal contractor or health and safety representative.

Asbestos Management

MDD Fabrication and Engineering recognises the health risks associated with asbestos exposure. The company will ensure that asbestos-containing materials (ACMs) are identified, managed, and, where necessary, safely removed in accordance with the Control of Asbestos Regulations 2012. All employees and contractors will be informed of the presence of ACMs and trained appropriately. A competent person will carry out asbestos surveys and maintain an asbestos register. Work involving asbestos will only be undertaken by licensed contractors following approved procedures and risk assessments.

LIFT TRUCK OPERATING PROCEDURES.

The following are the Company's rules for Lift Trucks.



Health and Safety Policy

Only certified Drivers are permitted to operate Lift Trucks by the Company. The Lift Truck should have a daily inspection before it is used, and the operator clearly informed of the task that is required to be undertaken: The Load. The Route. The Weight. And any special instructions.

Lift Truck keys are to be issued to the operator prior to its use and returned upon completion of the work to prevent unauthorised use by untrained operators.

All operators are to be trained to an accredited standard by an approved accredited training body.

All Lift Truck operatives are to be medically screened at the stipulated intervals.

All operators are to wear seat belts / restraints where fitted.

All lift trucks are to be maintained in accordance with the manufacturer's recommendations.

A record of a formal inspection will be recorded on a weekly basis and retained.

All lift truck lift chains and their securing / anchorage points are to be inspected as per the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 which requires these points to be inspected annually or six monthly if the Lift Truck is used to elevate persons in a purpose manufactured cage.

HAND ARM VIBRATION

The company will to protect its employees against the effects of vibration only purchase, hire, or lease where practical the lowest vibration emitting equipment available. All equipment will be maintained in an appropriate manner to ensure that the vibration emission levels are kept to as low level as is reasonably practicable.

Where possible to avoid using vibrating equipment another method/tool will be used to eliminate exposure.

Training on the effects of Hand Arm Vibration will be given to all employees likely to be exposed to vibration.

All employees should report any tingling and numbness in the fingers, not being able to feel things with your fingers, loss of strength in your hands, and/or in the cold and wet, the tips of your fingers going white then red and being painful on recovery (vibration white finger).

In situations where it is required Health Surveillance / medical screening will be given in accordance with the Company's policy on this subject.

HEALTH SURVEILLANCE / MEDICAL SCREENING

All new employees will be required to either complete a medical history questionnaire or undergo a 'fit to work' medical prior to engagement with the company.

Health Surveillance and or Medical Screening will be given for all employees, as required by specific legislation such as the Noise at work Regulations, COSHH Regulations, the Visual Display Screen Regulations and the Control of Vibration Regulations or any other applicable legislation. The annual health screening will establish a baseline audiogram and recurring testing for each exposed employee will take place annually.



Health and Safety Policy

In addition to this, employees will be required to undergo Health Surveillance / Medical Screening on an annual basis or as required in order that customers and / or clients whose sites they may be working on can fulfil their obligations under legislation. This will also include random testing for Drug and Alcohol abuse.

EMERGENCY PROCEDURES

The following forms part of the Company's Health and Safety plan, which should also be read in conjunction with these procedures.

Out of Working Hours

The Company shall leave the name of the duty manager to contact in the event of an Emergency. The nominated person should not be contacted until the health & safety of everyone concerned with an emergency has been accounted for and emergency procedures carried out.

Emergency Procedure Testing

All Emergency Procedures will be tested on a six-monthly basis.

All staff must be aware of the positions of emergency telephones, First Aid boxes, etc

Fire

Fire Drills shall be carried out regularly and recorded, so all staff can be drilled in this emergency, as stated in the Companies Fire procedure and Risk Assessments for the applicable location.

Immediate action in case of fire cannot be stressed enough. Any person discovering or suspecting a fire should raise the alarm immediately. By pressing fire alarm buttons, ringing a fire bell, and seeking immediate assistance. In case of fire evacuate the building immediately to the Emergency Assembly Point.

The Fire Brigade should be called by dialling 999. The designated person must ensure this is carried out. If it is possible to contain the fire by using Fire Extinguishers, only do so if there is no risk to you or others. This must NOT delay evacuation. If there are injured or infirmed people in the building, ensure the Ambulance Service is called as well. Do not enter for anything. The business can replace property, it cannot replace lives.

Explosions

MDD Fabrication and Engineering only have a small number of activities where an explosion could result such as the use of cylinders which contain gases stored under pressure which are controlled elsewhere in this policy.

Staff involved with maintenance must be familiar with all shut down or cut-off points for gas, electrical and fuel supplies. In the event of explosion these must be turned off immediately. A competent person should always be available to inform emergency services of these shut down or cut-off points. **If you do not know then find out now. It is a Company maintenance responsibility to know this.**

First Aid



Health and Safety Policy

MDD Fabrication and Engineering is committed to providing an adequate number of trained and qualified First Aiders.
In the event of an incident or sudden illness a First Aider should be summoned immediately.

The casualty should never be moved unless there is a danger to their life by fire, crushing or explosion etc. The whereabouts of the First Aider should be posted at all times. If there is no first aider, then a competent person shall be nominated to call for emergency assistance by dialling 999. The First Aider

must keep a record of treatment and the company informed immediately in the case of an incident so an investigation for the insurers and Health & Safety Executive can be conducted. Equipment involved directly or indirectly should not be touched by anyone. The scene should never be disturbed.

Weather Conditions

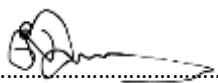
Where weather may involve danger to employees by high winds, flooding, freezing or high temperatures, different protocols may be used, and new procedures introduced for every person's safety.

In The event of Emergencies:
Nathan Diniz (Health & Safety Representative) 07497 345237

Employee acceptance of the MDD Fabrication and Engineering Health and Safety Policy

I have read and fully understand the requirements of the Health and Safety Policy and will ensure that I comply with its requirements at all times.

Print Name:.....Emanuel Diniz.....

Signature: 

Date:29/09/2025.....

