



**HEALTH & SAFETY
POLICY**

May 2024

HEALTH & SAFETY POLICY

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1. COMPANY HEALTH & SAFETY POLICY STATEMENT **(RELATING TO EMPLOYEES AND WORKING ENVIRONMENT)**

Part 1, Section 2, Paragraph 3 of the Health & Safety at Work Act 1974 and current legislation require a written statement on general policy with respect to the health and safety at work of both employees and those who have reason to visit the Company's premises.

The Board of Directors regard the promotion of health and safety throughout the Company as a prime objective.

To this end:

1. The Company has a responsibility to:

- a) Assess, provide and maintain safe and healthy working conditions in accordance with the relevant statutory requirements.
- b) Provide training to enable employees to perform their work safely and efficiently.
- c) Make available necessary safety devices and protective equipment and supervise their use.
- d) Maintain a constant interest in all aspects of safety.

To achieve this the Company will:

- e) Provide appropriate Directors with specific health and safety responsibilities.
- f) Encourage employees to meet with senior management and promote safety.
- g) As the number of staff increases, a safety team will be formed

2. Employees have a duty to:

- a) Comply with the instruction and training given to them, relating to the use of equipment, machinery, dangerous substances, transport equipment, production means and safety devices.
- b) Report workstations that may be considered to be a serious and immediate danger.
- c) Report any shortcomings in the Company's protection arrangements for health and safety.
- d) Adhere to Company procedures jointly agreed for ensuring a safe working place.
- e) Assist in any investigations that may be necessary into the cause or prevention of accidents.
- f) Have regard for the health and safety of fellow employees.

3. In accordance with the above objectives, this policy will be provided for all employees.

On behalf of DF Precision Ltd

Michael J Duignan
Managing Director

2. ASSIGNMENT OF RESPONSIBILITIES

MANAGING DIRECTOR

The Managing Director is responsible for the implementation of the Company Health & Safety Policy and the achievement of its objectives.

This authority is delegated through Nominated Managers, Managers and Heads of Departments and all employees, defining the responsibility for which they will be held accountable.

NOMINATED MANAGER

The Nominated Manager has responsibility delegated by the Managing Director for the general implementation of this Policy and associated procedures.

Has the following important duties:

- a) To ensure that all personnel under their control know and accept their responsibilities under the Health & Safety Policy and are equipped to play their part.
- b) To operate within all legal and company requirements applicable to the work of the Department.
- c) To clearly define safe operating procedures and instructions and ensure that they are known, understood and observed.
- d) To ensure that safety receives full consideration in:
 1. Current production and service programmes
 2. Planning of new operations and methods of work
 3. Designing of new plant, equipment, jigs and fixtures.
- e) To ensure employees are properly trained and in particular, receive adequate induction and on-the-job training.
- f) To ensure that all investigation and reporting procedures are carried out; to examine all accident reports and to implement any remedial action.
- g) To ensure that no new substance is permitted onto Company premises without Health & Safety Data Sheets and to submit these for approval and entry onto the COSHH Register.
- h) To ensure that Risk Assessments take place as and when required.
- i) To advise and organise the implementation of all aspects of health and safety within the Company
- j) Draw the attention of the Managing Director and appropriate Managers to circumstances that are considered to be health and safety hazards.
- k) Report unsafe plant and/or operating conditions and from personal safety investigations carried out, maintain consultation with Heads of Departments concerned and those responsible for corrective action. Keep records of the progress of such remedial actions and draw the attention of the Managing Director to specific instances where unacceptable delay develops in their completion.
- l) Maintain close co-ordination with the Heads of Department to ensure compliance with improvement notices or prohibition notices issued by the

- Factory Inspectorate, drawing the attention of the Managing Director where these are not acted upon in an expeditious manner.
- m) Initiate and monitor a system of periodic checks and inspections throughout the company to ensure health and safety. Investigate in conjunction with Managers, all reportable accidents that occur on company premises.
 - n) Compile statistics of reportable and non-reportable accidents to ensure their availability for the Factory Inspectorate, Industrial Insurance companies and Employers' Federation as and when necessary.
 - o) Ensure in consultation with Managers and Supervisors, that employees and new entrants receive proper training in compliance with current legislation.
 - p) Ensure that the Agenda is prepared and progress reports and statistical data are readily available for discussion at periodic management meetings.
 - q) Initiate, keep and control the issue of instructions for health and safety. This includes permanent and temporary instructions, pamphlets and leaflets for specific operations or substances, the policy document, codes of practice, posters etc.
 - r) External consultants will be used for legislative information from outside the company, technical and guidance materials relating to health and safety and make it available to all who will need it.
 - s) Circulate and display information concerning the measures necessary to ensure health and safety within the facility.
 - t) Liaise with Advisers or other companies and outside authorities, in particular Health & Safety Inspectors and local Fire Officers.
 - u) Conduct Assessments and monitor as required under legislation.

ALL EMPLOYEES

All employees have a legal duty not to commit acts in breach of legislation and to comply with instruction and training given, by:

- a) Using any machinery, equipment, substance, transport, means of production or safety device, only in the ways specified.
- b) Informing their immediate Supervisor of any work situations that may reasonably be considered to be a serious and immediate danger to health and safety.
- c) Reporting to their immediate Supervisor, incidents/accidents that have led or could lead to injury or damage.
- d) Reporting to their immediate Supervisor, any shortcoming in the Company's protection arrangements for health and safety.
- e) Adhering to Company procedures jointly agreed for ensuring a safe workplace.
- f) Assisting in any investigation that may be necessary into the cause or prevention of accidents.
- g) Having regard for the health and safety of fellow employees.

VISITORS/GUESTS

The person responsible for a visitor must ensure as far as is reasonably practicable, that visitors and others are not exposed to risks to their health and safety and that any relevant Company safety rules are notified to the individual concerned.

3. LIST OF PERSONS RESPONSIBLE

1. MANAGING DIRECTOR Mr M J Duignan
2. NOMINATED MANAGER Mr A J Fisher, Operations Director

In the event of external investigations relating to health and safety issues, only the Managing Director or those specifically nominated by him are authorised to speak on behalf of the company.

4. LEGISLATION APPLICABLE

Health & Safety at Work Act 1974

Control of Noise at Work Regulations 2005

Electricity at Work Regulations 1989

Management of Health & Safety at Work Regulations 1999

Workplace Health & Safety Regulations 1992

Environment Act 1995

Manual Handling Operations Regulations 1992

Display Screen Equipment Regulations 1992

Personal Protective Equipment Regulations 1992

Provisions and Use of Work Equipment Regulations 1998

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Control of Substances Hazardous to Health Regulations 2002

Lifting Operations and Lifting Equipment Regulations 1998

Pressure Systems Safety Regulations 2000



Mr M Duignan Date 30th May 2024
Managing Director