

## INTRODUCTION

This is a statement of policy by Blok 'N' Mesh Global Limited about its intentions, organisation and arrangements for ensuring the health and safety of it's employees, visitors and contractors, whilst on Company business and/or property.

## STATEMENT OF INTENT

It is the policy of the Company to ensure, so far as is reasonably practicable, the health, safety and welfare of it's employees whilst they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work etc Act, 1974, and all other relevant legislation.

## OBJECTIVES

In order to achieve compliance with this statement of policy, the Company has set the following objectives:

- to set and maintain high standards for health and safety at it's premises;
- to identify risks and set in place programmes to remove or reduce these risks;
- to ensure that these standards are communicated to all employees;
- to ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner;
- to ensure the dissemination and discussion of relevant information on health and safety issues; and
- to monitor its operations at each location.

## RESPONSIBILITIES

### **Director Responsible for Health and Safety**

The Director responsible for health and safety has established the overall Health and Safety Policy. Appointed by the Managing Director, he/she has the responsibility for implementing and monitoring the Policy principally through the members of the Health and Safety Committee.

### **SHEQ Manager**

The SHEQ Manager responsible for health and safety is responsible for:

- developing the role of the Company's Health and Safety Committee, including arranging meetings;
- overseeing the operations of the Company's Health and Safety department;
- managing the Company's Core Training Matrix and training plan, including the arranging of external health and safety training, as required; and
- developing internal health and safety training for managers, supervisors and Health and Safety Representatives at non-production sites.

## Health and Safety Committee

The members of the Health and Safety Committee, consisting of all Directors, all Assistant Directors, the Health and Safety department, and the Head Office Operations Management team, are responsible for:

- keeping the Company's Health and Safety Policy under review and ensuring that it is revised as and when necessary;
- monitoring the Policy's implementation and setting targets or objectives where appropriate;
- reporting on progress to the Director responsible for health and safety;
- bringing to the attention of the Director responsible for health and safety any faults or areas of weakness in the Policy or its implementation; and
- ensuring that the relevant resources are made available to enable the Policy to be implemented.

## Health and Safety Department

The Health and Safety Manager is responsible for:

- ensuring that the Company's Health and Safety Policy is implemented consistently across all sites;
- developing new procedure documents as required;
- advising the Health and Safety Committee on the implications of current and emerging health, safety and welfare legislation, including evaluating options, making recommendations and generating action to ensure compliance across the Company;
- overseeing and carrying out periodic audits at non-production sites to evaluate the effectiveness of health and safety systems and procedures and to identify and implement improvements;
- identifying employee health and safety training needs at non-production sites;
- carrying out health and safety induction training and further training when tasks change or as required at non-production sites;
- working with managers and staff to ensure that risk assessments and method statements are prepared and reviewed at non-production sites as necessary;
- co-ordinating the health and safety check sheets completed by sites;
- the timely recording and investigation of accidents and near misses at non-production sites and the overseeing of any required corrective action;
- analysing accident and other health and safety data as required and producing management reports, identifying trends and recommending action; and
- overseeing the periodic testing of all electrical fixtures and portable appliances at non-production sites.
- carrying out regular audits at production sites to evaluate the effectiveness of health and safety systems and procedures and to identify and implement improvements;
- identifying employee health and safety training needs at production sites;
- carrying out health and safety induction training and further training when tasks change or as required at production sites;
- developing and delivering internal health and safety training for managers, supervisors and Health and Safety Representatives at production sites;



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- working with managers and staff to ensure that risk assessments and method statements are prepared and reviewed at production sites as necessary;
- the timely recording and investigation of accidents and near misses at production sites and the overseeing of any required corrective action; and
- the periodic testing of all electrical fixtures and portable appliances at production sites.

The Health, Safety and Training Administrator is responsible for:

- carrying out all administrative duties required of the Health and Safety department;
- ensuring that all requests for risk assessments and method statements are complied with;
- completing all health, safety and environmental questionnaires; and
- assisting with the maintenance of the Company's Core Training Matrix and training plan as required.

## **Health and Safety Representatives**

Health and Safety Representatives, who represent all employees at their site, are responsible for:

- consulting with line management and members of the Health and Safety Committee on all issues of health and safety;
- communicating health and safety information and any changes that may substantially affect health and safety at work, for example in procedures, equipment, etc;
- monitoring health and safety at their site and informing members of the Health and Safety Committee of any work situation that they consider represents a serious and imminent danger and of any shortcomings in the protection arrangements for health and safety;
- assisting with periodic inspections carried out to identify unsafe equipment, working conditions, practices and fire hazards, and making reports of findings and recommendations regarding the remedying of any defects;
- helping to give health and safety training when tasks change or as required;
- overseeing emergency procedures;
- ensuring that all accidents, incidents and near misses on their site or within their area of responsibility are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken where necessary; and
- encouraging all personnel to be involved in matters of health and safety.

## **Line Management**

All line managers are responsible for:

- the practical implementation of the Health and Safety Policy, the Health and Safety at Work etc Act, 1974, and all other relevant legislation;
- ensuring that the operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities;

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- ensuring that young workers are under the personal oversight of a skilled and competent person during their training;
- helping to communicate health and safety information and any changes that may substantially affect health and safety at work, for example in procedures, equipment, etc;
- assisting with accident investigation; and
- consulting with their site's Health and Safety Representative on all issues of health and safety.

## INDIVIDUAL RESPONSIBILITIES

All employees are required to:

- co-operate in implementing the requirements of all health and safety legislation, related codes of practice and safety instructions;
- refrain from doing anything that constitutes a danger to themselves or others;
- immediately bring to the attention of their Health and Safety Representative any situation or practice that might lead to injury or ill health;
- ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- be responsible for good housekeeping in the area in which they are working;
- report all accidents, incidents, dangerous occurrences and near misses, to their Health and Safety Representative in accordance with the Company's Accident/Incident Reporting & Investigation Procedure; and
- to represent the Company in a reputable and professional manner at all times.

## ARRANGEMENTS

See 'Health and Safety Arrangements' (document number 066D).

## POLICY REVIEW

The effectiveness of this general Health and Safety Policy Statement and other specific policies in use throughout the Company will be reviewed and revised annually or as and when necessary.

**Signed:**



**Name:**

S Worsley

**Position:**

Chief Executive Officer

**Date:**

10<sup>th</sup> August 2022

**Review Date:**

10<sup>th</sup> August 2023