

# **EMS SECURITY GROUP LTD: HEALTH AND SAFETY POLICY**

## **POLICY STATEMENT**

EMS Security Group Ltd is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

The Company will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses.

It is the responsibility of each employee to familiarise themselves and comply with the Company's procedures and systems on health and safety.



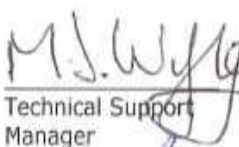
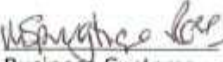
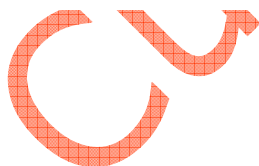
It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager.

The Company's duty of care in practice is to:

- Make the workplace safe
- Prevent risks to health
- Ensure that plant and machinery is safe to use, and that safe working practices are set up and followed
- Make sure that all materials are handled, stored and used safely
- Provide adequate first aid facilities
- Tell employees about any potential hazards from the work they do, chemicals and other substances used by the company, and give them information, instructions, training and supervision as needed
- Provide and maintain task risk assessments
- Make sure that ventilation, temperature, lighting, and toilet, washing and rest facilities all meet health, safety and welfare requirements
- Check that the right work equipment is provided and is properly used and regularly maintained
- Prevent or control exposure to substances that may damage employees' health
- Take precautions against the risks caused by flammable or explosive hazards, electrical equipment, noise and radiation
- Avoid risk of injury by ensuring that guidelines for manual handling are communicated, understood and adhered to
- Provide protective clothing or equipment if risks can't be removed or adequately controlled by any other means
- Ensure that the correct warning signs are provided and maintained
- Report certain accidents, injuries, diseases and dangerous occurrences to either the Health and Safety Executive (HSE) or the local authority, depending on the type of business

The Company also recognises its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations.

This policy will be reviewed annually and updated more frequently where necessary.

  
Chairman  
Managing Director  
Operations Director  
Finance Director  
Sales Director  
Director of R & D  
Director of Marketing  
Operations Manager  
Production Manager  
Technical Support  
Manager  
Business Systems  
Manager  
Financial Controller  
Regional Sales Director  
(North)  
Regional Sales Director  
(South)  
Commercial Support  
Manager  
Quality Manager  
Director of Product and  
Compliance

## Organisation

The Chairman - has overall responsibility for health and safety in the Company. The Quality Manager has responsibility for overseeing, implementing and monitoring health and safety procedures in the Company and for reporting back to the Board on health and safety matters as well as conducting regular inspections of the workplace, maintaining safety records and investigating and reporting on accidents at work.

Disciplinary action under the Company's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

## Training

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

## Employees at special risk

The Company recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

## First aid and reporting accidents at work

All injuries, however small, sustained by a person at work must be reported to a qualified first aider and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The Quality Manager will review accident statistics on a regular basis with any necessary action being taken to prevent a recurrence where possible.

## Fire

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The maintenance and testing of fire alarms and fire fighting, prevention and detection equipment is undertaken at the specified intervals and records kept.

The detection system is located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. Fire exits are also located throughout the workplace. Fire exit doors and corridors must never be locked, blocked or used as storage space. All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills are conducted on a regular basis to ensure employee familiarity with emergency evacuation

procedures.

Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure.

#### Company safety rules

- 1 All employees should be aware of and adhere to the Company's rules and procedures on health and safety
- 2 All employees must immediately report any unsafe working practices or conditions to their line manager or to the Quality Manager
- 3 Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- 4 Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of themselves or any person
- 5 Employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- 6 All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers. Hazardous waste must be disposed of in accordance with the specific instructions available from the Environmental Representative
- 7 No employee should undertake a job which appears to be unsafe
- 8 No employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- 9 All near-misses must be reported via the non conformance advice process
- 10 All materials must be properly and safely used and when not in use, properly and safely stored
- 11 Work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- 12 Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their line manager and or the Quality Manager
- 13 Suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate
- 14 Work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately in accordance with COSHH guidelines
- 15 Employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

## Access

- 1 Walkways and passageways must be kept clear and free from obstructions at all times
- 2 If a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately in accordance with COSHH guidelines
- 3 Trailing cables should not be left in any passageway
- 4 Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges protrude out into the passageway
- 5 Where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

## Tools and equipment

- 1 Company machinery, tools and equipment are only to be used by qualified and authorised personnel
- 2 It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a line manager
- 3 All tools must be properly and safely stored when not in use
- 4 No tool should be used without the manufacturer's recommended shields, guards or attachments
- 5 Approved personal protective equipment must be properly used where appropriate
- 6 Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
- 7 Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

## Off-site employees

Employees working off-site are expected to follow local health and safety guidelines and to adhere to Company health and safety rules.

Employees driving on Company business must operate in accordance with the following:

1. You must drive in accordance with the Highway Code
2. It is your responsibility to check the roadworthiness of the vehicle you're driving
3. You must not take unnecessary risks whilst driving in adverse weather conditions
4. You must have a valid licence and suitable insurance for the vehicle that you are driving.

Further details are in the Vehicle Drivers Policy issued to all employees who drive on Company business.

### Manual handling

- 1 Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand
  - 2 The load to be lifted or moved must be inspected for sharp edges and wet patches
  - 3 When lifting or moving a load with sharp or splintered edges, gloves must be worn
  - 4 The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
  - 5 Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance
  - 6 When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
  - 7 Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.
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Current Version