

Ecoganix Health & Safety Policy

Promoting a Healthy and Safe Working Environment

Ecoganix Limited aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the Business, we will be committed to:

- Complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Business subscribes;
- Monitoring health and safety performance with senior managers regularly reporting to the company Directors.
- Effective communication of and consultation on health and safety matters throughout the Business;
- Assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- Preventing work-related injuries, ill health, disease and incidents;
- Providing and maintaining safe plant and equipment and implementing safe systems of work;
- The safe use, handling, storage and transport of articles and substances;
- Providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- Providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- Providing suitable and sufficient information, instruction and supervision for employees;
- Continually improving the performance of our health and safety management;
- Devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Business;
- An annual review and when necessary the revision of this health and safety policy;
- Making this policy available to relevant interested external parties, as appropriate.

As Managing Director I have ultimate responsibility for health and safety in Ecoganix and I am committed to realising these objectives. Assisting me in this process are:

- Tom Everitt, the Ecoganix Group Compliance Manager
- Senior managers and managers, who are required to make arrangements to ensure the health and safety of their staff whilst at work, and also visitors to our premises.

This Policy Statement is made available to all staff via the shared Onedrive™ and brought to their attention by being placed on notice boards at all Ecoganix locations. Staff are reminded of their responsibility to co-operate and take an active part on health and safety matters. This is particularly important for field based staff, many of whom manage their own health and safety on a daily basis.



Arthur Ready

Managing Director, Ecoganix Limited

Enc: [Ecoganix Health & Safety Responsibilities](#)



Health & Safety Responsibilities

Managing Director

The Managing Director is responsible and accountable for the standard of health, safety and welfare throughout the company and is responsible for setting a personal example and demonstrating a concern for quality, health, safety and welfare.

The Managing Director has the following responsibilities:

1. Is responsible for the health, safety and welfare performance of the company.
2. To ensure the Health and Safety Policy is published and implemented.
3. To appoint a competent person with responsibility for providing advice on health, safety and welfare.
4. To identify and allocate specific responsibilities to Senior Managers, these should be defined and confirmed in writing.
5. Agree annual health and safety objectives for the company and specifically for Senior Managers. The objectives will be reviewed regularly.
6. To ensure sufficient resources are available to allow the business to fulfil its legal obligations.
7. Is responsible for setting a personal example and demonstrating a concern for safety, health and welfare.

Senior Managers & Operational Managers

Senior and Operations Managers have the following responsibilities:

1. Ensuring that their site and (or) department is operating in compliance with the company policies and all other safety laws, regulations and other requirements, so far as reasonably practicable.
2. Ensuring that sufficient resources are available so sites are operated efficiently and safely and safety issues are taken fully into account throughout operations.
3. Setting a personal example for safety requirements by taking responsibility and ensuring that effective safety protection equipment is available and maintained at all safety sensitive areas of the site and that appropriate user instructions are to hand.
4. Implementing the Health and Safety Policy and ensuring that all safety control procedures are being adhered to and understood by all staff and taking appropriate corrective and preventative action, including setting annual objectives for their managers
5. Providing technical input to the senior management team to assist in the resolution of the safety problems.
6. Maintaining the Site Plan and identifying, in consultation with other members of the Senior Management Team, all areas of safety risk and potential liability.
7. Ensuring that the safety implications of all process operations, materials handling and storage activities are properly understood by all operational staff.
8. Co-ordinating the activities of personnel under their control to safeguard continuity of operations, having full regard to safety issues, including emergency response plans.
9. Ensuring proper internal communications between management and operational staff on all issues.
10. The identifying and co-ordination of all training activities particularly in area having a safety impact and keeping and updating all training records.
11. Reviewing and directing appropriate action on receipts of Corrective Action Requests and Accident / Incident Report Forms.

Group Compliance Manager

In line with current legislation we have appointed Mr Tom Everitt – Group Compliance Manager to act as our in-house health and safety advisor under Regulation 7 of the Management of Health and Safety at Work Regulations.

1. To advise the Directors on aspects of health, safety and welfare.
2. To promote awareness of health, safety and welfare issues.
3. To promote, monitor and evaluate the implementation of the health and safety policy throughout the company and make reports of health and safety performance.
4. To advise on the interpretation of statutory health and safety requirements with respect to the company operations and the formulation of standards and systems to satisfy these requirements.
5. To monitor, co-ordinate and advise on safety training.
6. To ensure regular audits of health and safety performance are completed for all business areas.
7. To maintain the related health and safety procedures.

Site Managers

Site Managers are responsible and accountable to the Directors for the standard of health, safety and welfare within their area of responsibility and by the staff over whom they have direct control as follows:-

1. Prepare and maintain a Site Health and Safety Manual defining the local application of the company policies and procedures covering the following:-
 - a. Risk Assessments and Safe Working Procedures
To carry out risk assessments of all work activities and record the significant findings as safe working procedures.
 - b. Training
To identify and fulfil the safety, health and environmental training needs of their employees.
 - c. Fire Safety
To ensure that fire precautions are provided and maintained at a satisfactory level by performing regular evacuation drills, providing and maintaining adequate firefighting equipment and ensuring that all employees are familiar with these arrangements, and know how to use the equipment provided.
 - d. Emergency Planning
To ensure that there are suitable safety procedures to deal with foreseeable plant or process risks and the consequential losses and that all personnel are familiar with them.
 - e. Accident Reporting and Investigation
Accidents and near miss incidents are to be reported and investigated and actions to prevent recurrence identified and completed
 - f. Audits and Monitoring of Policies and the Workplace
Regular audits and inspections to be carried out, to ensure a high standard of housekeeping and compliance with health, safety and environmental requirements
 - g. Employee Involvement
Arrangements to be made for effective employee involvement and necessary consultation with employee safety representatives
 - h. Hazardous Substances
Hazardous substances to be controlled to ensure risks to health, safety and local environment are assess and risks eliminated or where this is not possible reduced to the lowest level that
 - i. Statutory Requirements for Records
To ensure that statutory records, registers and reports are all maintained.
 - j. Members of the Public, Visitors, Customers and Contractors
To provide procedures and arrangements to ensure the safety of members of the public, visitors and contractors and that statutory and company safety obligations are met.
 - k. Occupational Health Facilities

Ensure provision of suitable occupational health facilities and provision of first aiders and the provision and maintenance of first aid equipment.

- I. Maintenance of Premises, Plant and Equipment
Premises, plant and equipment are to be maintained as required by regulations, authorities or code of practice to ensure they are safe and without risks to health or environment.
2. Ensure that their Supervisors are aware of their health and safety responsibilities as detailed within the Site Health and Safety Manual.
3. Review the standard of health and safety performance as an integral part of the site performance.
4. Are responsible for settling a personal example and demonstrating a concern for health and safety

Other Managers / Supervisors

Other Managers etc. must be familiar with and understand the health and safety policy and assist their manager in establishing and maintaining the arrangements for implementing the policies within their area of responsibility. The arrangements are detailed in the health and safety manual.

In Particular they will:-

- a. Set a personal example in demonstrating a concern for health, safety and welfare matters.
- b. Ensure that health and safety instructions are understood and obeyed by all persons under their control
- c. Ensure that health and safety training is an integral part of on the job training
- d. Ensure that health and safety training needs of employees are brought to the attention of their manager
- e. Encourage employees to suggest ways and means of eliminating hazards
- f. Ensure that defects in premises, plant and equipment that may affect the health and safety of employees and other are promptly attended to.
- g. To continually monitor the standard of health and safety performance within their area of responsibility, initiate remedial action where possible and report to their manager.

Safety Representatives

The roles and functions of Safety Representatives are:

1. To consult with employers on general health and safety matters, about hazards, notifiable accidents and dangerous occurrences.
2. To attend safety committees
3. To be consulted about health and safety information and training of employees, the introduction of new technology and introduction of measures which may substantially affect the health and safety of the employees they represent.

Employees

All employees must be familiar with and understand the arrangements detailed in the health and safety manual. In particular they will:-

- (i) Take reasonable care for the health and safety of themselves and others.
- (ii) Observe the laid down systems of work/operating procedures and not undertake any tasks that they are not trained and authorised for.
- (iii) Use all equipment safely and use correct tools and equipment appropriate for the job and ensure they are kept in good condition.
- (iv) Make proper use of safety aids, appliances, equipment and protective clothing supplied by the company.
- (v) Report to their manager any unsafe conditions or defects in plant or equipment without delay.
- (vi) Report to their manager any accident at work involving personal injury, property damage or a "near miss".
- (vii) Bring to the notice of their manager any way of eliminating safety hazards or of improving safe working methods they may have devised.
- (viii) Seek safety information if uncertain.
- (ix) Co-operate with their manager to enable them to fulfil their responsibilities under the Health and Safety at Work Act 1974, Environmental Protection Act 1990, and associated legislation.
- (x) Ensure that no items of machinery, equipment, substances or activities are used or undertaken unless the hazards associated with them have been identified, risk assessed and effective controls put into place.

- (xi) Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;

Health and Safety Assistance

To assist us in our undertaking we have appointed RBS Mentor as Health and Safety Consultants to provide competent advice and guidance.

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