

AEROTECH PRECISION MANUFACTURE LIMITED

COMPANY SAFETY POLICY

AND

HEALTH AND SAFETY PROCEDURES

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HEALTH AND SAFETY POLICY AND PROCEDURES**

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**AEROTECH PRECISION MANUFACTURE LIMITED
HEALTH AND SAFETY POLICY AND PROCEDURES**

1.0 HEALTH AND SAFETY POLICY STATEMENT

Aerotech will take all reasonable measures to ensure the safety, health, and welfare of its employees at work and will observe the terms of the Health and Safety at Work Act and the terms of Health and Safety Regulations made under it from time to time.

The Company will as far as is reasonably practicable, provide and maintain premises and systems of work which do not involve risk to the health and safety of members of the staff, contractors, visitors and customers.

The Company will ensure the provision and maintenance of a working environment which is without risks to health and safety, and which is satisfactory as regards facilities and arrangements for the welfare of staff at work.

The Company will provide such information, instruction, training and supervision as is reasonably practicable and necessary to safeguard the health and safety of members of the staff, visitors and customers.

The Company will ensure that, as far as is reasonably practicable, any plant, machinery, equipment or substances provided for use is safe in its operation.

The Company will provide adequate information, instruction, training and supervision in the use of plant, machinery and equipment.

It is the duty of all employees to read and conform to the Company Safety Policy and Safe Working Procedures, to accept and carry out their responsibilities and to work within industry approved good health and safety practice.

All safety legislation, such as the Health and Safety at Work Act, COSHH Regulations etc is to be complied with at all times.

All employees should contribute towards making the work areas as safe as possible and periodically appraise work methods to ensure that the safest practical methods are adopted.

The Directors give full backing to this policy and will support those who are involved in carrying it out.

Signed: _____
Director responsible for Health and Safety

Date _____

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2.0 ENVIRONMENTAL POLICY

The Company will take all reasonably practicable, viable steps to ensure that all of its activities/manufacturing processes do not harm its workforce, the environment or the local community.

The Company will ensure that all hazardous substances are stored and used correctly in accordance with the manufacturer's instructions.

The Company will ensure that all wastes, hazardous or non-hazardous, that are produced by its activities will be disposed of in accordance with local, national or EC Regulations through a reputable waste disposal company.

All hazardous substances that require disposal will be listed by product name, trade name and quantity for disposal, and advised to the Operations Director so that it can be stored correctly until sufficient quantities are available to make it a viable exercise for disposal.

The Operations Director will ensure that lists of these substances are given to the waste disposal company for them to determine what method of disposal is required.

The disposal company will then collect all substances listed and provide any licences, documentation or paperwork that may be required.

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3.0 RESPONSIBILITIES

3.1 The Director responsible for Safety will:

- Ensure that there is an effective policy for health and safety within the Company.
- Ensure that all employees are accountable for health and safety.
- Periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- Provide such funds and resources to meet the health and safety requirements identified below.
- Evaluate risks in the Company relating to accidents at work, health risks at work and to the public through the Company activities.
- Ensure that liability is covered by insurance, and advise on the extent to which risks are acceptable, whether insured or not.
- Be directly responsible for the establishment of a Company health and safety programme.
- Publicly support all persons carrying out the health and safety programme.
- Ensure that the Company health and safety policy and procedures are understood at all levels.
- Ensure that responsibility is properly assigned and accepted at all levels.

3.2 The Shop Floor Supervisors will:

- Be accountable for the implementation of this policy.
- Review accident reports and satisfy themselves that the correct conclusion has been reached and that corrective action is taken.
- Provide such information and training as is necessary to ensure the health and safety of all persons under their control and others who may be affected by the work.
- Ascertain details of required standards contained in statutory regulations and approved codes of practice and apply such standards both in design and operation.
- Ensure that persons in their department/section:
 - ❖ are adequately trained and are fully aware of any hazards in that department.
 - ❖ know what to do in the event of fire
 - ❖ know the location of the First Aid facilities and the names of the First Aiders

AEROTECH PRECISION MANUFACTURE LIMITED HEALTH AND SAFETY POLICY AND PROCEDURES

3.0 RESPONSIBILITIES cont

- Continually develop safe working practices to ensure maximum safety for all under their supervision.
- Ensure that adequate supervision is available at all times.
- Investigate all accidents including near misses promptly to discover their cause and eliminate re-occurrence as far as is possible.
- Ensure that all Safe Working Procedures are observed and that protective equipment is worn or used as appropriate.
- Ensure that necessary Personal Protective Equipment is issued to employees as required and stored properly.
- Ensure that any unsafe machine or tool is effectively immobilised and that all machinery and equipment is properly maintained, and all defects reported.
- Ensure that safety guards or devices are always fitted, used and properly adjusted.
- Maintain good housekeeping standards at all times.
- Maintain close liaison with any contractors on all matters appertaining to health and safety
- Consider any representation about health and safety from employees.

3.3 The Safety Officer is Responsible for:

- Updating the Health and Safety Procedure Manual as required.
- Ensuring that legally required registers are kept up to date in all their sections.
- Ensuring that all the requirements of relevant legislation is adhered to.
- Ensuring that all staff are kept up to date with the requirements of safety legislation.
- Ensuring that all accidents are investigated promptly to discover their cause and eliminate recurrence as far as is practical.
- Taking the role of Fire Responsible Person and liaising with the Fire and Rescue Service and fire sub-contractors for regular inspections.
- Ongoing fire alarm testing and completion of the fire logbook.
- Ongoing inspection of emergency lighting systems.

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3.0 RESPONSIBILITIES cont

- The completion of accident report forms.
- Reporting regularly to the Director Responsible for Health and Safety on health and safety issues.
- Inspecting new processes and substances for potential hazards and assessments.
- Advising and assisting where required, with risk assessments.
- Reviewing absences due to accident or injury at work.

3.4 All Employees shall:

- Make themselves aware of, and conform to, the Company's Health and Safety Policy and the Health and Safety Procedures at all times.
- Observe the safety rules at all times.
- Wear appropriate safety equipment and use correct safety devices at all times.
- Conform to all instruction given by their supervisor and others with responsibility for health and safety.
- Report all accidents, near misses and damage to equipment to their supervisor.
- Report all hazards to their supervisor.
- Keep gangways and corridors clear and ensure that the area where they work is kept tidy.
- Ensure that all machine guards and lids etc are kept on whilst machines are in operation.

3.5 Contractors on Company Premises shall:

- Observe the Company safety rules and instructions given by the person responsible for the contractor and wear Safety Shoes at all times if on Shop Floor.
- Not work on the premises until the relevant rules are read, understood and accepted.
- Not work on the premises until covered by insurance against risk.
- Not use machinery, welding equipment or naked flames without prior authorisation.

AEROTECH PRECISION MANUFACTURE LIMITED HEALTH AND SAFETY POLICY AND PROCEDURES

3.0 RESPONSIBILITIES cont

3.6 Competent Persons

In compliance with regulation 6 of the Management of Health and Safety at Work Regulations, the Company has appointed the Safety Officer as Competent Person for assistance in health and safety issues.

AEROTECH PRECISION MANUFACTURE LIMITED HEALTH AND SAFETY POLICY AND PROCEDURES

4.0 COMPANY HEALTH AND SAFETY ARRANGEMENTS

4.1 Safety Notices

The notice 'Health and Safety Information for Employees' is permanently displayed. All employees should read this notice and be familiar with its contents. Other notices will be displayed as and when necessary.

4.2 Induction Training

All permanent, temporary, full time and part time employees will be given induction training. Induction training will include:

- Introduction to the Company, its rules and regulations
- Orientation
- Health and Safety Policy and Safe Working Procedures Training
- Issue of Personal Protective Equipment and training in its use and care

4.3 First Aid Arrangements

The First Aid boxes contain adequate facilities and equipment to enable first aid treatment to be administered.

The names and locations of all qualified First Aiders and Appointed Persons are displayed on notice boards.

The Safety Officer will ensure that sufficient First Aiders are trained to meet current and future needs.

4.4 Accidents, Accident Investigation, Reporting and RIDDOR

It is the Company's Policy that all personal injury accidents are reported. If employees have an accident or receive treatment due to any work activity, or are involved in a 'near miss' incident, they must ensure that an entry is made in the accident book.

Accident Books are located with the First Aider or First Aid Box.

The Safety Officer will investigate all accidents and 'near misses' (except minor cuts, bruises and burns) and record the results.

All Fatal and Major Injuries, Certain Occupational Diseases and Certain Dangerous Occurrences will be reported to the National Incident Centre as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

4.5 Fire

Fire fighting appliances are regularly maintained in all areas.

The evacuation procedures will be regularly practised, and all staff are required to ensure they are familiar with these.

Fire alarms will be tested monthly and all Fire Exit Doors checked regularly to ensure that they open and close properly.

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4.0 COMPANY HEALTH AND SAFETY ARRANGEMENTS cont

4.6 Electrical Equipment

The company policy is to ensure that any electrical work is only undertaken by competent, trained persons.

All portable electrical appliances are inspected regularly and records are kept.

Fixed electrical installations will be periodically tested and examined to comply with legislation.

Repairs or testing of electrical equipment **MUST NOT** be undertaken by staff unless they are specifically authorised by the company.

4.7 Control of Substances Hazardous to Health (COSHH)

All processes and materials used in the Company will be assessed to ensure that practical precautions are taken to minimise risks to health and safety of its employees. All records of assessment will be maintained and kept by the Safety Officer.

All products or material not used before, will be assessed by the Safety Officer before that product or material is used and the relevant record sheet completed.

All substances will be reviewed on an annual basis or on any change in usage.

4.8 Risk Assessment

Risk Assessments are conducted throughout the organisation and these will be updated as necessary. New equipment, processes etc, will be assessed for risk prior to their being put into production use.

4.9 Machinery, Power Tools and Equipment

It is the policy of the Company that all plant and machinery brought into use within the organisation will meet the requirement of Health and Safety Legislation, in particular, the Provision and Use of Work Equipment Regulations and the Supply of Machinery (Safety) Regulations.

All machinery and equipment will be serviced and maintained as recommended by the supplier.

4.10 Personal Protective Equipment [PPE]

Personal Protective Equipment will be provided for all activities where it is deemed to be necessary as a result of Risk Assessment. As part of Induction Training, employees will sign for any equipment issued and be trained in its use and storage.

4.11 Contractors and Visitors

Contractors and visitors are the responsibility of the member of staff who has arranged or agreed to their visit. They should sign in the Visitors Book and read the notice about Health and Safety.

Contractors retained to undertake any substantial works or repairs will be required to sign the Contractors Information and Agreement Form prior to starting work.

All Contractors and Visitors are required to wear Safety Shoes at all times when on the Shop Floor.

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4.0 COMPANY HEALTH AND SAFETY ARRANGEMENTS cont

4.12 Health and Safety Training

Induction Training which includes initial health and safety instruction and training will be provided for all new starters and this will be followed with job specific training. Staff will also be given on-going training to ensure that health and safety topics are frequently brought to everyone's attention.

Specialist safety training, such as Fork Lift Truck Training, First Aid and Fire will be arranged whenever the need is identified.

Other topics such as COSHH and Manual Handling will be the subject of regular updates during staff training sessions.

4.13 Alcohol and Drugs

The Company has a duty to ensure that the health, safety and welfare of employees and others involved in its activities are maintained. The use of alcohol and illegal drugs is inappropriate in the workplace and drug misuse can be a criminal offence as well as a serious health and safety problem.

It should be noted that legitimately used medication may also affect a person's ability to use machinery, drive vehicles etc.

There are three important steps that employees can take to ensure their safety:

- Looking after their own health and safety by developing a responsible attitude towards alcohol and drugs including medication.
- Being aware of colleagues or others who may put safety at risk by their actions and reporting concerns to the Safety Officer,
- Recognise how and when to ask for help.

4.14 Stress Management

The company policy is to manage stress at work by working towards the Good Working Practice Code issued by the Health and Safety Executive. This will include the 6 key areas –

- Ensuring staff are able to cope with the demands of their job,
- Input by staff over their work practices,
- The provision of management support and information,
- Adequately defining employees roles and responsibilities,
- Ensuring good interpersonal relationships between staff

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- Adequately involving and informing staff of proposed changes.

4.0 COMPANY HEALTH AND SAFETY ARRANGEMENTS cont

4.15 Young People

The Company recognises that there is specific Employment and Health and Safety Legislation regarding young people and will comply with these requirements.

4.16 New and Expectant Mothers and Women of Childbearing Age

The Company policy is to protect the Health and Safety of our staff in this category by complying fully with the requirements of the Management of Health and Safety at Work Regulations and the Maternity Regulations. These apply to any of our employees who are pregnant, breast-feeding or who have given birth within the last 6 months.

Our risk assessments cover new and expectant mothers. During induction training female workers will be informed of any additional risks they may face at work if they become pregnant or are breast-feeding.

We recognise the extra vulnerability of pregnant and nursing mothers and additional risk assessments will be made when a woman notifies the Company that she is pregnant. Additional measures will be applied until 6 months after the birth.

We are only required by law to take extra precautions for pregnant or nursing mothers if we are notified of their condition. If pregnant employees do not provide confirmation from their medical practitioner, we will request medical confirmation.

If additional risks to pregnant women and nursing mothers cannot reasonably be reduced, we will find alternative work, or authorise paid leave if alternative work is not available.

4.17 Road Safety

The Company policy is to successfully manage work-related road safety for employees who drive whilst at work.

Employees driving at work include:

- Visiting suppliers or customers
- Attending off-site meetings, conferences, training events, etc.
- Travelling to airports or railway stations
- Delivering or obtaining products, materials of equipment
- Driving between company sites

Transport of products by people employed solely for that purpose is not covered within this road safety policy.

The company has developed a policy and procedure, which includes management duties and responsibilities, journey organisation, driver competency, vehicle maintenance and monitoring as appropriate.

Risk assessments will be conducted and control measures implemented.

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4.0 COMPANY HEALTH AND SAFETY ARRANGEMENTS cont

4.18 Disabled Persons

The company considers that disabled people can be an important and valuable part of its workforce and will not cause any obstacles to the employment of disabled persons.

The Operations Director is responsible for identifying any special arrangements required to enable disabled persons to be treated equally with other employees.

The Safety Officer is responsible for ensuring that safe working procedures and safe systems of work implemented for employees are applicable for disabled persons or amended to suit.

Any additional training requirements or information needed by disabled persons will be identified by the Safety Officer, who will arrange for the action to occur.

4.19 Work at Height

Work at height is not a regular activity but will be reviewed by risk assessment.

The company will ensure that:

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

The following hierarchy for managing and selecting equipment for work at height will be followed:

- Avoid work at height whenever possible
- Use work equipment or other measures to prevent falls where working at height cannot be avoided, and
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Risk assessments for work at height activities must be undertaken and control measures followed to ensure all work done at height is planned, organised and carried out by competent persons.

4.20 Slips, Trips and Falls

The use of extension leads is kept to a minimum.

Employees are required to ensure that they do not allow trailing leads to be positioned across walkways.

Any spillages of material or substances must be cleared away immediately using appropriate methods.

All slips, trips and falls should be reported so that the cause can be established and action taken to prevent reoccurrence.

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4.0 COMPANY HEALTH AND SAFETY ARRANGEMENTS cont

4.21 Lone Working

The company acknowledges that there may be times when employees are required to be on the premises outside of the core working hours in order to complete tasks and that this may result in employees working on their own.

If a situation arises where an employee is working alone in a Factory Area during the week or weekend the employee must inform the Operations Director in advance so that suitable safety measures can be implemented.

4.22 Asbestos Management

The Company will develop an Asbestos Management Plan after securing an Asbestos Survey by a Competent Contractor.

Areas identified to have Asbestos Containing Materials will be reviewed and inspected annually.

4.23 Noise

Measurements of noise in the workplace are conducted when required and employees may be required to wear hearing protection in designated areas.

4.24 Display Screen Equipment (Computers etc)

Risk Assessments will be conducted regularly. Employees using Display Screen Equipment must comply with the findings of the risk assessment and work to approved methods.

4.25 Manual Handling

Manual handling is kept to a minimum and all employees should, as far as is reasonably practicable, avoid manual handling operations at work which involve a risk of them being injured.

Employees involved with regular manual handling of boxes, packages, products, components, tools, equipment etc will be shown and required to use correct lifting techniques.

Any mechanical equipment provided to assist in handling must be used whenever possible.

4.26 Legionella Management

It is the Company's policy to ensure that the risk of Legionella is effectively managed in order to protect people who may potentially be exposed to legionella bacteria.

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4.27 Use of Employee Safe Working Procedures

Where appropriate, employee safe working procedures will be implemented to minimise the risk of personal injury and damage to property, plant and equipment arising from the use of unsafe working practices.

These will take the form of specific instructions or guidelines designed to ensure personal safety and the provision of a healthy working environment.

The Operations Director and Supervisors are responsible for ensuring that individuals are made aware of and understand those safe working procedures relevant to their work activity.

Where specific instructions exist, individuals are advised that disciplinary action may be taken against them if they ignore the regulations and/or any instructions given by the Operations Director or Supervisor.

AEROTECH PRECISION MANUFACTURE LIMITED HEALTH AND SAFETY POLICY AND PROCEDURES

5.0 EMPLOYEE SAFE WORKING PROCEDURES

5.1 Control of Substances Hazardous to Health

- 1 The company will ensure the collection of up-to-date information on the toxicity and potential hazards of all substances used by the company. This information will be available to those with a need for that information.
- 2 The company will limit exposure to and, where necessary, monitor the use of substances hazardous to health as an ongoing priority. Particular care will be taken with the introduction of new substances and the risks will be assessed as required.

Organisation and arrangements

- 1 The Safety Officer is responsible for obtaining hazard data sheets for all substances used by the company. This includes updating the sheets prior to the use of a substance for a new purpose or a new substance being used for the first time. Wherever appropriate the Safety Officer will draw up contingency plans to cope with spillages and other health and safety hazards.
- 2 The Safety Officer is responsible for ensuring that plant, air extractors and personal protection equipment function correctly and safely.
- 3 The Safety Officer and Supervisors will ensure that substances are issued for use in a restricted way and details of any hazards associated with them explained fully including aspects of handling, storage, transport and use of the substances.
- 4 The Safety Officer is responsible for monitoring the use of substances and will take charge of any contingency situation involving spillage etc.
- 5 Supervisors are required to ensure that staff are trained to use, handle and store substances. They must be familiar with any contingency plan and ensure that substances are only dealt with in the manner prescribed.
- 6 The company's employees using substances in the course of their work are required to use, handle and store them in the prescribed manner. Any new usage of the substances must be reported to their supervisor.

5.2 Fuels, Oils, Solvents and Gas

- 1 All petroleum products, including hydraulic oil, tool oil, paraffin and solvents can have harmful effects if they come into contact with skin. If contact is made wash thoroughly. Barrier creams are available.
- 2 Any spillage of these must be cleaned up immediately to avoid danger of someone slipping and to prevent pollution. If spillage occurs then the Safety Officer should be notified immediately.
- 3 **SMOKING IS NOT ALLOWED** when directly using the above substances.

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5.3 Fork Lift Truck

- 1 A specific location in the factory has been set up for the charging of the fork lift truck.
- 2 SMOKING IS NOT ALLOWED.
- 3 Adequate ventilation should be given to the fork lift while charging is taking place.
- 4 Further information is available from maintenance.

The Safety Officer should be contacted for information on charging and general procedure.

5.4 Young People

Prior to the employment of a young person, a young persons risk assessment will be conducted for the position applied for. If the person involved is below the Minimum School Leaving Age (MSLA) the results of the risk assessment will be supplied to the parents or guardian.

The section supervisor will be informed of the age of the young person and will ensure that the results of the Risk Assessment and specific young persons legislation are complied with.

5.5 New and Expectant Mothers and Women of Childbearing Age

The company has conducted an initial risk assessment covering all company activities and their effect on new and expectant mothers and women of childbearing age.

During Induction Training, employees are informed of the risks identified in the Initial Risk Assessment. The training makes clear that it is the responsibility of any employee becoming pregnant, or who are breast-feeding or who have given birth in the last 6 months to give written notification to the company as soon as possible.

On notification, the company will ensure that a Specific Risk Assessment is carried out on the work activities of that person and arrange ongoing reviews with management in order to control risks in line with the Management of Health and Safety at Work Regulations.

5.6 Occupational Road Safety (Driving whilst at Work)

Company policy is to take all reasonable steps to manage the health and safety of those staff who drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work.

The Company will develop a Driving at Work Policy for those employees permitted to drive whilst on company business.

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5.7 Disabled Persons

The company will keep a record of all employees who, due to disability, are thought to have particular requirements relating to the company's Health and Safety practices.

Newly appointed disabled employees and employees who become disabled will receive specific information and training on all relevant matters of health and safety. The company will ensure that the information is presented in such a way as to be readily understood by each individual. Company health and safety communications will also be issued in such a way that disabled employees can readily assess and understand them.

If the company requires the services (supervisory or otherwise) of other employees to assist a disabled person in the course either of their work or to carry out health and safety procedures, these employees will be trained by the company and will receive specific notes of the duties required of them, and the disabled employee will be advised of the arrangement.

Where appropriate, the Company will provide a Personal Emergency Evacuation Plan (PEEP).

5.8 Work at Height

The following hierarchy for managing and selecting equipment for work at height will be followed:

- Avoid work at height whenever possible
- Use work equipment or other measures to prevent falls where working at height cannot be avoided, and
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Risk assessments for work at height activities must be undertaken and control measures followed to ensure all work done at height is planned, organised and carried out by competent persons.

Ladders and Stepladders

All ladders and stepladders are tagged for identification purposes.

Pre-use visual inspections must be undertaken on every occasion a ladder or stepladder is brought out for use to ensure that it is safe to use.

All ladders and stepladders will be inspected every 6 months to ensure that they remain fit for use and the inspection will be recorded on the Ladders Inspection Form by the Safety Officer.

Any work from a ladder will require a second person to "foot" the ladder.

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6.0 FURTHER INFORMATION

Any further information required by employees should, in the first instance, be requested from his/her supervisor.

7.0 STAFF CONSULTATION

Health and Safety issues will be discussed at staff briefings.

Priority safety topics will be discussed informally by supervisors and employees on a day to day basis as they occur.

8.0 UPDATING

This manual will be updated from time to time to reflect changes in legislation.

9.0 MONITORING

In order to ensure that the required standards of health and safety management are achieved and maintained as described in the Organisational Responsibilities and Safe Working Procedures sections of this document, Health and Safety Audits will be carried out periodically by the Operations Director.

The audit report lists all the problems that require attention, together with a date by which remedial action must be taken.

In addition, regular Workplace Health and Safety Inspections will be carried out using a checklist designed to check whether conditions are as they should be.

10.0 REVIEW

On an annual basis the Director responsible for Safety will review the overall standards of Health and Safety performance in the Company.

He will also ensure that Risk Assessments are reviewed at regular intervals and satisfy himself that, either no changes are necessary or else that new assessments are prepared and control measures implemented.

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11.0 CURRENT SAFETY ORGANISATIONAL STRUCTURE

Managing Director	Roger Foley
Director Responsible for Safety	Andy Harvey
Safety Officer and Fire Responsible Person	Andy Harvey
Machine Shop Team Leader	Christian Reeves
Quality Advisor	Dave Dobell
Health and Safety Advisor	Keith Inkpen