

 **HEALTH AND SAFETY MANUAL**

Health & Safety

1 COMPANY POLICY ON HEALTH AND SAFETY AT WORK

Vitalograph Ltd has full regard for the occupational Health and Safety of its employees and others who have occasion to be on the Company's premises and fully accepts the implications of the statutory duties imposed upon it. The Company recognises its responsibilities in the area of Health and Safety and the need to enlist the active support of employees at every level in achieving satisfactory standards.

Employees are reminded of their own duties to take reasonable care for the Health and Safety of themselves and others and to co-operate so far as is necessary to allow any statutory duty or requirement on the Company to be performed or complied with.

SAFETY MANAGEMENT

The Company aims to achieve high standards in Health and Safety management and performance.

The objectives of the Company Health and Safety Policy are:-

TO PROMOTE

Standards of Health and Safety and welfare that comply fully with the requirements of any relevant statutory provisions and approved Codes of Practice.

TO DEVELOP

Health and Safety awareness and individual responsibility for Health and Safety amongst employees at all levels.

TO ENCOURAGE

Full and effective consultation on Health and Safety matters.

TO PROVIDE

All employees with the information, instruction, training and supervision they need to work safely and efficiently.

TO MAINTAIN

A safe and healthy working environment for employees with adequate facilities and arrangements for their welfare.

TO PREVENT

Nuisance to the community and to avoid damage to the environment.

TO ENSURE

The satisfactory implementation and subsequent monitoring of the Health and Safety Policy throughout the Company.

It is necessary to define the duties of certain persons. These are set out in the Company Policy available from all Heads of Department.

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Vitalograph Ltd has therefore agreed to:-

- a) Maintain necessary and up-to-date knowledge and keep contact with relevant outside bodies and developments on Legislation, Codes of Practice, and other technical or guidance material relating to the company's activities.
- b) Circulate the above information within the company.
- c) Ensure that legal requirements are met and that steps are taken to comply with changes in these requirements.
- d) Train supervisory staff in accident prevention so that safe working methods are used, and systematically review training needs.
- e) Ensure that Health and Safety factors are taken fully into account when new methods, processes, or premises are being planned, or when changes in existing products or production methods are considered.
- f) Ensure that all staff, employees and trainees are given thorough training in procedures and precautions related to Safety, First Aid, and Fire during their induction period.
- g) Ensure that periodic safety audits are undertaken.

The Senior Management of Vitalograph Ltd have approved this policy and will ensure that adequate funds and resources are available to support it.

The policy will be appraised annually and updated to meet any new legal requirements.

Signed



Date: 10-AUG-2017

B.R. Garbe
Managing Director