

# Health & Safety Policy - UK

## GENERAL POLICY

Optimas provides adequate control of health and safety risks wherever we operate and insist that all work is done in a safe and responsible manner.

We provide a safe and healthy working environment.

We provide adequate supervision, information, and instruction for employees to do their work safely.

We provide adequate and maintain safe machinery and equipment.

We consult with our employees on matter affecting health and safety.

We keep the implementation of this policy under review and modify it as necessary.

Optimas will comply with current applicable OH&S legislation and to other requirements to which the organisation subscribes.

Optimas is committed to continually strive to improve its health and safety management system.

## RESPONSIBILITIES

The following senior manager has overall responsibility for health and safety in the business:

Mike Tuffy, CEO, International

Day to day responsibility is delegated to the health and safety manager.

All employees are also responsible for health and safety and must:

- Co-operate with the company on all health and safety related issues.
- Ensure their health and safety and that of others.
- Not interfere with or misuse anything provided to safeguard health and safety.
- Report accidents, incidents or anything which might cause danger.

## IMPLEMENTATION

Our health and safety policies are communicated to all employees and this statement is posted in all locations and included in the businesses' management processes as appropriate.

Risk assessments are carried out to identify measures to eliminate, reduce or control hazards.

Regular inspections and other management processes monitor and evaluate health and safety.

Regular review meetings are held.

Accidents are promptly reported and investigated to prevent recurrence.

Safety improvements are included in the regular planning and budgeting process.

The policies are modified as necessary, and employees are informed of changes.

## SUMMARY OF MAIN POLICIES

- Safe working practices and procedures are put in place to be followed by employees and others working on the premises. Safety rules are also put in place which must be adhered to.
- All necessary protective clothing and equipment is provided and is to be used.
- Adequate training and supervision are provided for all employees.
- We provide proper working environments in our premises with adequate lighting, heating, ventilation, working space, cleaning, and maintenance.
- Welfare facilities are provided to promote good health and hygiene.
- Our premises are arranged to ensure safe access and egress for all areas of our operations.
- Proper arrangements are made in all premises for fire prevention, combating fires and evacuations.
- First aid arrangements are in place in all our premises.
- Suitable arrangements are made to deal with work-related illness.
- Plant, tools, equipment, electrical installations, and storage structures are properly inspected and maintained. Machinery is properly guarded.
- Proper control measures are used for storage, handling, and use of hazardous substances.
- Excessive noise levels are minimised, and hearing protection provided where necessary.
- Manual handling is kept to the minimum and training is given where it is necessary.
- All drivers of forklift trucks and other vehicles are properly trained and licensed.
- Display screen equipment is used safely.
- Proper arrangements are made for the safety of our employees working on other companies' premises and other employees working on our premises.
- Appropriate insurance cover is maintained.

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Mike Tuffy CEO, International