

Last updated January 2007.

# HITEK Ltd

## Health and Safety Policy

### Internal and External work



Updated January 2007

## 1 General Statement of Policy

**1.1 As Managing Director of HITEK Ltd, I recognise that the health and safety of my employees is of paramount importance.** Their safety and health demands at least the same degree of attention and emphasis as that placed on our mainstream business activity. I also recognise my responsibilities for the health and safety of others who may be engaged in or affected by the activities of our business.

**1.2** I undertake to discharge my statutory duties by:

**1.2.1 On a continuing regular basis,** identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.

**1.2.2 Providing and maintaining** safe plant and work equipment.

**1.2.3 Establishing and enforcing** safe systems of work.

**1.2.4 Recruiting and appointing** personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.

**1.2.5 Engaging and working with** persons and organisations who have the skills, abilities and competence commensurate with their role and level of responsibility.

**1.2.6 Ensuring** that coordination and cooperation is achieved with other employers so that they provide a safe workplace for my employees to visit.

**1.2.7 Ensuring** that tasks given to employees are within their skills, knowledge and ability to perform.

**1.3** All employees on their part are obliged to contribute actively towards achieving a work environment that is free of accidents and ill health.

## 2 Organisation

**2.1 Overall responsibility:** As the Managing Director Of HITEK Ltd I, Martin Kulin, have ultimate responsibility for ensuring that the duties imposed on the organisation, as employer under the relevant statutory provisions, are carried out.

**2.2** The persons shown in the organisation diagram in Appendix 1<sup>1</sup> are responsible for ensuring that the safety policy is implemented within their own offices.

**2.3** In order to ensure that health and safety is successfully managed within HITEK Ltd, the following responsibilities have been allocated as shown on Appendix 1<sup>2</sup>. Disciplinary action may follow any breach of this policy.

**2.4** I recognise that, as the employer within HITEK Ltd, I have ultimate responsibility for ensuring that the duties imposed on the employer under the relevant statutory provisions are carried out.

**2.5** I am also responsible for ensuring that the safety policy is implemented within the business<sup>3</sup>. This includes: -

**2.5.1** Monitoring the workplace to ensure that safe conditions are maintained.

**2.5.2** Where risks are identified, these will be rectified, so far as is reasonably practicable.

**2.5.3** Ensuring that employees, contractors and visitors are aware of safety procedures.

**2.5.4** Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this

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<sup>1</sup> required under Section 2(3) Health and Safety at Work etc Act 1974.

<sup>2</sup> required under Section 2(3) Health and Safety at Work etc Act 1974.

<sup>3</sup> the practicalities can be delegated!

Last updated January 2007.

includes the regular maintenance and servicing of equipment and plant.

**2.5.5** Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.

**2.5.6** Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from any work activity.

**2.5.7** Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors.

## **2.6 Each person in our organisation has the responsibility to:**

**2.6.1** Take reasonable care for their individual health and safety, consider the safety of other persons who may be affected by their acts or omissions.

**2.6.2** Work in accordance with information, instruction and training provided.

**2.6.3** Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.

**2.6.4** Report any hazardous defects in plant or equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.

**2.6.5** Not undertake any task for which authorisation and/or training has not been given.

### **3 Safety Arrangements**

**3.1** Our safety arrangements are supported by a system of documentation. Appendix 1<sup>4</sup> to this document contains details of where this documentation can be found.

**3.1.1** A full risk assessment of the workplace has been carried out. Where the hazard cannot be removed, control methods are provided. The details of the Risk Assessments and the control measures provided can be found in a separate file (see Appendix 1<sup>5</sup>.)

**3.1.2** In accordance with the Risk Assessments, all appropriate equipment is tested or checked. The details of these tests, including safety certification can be found in a separate file (see Appendix 1<sup>6</sup>.)

**3.1.3** In accordance with the Risk Assessments, all appropriate personal protective equipment is provided, free of charge. The details of this equipment can be found in a separate file (see Appendix 1<sup>7</sup>.)

**3.1.4** All employees are trained to carry out, safely, the work activities required of them. The details of this training can be found in a separate "Training Records" File (see Appendix 1<sup>8</sup>.)

**3.1.5** An accident reporting system is maintained by Kerry Sadler. The accident book is kept both in the canteen in the laboratory and the mobile laboratory.

**3.1.6** First Aid kits are available in the canteen and the mobile laboratory and both of the small vans. The appointed first aid person for HITEK Ltd is Kerry Sadler.

**3.1.7** An emergency procedure is provided. The details of this procedure can be found in a separate file (see Appendix 1<sup>9</sup>.)

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<sup>4</sup> required under Section 2(3) Health and Safety at Work etc Act 1974.

<sup>5</sup> required under Management of Health and Safety at Work Regulations 1999, as amended in 2003.

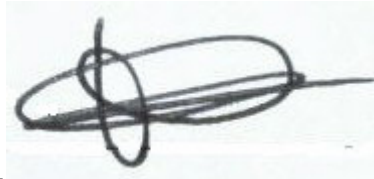
<sup>6</sup> required under Provision and Use of Work Equipment Regulations 1998.

<sup>7</sup> required under Personal Protective Equipment at Work Regulations 1992.

<sup>8</sup> required under Section 2 Health and Safety at Work etc Act 1974.

Last updated January 2007.

**3.1.8** All employees have been made aware of this safety policy and have signed to this effect on their training record. The training records are kept in a separate "Training Records" File (see Appendix 1<sup>10</sup>.)

A handwritten signature in black ink, appearing to be 'Martin Kulin', written over a light blue rectangular background.

Signed.....

Date January 2007

Martin Kulin.

Managing Director Of HITEK Ltd.

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<sup>9</sup> required under Management of Health and Safety at Work Regulations 1999.

<sup>10</sup> To protect against civil claims.

## **Items required to prove the Safety Arrangements.**

1. A full risk assessment of the workplace for each work activity, Your high risk areas will include general safety on building sites (mostly solved by your professional training), lone working (e.g. what happens if you fall into a septic tank on a vacant property), risk from repetitive strain injuries for your computer users and visiting properties with dogs.
2. Assessments and proof of maintenance of equipment used at work (especially important with electrical equipment.) Maintenance contract are useful for proving this.
3. Proof that the need for personal protective equipment has been assessed and, if necessary, provided.
4. Proof of training (you are likely to have evidence of professional training from when you first employed everyone, which will really form the foundation for your proof of "competence". See HITEK's internal skills and training matrix).
5. A demonstrable accident reporting system. If you haven't really looked at this, I can provide this.
6. First Aid kits at each office and travelling first aid kits for people who go out on site, proof that you keep them well stocked and that your appointed person knows what to do in case of emergency!
7. An emergency procedure. Once again if you haven't really looked at this, I can provide one.
8. Proof that all employees have been made aware of the safety policy and have signed to this effect on their training record.

## EMPLOYEE AWARENESS OF SAFETY POLICY

Please read and digest the contents of the newly issued HITEK Ltd Health & Safety Policy. Thereafter, please sign below to confirm that you have been made aware of this policy. This will be duly recorded on your training record.

I confirm that I have read and been made aware of the newly issued health & safety policy:

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Grant Shapland

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Date

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Nikki Lond

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Date

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Morgan Freeman

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Date

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Jeff King

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Date

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David White

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Date

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Sean King

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Date

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Roget Clarke

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Date

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Tom Duforest

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Date

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New staff to sign as and when join, including temporary staff

_____	_____
Name	Date

_____	_____
Name	Date

_____	_____
Name	Date

_____	_____
Name	Date