

# Health & Safety Policy



## Statement

Through the way we work and behave, all our people and stakeholders will be protected from risks of occupational injury or ill health. The Steri-Pod Group is committed to providing high quality instruments, equipment and services which fully consider the health and safety of its customers, its employees, the public, and any other contractors.

It is our policy to reduce accidents, injuries and work-related ill health to the lowest level practicable. Where hazards exist, we will evaluate, control and bring these to the attention of our employees. We all have a legal duty to co-operate in all safety related matters, not to endanger others or ourselves and not to misuse anything provided for safety. All persons are to ensure that appropriate safety rules are followed.

We will ensure the health and safety at work of all our people and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation.

We will lead industry by promoting best practice and exceeding the guidance of the Health and Safety Executive (HSE) and other regulatory bodies.

This policy reflects our commitment to ensuring that health and safety at work is paramount to the business, and that effective health and safety actively contributes to our success.

Within the Health and Safety Policy, specific duties have been assigned for the coordination and compliance with safety legislation appropriate to our business.

## Planning for safety

During the planning and preparation of any Steri-Pod Group activity, we will seek to gain relevant information related to health and safety. The necessary arrangements will then be planned for, by means of full consultation with the customer organisation and the proposed delivery location(s).

The planning of the work activity / delivery can then take this information into account, so that any health and safety issues have been addressed in advance.

This may include:

- Location of the delivery, relevant travel arrangements, on-site access and parking information
- Planning in enough time for full site inductions and relevant safety briefings to take place where applicable
- Any lone-working considerations
- Information re fire exits, fire alarms, and evacuation
- Location of toilets
- Location of first aid
- Location of / access to emergency help, if required

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- Information on the safe use of any equipment to be used during the activity / delivery – all relevant training to be provided
- Psychological, emotional, or physical needs of employees
- Procedure to report any incident, accident, hazard, or near miss.

All our employees will be given adequate information and training as is necessary to ensure their safety, during routine, unscheduled and emergency situations, together with the appropriate facilities and equipment.

Risk assessments, audits and general inspections will be undertaken at regular intervals by those trained to do so. This will enable management to identify significant hazards and plan for their elimination, reduction and control.

Whilst on our premises, visitors are to be accounted for, escorted and protected from workplace hazards. Contractors will be supervised and controlled.

We will produce a 12 month, on-going, Health and Safety Plan and budget to provide such insurance, external inspection, facilities, equipment and training as is required for those persons to fulfil their responsibilities.

## Awareness and commitment

We will ensure that our working environment is safe, without significant risks and meets the appropriate statutory requirements. It is recognised that all levels of management and employees have a vital role in the implementation and maintenance of our health and safety programme.

The Steri-Pod Group will ensure that it fully meets its health and safety duties, both to customers, employees, suppliers and partners as described below:

- Risk assessments, audits and general inspections will be undertaken at regular intervals by those trained to do so; this will enable management to identify significant hazards and plan for their elimination, reduction and control.
- Safe and healthy working conditions are maintained, plant, equipment and machinery are provided and maintained, and safe storage / use of substances are ensured
- First-aid arrangements are in place and awareness ensured with employees and visitors.
- All employees are given adequate training to ensure employees are competent to do their work.
- All employees to be given all relevant information regarding each delivery and an awareness and understanding of health and safety hazards and risks that affect our business.
- All employees to be made fully aware of The Steri-Pod Group's Health & Safety Policy and will be expected to share their commitment to it – generating a culture that does not tolerate threats to health and safety.
- All employees to be made aware of their general duties under Health & Safety legislation to work safely, work within Health & Safety procedures, to risk assess any activity or customer location, and to report any hazard and act to minimise health and safety risks if necessary.
- As such, all employees to have familiarised themselves with Health & Safety arrangements at our HQ facilities as well as at each customer location, including the location of delivery and loading bays, fire exits, fire drill arrangements and evacuation arrangements.
- All partners and suppliers to be carefully vetted as to their Health & Safety Policy and commitments.

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## Continuous improvement and two-way communications

The Steri-Pod Group will encourage customer organisations and employees to address with us any health and safety issues within the evaluation and ongoing quality monitoring of our work activities and services.

This will include:

- Making note of any health and safety issues after each delivery and after each contract review meeting.
- Making note of how we, as a company, address such issues.
- Making a plan regarding any change we need to make to ensure constantly improving health and safety for employees, customers, the public, and our partners.

## Investigation & complaints procedure

Nicholas Bone (Company Director & H&S Representative) will carry out an investigation into any accidents / incidents or near misses that have occurred. Our customer organisation will be fully informed of this and involved as appropriate.

Any complaint or concern regarding health and safety from a customer will be addressed immediately by Nicholas Bone.

The Steri-Pod Group representative will report to the company informing us how the issue has been addressed / rectified from the point of view of the customer.

Nicholas Bone will also notify the customer in writing of any complaint / concern expressed by a customer member of staff / member of the public / contractor.

Any concerns or complaints will be analysed fully to ensure that relevant issues are learned from and used to improve the future health and safety of the service provider.

## Policy Review

This policy has immediate effect and replaces all previous versions. This policy will be reviewed and amended, as necessary. The Steri-Pod Group is committed to continual improvement.

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