

Document Number	APIH-001-009		
Revision	A	Date of Revision	29/07/2024
Status	Controlled	Uncontrolled	WIP
Created By	CH		
Approved By	PW		
Signature			
Responsible Person	PW		

Change History

Date	Revision	Modified By	Description of Change(s)
29/07/2024	A	PW	New numbering system IMS integration

Introductions and Definitions

In this document the following words and phrases have the following meaning:

“The company” covers all entities of the business including API Engineering, PPI Engineering and API Capacitors.

Some parts of the procedure may only be applicable to one company so will have the following designation:

PPI Engineering – P

API Engineering – A

API Capacitors - AC

Health, Safety and Environment Policy Statement

PPI Engineering Ltd (PPI) make proper provision for the health, safety and welfare at work of its employees and others who may be affected by the Company's activities. In addition, the Companies strive to care for the environment through a commitment to good environmental practices. Improvement is achieved by continuous monitoring and performance reviews. As a minimum standard, the company meets legislative and other relevant industry standards.

All new activities are assessed for environmental impact and adequate health and safety provision. All existing activities are subject to risk assessment with the object of eliminating risk wherever reasonably practicable. The Companies strive to minimise the environmental impact of its activities, products and services, through improving energy efficiency and conservation, natural resource conservation, pollution prevention, minimising waste, recycling materials, safe and responsible disposal of waste and effluent, and minimising environmentally damaging emissions or pollutants.

Managers are responsible for ensuring that this policy is enacted through integration into the Companies normal management systems, receiving equal priority with all other aspects of the management of the business. Implementation will be through line management who will involve all employees in the achievement of the Companies objectives.

All employees are expected to accept their responsibility to work safely, adhering to safety rules and work procedures, using safety equipment provided, and generally to contribute to the maintenance of safe and healthy working conditions. They are also expected to be environmentally responsible. An ongoing system of consultation with employees is maintained to stimulate continuous improvement and promote good health, safety and environmental practices.

The company provides appropriate health, safety and environment training to employees to enable them to meet the Companies objectives. The Companies also ensures that competent health, safety and environment professionals are available to advise its management.

**WE ARE EACH RESPONSIBLE FOR HEALTH, SAFETY AND ENVIRONMENT,
HOWEVER WE WILL BE MORE EFFECTIVE IF WE WORK AS A TEAM – IT INVOLVES
US ALL.**

MJ Robinson

Director

January 2024

Safety Personnel

The persons with overall and final responsibility for health and safety are the Board of Directors.

The person responsible for overseeing, implementing and monitoring the policy is the Safety Director (or Technical Director).

The General Manager will be responsible as the Safety Director's deputy in case of their absence.

Personnel with overall responsibility in particular divisions for the supervision of health and safety will be displayed on company notice boards. Changes to these responsibilities will be posted on all company notice boards and/or will be notified by subsequent re-issues of this booklet.

Consultation

The management of PPI Engineering Limited (PPI) see communication between employees at all levels as an essential part of effective health and safety management. Consultation on safety will be facilitated by means of divisional employee / staff briefings as often as is deemed necessary.

The purpose of Safety briefings is to provide a forum in which information may be conveyed and employees questions on health and safety issues answered. In addition, these briefings will provide an opportunity to assess the continuing effectiveness of the policy.

Communication

The management of PPI will endeavour to communicate to all employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. PPI communicate with its employees orally, in the form of directions and statements from Supervisors, in writing, in the form of directives and this policy statement, and by example.

Co-operation & Care

To build and maintain a healthy and safe working environment necessitates co-operation between employees at all levels.

All employees are expected to co-operate on all matters relating to Health and Safety and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation is trained to perform his / her job effectively and safely. It is the opinion of the management of PPI that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about safely executing their jobs.

Directors have responsibility for implementing safety training in their areas of operation with guidance and direction from the Safety Director.

Workplace Inspections

It is the policy of PPI to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the workplace will be conducted by the Directors, with spot audits by the Safety Director. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

It is the policy of PPI to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

PPI will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All employees will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Personal Protective Equipment

It is the policy of PPI and API to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by PPI and API will be properly assessed prior to its provision.

All personal protective equipment provided by PPI and API will be maintained in good working order.

All employees provided with personal protective equipment by PPI and API will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

PPI and API will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

Manual Handling Operations

It is the policy of PPI and API to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations a risk assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. A risk assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Display Screen Equipment

It is the policy of PPI and API to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

PPI and API will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations and that all workstations meet these requirements.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Control of Hazardous Substances

It is the policy of PPI and API to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

PPI and API will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Risk assessments will be reviewed whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Fire Safety

PPI and API's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

The local fire service inspection staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures.

Directors have responsibility for the visual maintenance and testing of fire alarms and fire fighting equipment in their operating areas previously designated.

All employees within the business have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (Dial 999).

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees should also be aware of areas of the business where smoking is forbidden, particularly the offices.

The Safety Director is responsible for the provision and operational maintenance of fire prevention and detection equipment.

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Fire Alarms

Manually operated fire alarms are located at strategic points throughout the workplace. All employees should familiarise themselves with these locations. If an alarm sounds it is the responsibility of any employee present to evacuate the building. Alarms will be tested monthly.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees should familiarise themselves with these locations. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. Water / Water Extinguishers must not be used on Electrical Equipment. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace are installed at strategic points and are clearly marked. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

Fire Exits

Fire exits are strategically located throughout the workplace and clearly marked. Employees should familiarise themselves with these locations. Exit doors, corridors and marked walkways must never be locked, blocked or used as storage space.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all personnel must leave the building as quickly as possible by the nearest available exit and assemble at the designated assembly point. The designated assembly points for each building are displayed and employees should familiarise themselves with these locations.

Practice fire drills will be conducted every 12 months to ensure employee familiarity with emergency evacuation procedures.

Accident Investigation & Reporting

It is the policy of PPI and API to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

PPI see accident investigation as a valuable tool in the prevention of future incidents. In the event of a reportable accident a report will be drawn up by a Director detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to the Board of Managing Directors and analysed to attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports can be submitted to the company lawyers to advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

Accident Procedure

Directors are responsible for reporting and recording all cases of accident and disease in the Company Accident book maintained by the Safety Director.

All Accident records are maintained by the Safety Director. The Managing Director will maintain monthly accident statistics which will be reported to Management meetings.

The Safety Director is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

Sitework Activities

Working off site on customers premises necessitates additional safety considerations. These include ascertaining safe methods of working, relevant training and/or site induction programmes by the client, ascertaining responsibility for supervision, provision of adequate information on the work to be completed, issue of "Permits to Work", "Authorised Entry Only" systems, provision of Personal Protection Equipment, site First Aid facilities and site plans for dealing with fire evacuation and/or other emergencies. Risk Assessments will be conducted with the customer, on the site, and documented prior to any site work commencing.

Directors are responsible for ensuring that all necessary actions are taken to ensure that all site work activities are performed safely and without significant risk to health.

General Safety Rules

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- All employees shall immediately report any unsafe practices or conditions to their immediate Supervisor / Divisional Manager or directly to the Safety Director.
- Any person under the influence (or reasonably considered to be under the influence) of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
- Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
- Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
- Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other employees.
- No employee should undertake a job which appears to be unsafe.
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- All injuries must be reported to the Safety Director.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor, Divisional Manager or the Safety Director.
- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

- No employees should use chemicals without the knowledge required to work with those chemicals safely.
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
- All employees are expected to attend departmental safety meetings.

The Working Environment

- Work sites and personal work areas must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be removed routinely.
- All combustible waste materials must be discarded appropriately.

Walkways and Passageways

- Walkways and passageways must be kept clear from obstructions at all times.
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
- Trailing cables are a trip hazard and should not be left in any passageway.
- Any change in the floor elevation of any walkway or passageway must be clearly marked.
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- Where a passageway is being used by any vehicles, overhead cranes or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tool and Equipment Maintenance

- Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the Supervisor to determine who is authorised to use specific tools and equipment.
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which is in any way defective must be repaired or replaced.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the recommended shields, guards or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

- Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their Supervisor, Director or the Safety Director.

Manual Lifting and Moving

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
- When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.

- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
- Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.
The above safety rules are not an exhaustive list but are there to provide an awareness of safety issues.

**PUT SAFETY FIRST
BE AWARE
AND DON'T TAKE RISKS
IF IN DOUBT - ASK**

Copy Received by:

Print Name:

Company Name:

Date: