

## COMPANY SAFETY POLICY

### POLICY STATEMENT

MTFX recognises its responsibilities under the Health and Safety at Work Act, for ensuring as far as is reasonable practicable, the health, safety and welfare of all its employees.

MTFX attaches the greatest importance to health and safety and considers this to be a management responsibility, ranking equally with other management functions within the business.

It is the policy of MTFX to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and for the creation of working conditions which safeguard employees. To this end the company will allocate the necessary resources and enlist the active support of all employees, upon whom duties are also imposed by the Health and Safety at Work Act.

The company regards the standards set by the various relevant statutory provisions as the minimum standard which must be achieved, and will endeavour to improve on these standards where reasonably practicable.

This policy and the organisation, arrangements and safety rules which form part of it will be reviewed regularly and modified and updated as necessary.

### OBJECTIVES

The objectives of the above policy are:

1. To promote standards of health, safety and welfare within the company and to ensure compliance with all relevant statutory provisions.
2. To create and maintain safe and healthy places of work for all employees and to ensure that the safety and health of all persons other than our employees are not adversely affected by our work.
3. To ensure that all hazardous activities are appropriately Risk Assessed and that safe systems of work are in place.
4. To ensure that staff at all levels are provided with adequate instruction, training and supervision.
5. To develop safety awareness and responsible attitudes at all levels.
6. To promote a joint consultation approach on all health and safety matters.
7. To provide a framework within which our safety performance may be monitored through Accident Recording, Safety Audits and constant review of Risk Assessments and Safe Systems of Work.

## **SAFETY ORGANISATION AND RESPONSIBILITIES**

1. The managing director is responsible for ensuring that the company Safety Policy is implemented in practice. He has a day to day responsibility for applying safety arrangements and rules, ensuring that these are applied effectively and ensuring that there is adequate training, instruction and supervision.
2. Supervisors have a continuous responsibility for applying the safety arrangements and rules, for ensuring compliance with them and for giving employees proper instructions and ensuring they are trained in the company's safety policy arrangements and rules.
3. All employees regardless of position have a duty imposed on them by the Health and Safety at Work Act to:
  - a. Take responsible care for the health and safety of themselves or other persons who may be affected by their acts or omissions.
  - b. Cooperate with the company in the measures taken to safeguard health and safety at work.
  - c. Report to a person in authority any defects which adversely affect health and safety at work.
  - d. Be aware of the company's safety organisation and arrangements and those statutory provisions and company Safety Rules relating to their work activity.
4. It should be noted that disciplinary action may be taken against employees who persistently and deliberately flout the responsibilities placed upon them by statutory provisions and company Safety Rules.
5. The company is committed to on-going Career Progression Development in the form of an on-going training programme to keep abreast of new technology, regulations and industry standards.

**GENERAL SAFETY**

**RULES**

**DO:**

- Use safety guards, safety equipment and personal protective equipment provided.
- Report the loss or damage of guards, safety equipment and personal protective equipment so that the defect can be remedied.
- Observe the instructions on the warning notices displayed around the premises.
- Have minor cuts attended to immediately.
- Report accidents, break downs, defects and 'near misses' to the managing director.
- Switch off machines when not in use.
- Switch off and unplug portable equipment and flexible cables when not in use.
- Stop and isolate machines (both electrically and, where applicable pneumatically/hydraulically) before undertaking setting adjustment and maintenance.
- Wash your hands before and after going to the toilet when you have been working with chemicals, oils oily components etc
- Ensure that visitors are provided with protective equipment where appropriate.
- Keep areas around machines, gang ways, steps and stairs clear and unobstructed at all times.
- Familiarise yourself with the positions of Fire Exits and Fire Extinguishers.
- Keep fire exits clear.

**DO NOT:**

- Wear loose clothing and/or jewellery when operating machinery.
- Attempt to carry out work or operate machines and equipment you are not competent with or authorised to use.
- Take short cuts or chances.
- Run in the work place.
- Wear unsuitable footwear such as plimsolls or open toed sandals.
- Clutter up gang ways, paths or stairs.
- Misuse equipment or use make-shift equipment.
- Overload lifting appliances, fork lift or pallet trucks.
- Smoke in prohibited places.