

It is the policy of Polyco Healthline Ltd to ensure, so far as is reasonable practicable the Health, Safety and Welfare of its employees, and any persons who may be affected by the company's activities. To this end, the company is working towards meeting the requirements of OHSAS 18001.

Polyco Healthline Ltd will ensure that:

- David Greenwood (Director) has overall responsibility for health and safety management within the company.
- Steve McCarthy (Head of Logistics and Warehousing) have been appointed to assist the company in meeting its legal and other requirements.
- The company will take all practical steps to ensure that its legal and other requirements are met throughout the company's daily operations.
- The company is committed to the prevention of injury and ill health, and continual improvement in Health & Safety management.
- The company will set and review Health & Safety objectives through Management Review.
- This policy will be documented, implemented, maintained and communicated to all staff, and individuals are made aware of their individual responsibilities and obligations.
- Employees will be given sufficient information, instruction and training to enable their safe performance of work activities.
- All health and safety policies, risk assessments and procedures are monitored and subject to annual review to ensure they are effective.

All personnel employed or subcontracted by Polyco Healthline Ltd shall:

- Co-operate with the management to ensure legal compliance within all their duties.
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their actions and/or omissions.
- Familiarise themselves with the health and safety arrangements that apply to them and their work environment.

Risk Assessments:

The company will carry out Risk Assessments on a regular basis. Within the warehouse particular regard will be paid to:

- Container Shunting
- Manual Handling
- Fire Safety
- Work Station
- Young Persons
- Visitors and Contractors on site
- Warehouse areas: loading bays, aisles, temp heating
- Forklift equipment
- Safety Cages
- Wrap machines
- Trailer Loading
- QC and drop testing
- Production / manufacturing area

Copies of Risk Assessments are kept in accordance with the Document Control Procedure.

Safe Working Practices:

From the Risk Assessments, Safe Working Practices are documented, implemented and communicated to all relevant staff.

The Safe Working Practices procedure, PH-SOP-016, covers the following aspects:

- General Site Safety Rules
- Working in the dock area
- Gas Cylinders
- Electrical Safety
- Forklift Operation
- Battery Changing Procedures
- Manual Lifting

Procedures:

The following procedures have been implemented within the Health & Safety Management System:

Procedure	File Ref
Accident and First Aid Procedure	PH-SOP-037
RIDDOR Reporting Procedure	PH-SOP-041
Bourne Warehouse Evacuation Procedure	PH-SOP-035
COSHH Procedure	PH-SOP-042
Workstation Assessment Procedure	PH-SOP-043
Site Visitors and Contractors Procedure	PH-SOP-044
Warehouse Rules	PH-SOP-006
Warehouse Safe Working Practice Procedures	PH-SOP-016
Pallet Retrieval	PH-SOP-005
Warehouse Facilities and Maintenance Procedure	PH-SOP-022
Environmental Incident Procedure	PH-SOP-036
Pest Control Procedure	PH-SOP-039
Warehouse Evacuation Procedure	PH-SOP-002

A copy of this policy will be made available to any interested parties upon request.

Approval Signature:

A handwritten signature in black ink, appearing to read 'D Greenwood', written over a faint circular stamp.

Approval Name:

David Greenwood

Position: Director