



# Health and Safety Policy

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## Health and Safety Policy Statement



Orseal Limited provide flow-control solutions for all fluid and gases. The products are used internationally in varied applications from pneumatic control, industrial waste systems to medical control packages.

Orseal offers a vast range of off-the-shelf valves and fittings for companies that don't require a customised solution.

We understand that all activities have the potential to affect the Health and Safety of employees, contractors, customers, suppliers, and the public. Therefore, in accordance with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation, the company will as far as reasonably practicably make all necessary arrangements to provide.


- The safe provision and maintenance of plant, equipment, and procedures.
- Assessment of all work activities and through risk assessment and implementation of control measures, to enable safe systems of work.
- Arrangements for the safe use, handling, storage and transport of articles and substances
- Information, training, instruction, and supervision to maintain a safe, healthy working environment.
- A safe access and egress to all areas.
- A healthy working environment
- Adequate welfare arrangements
- Working within a continuous improvement cycle to monitor all systems and procedures.

Orseal will also ensure that the policy is understood, implemented, and maintained by all employees, and inform all employees and contractors of the potential effects of their activities, the control measures implemented and the employee's obligation to prevent or reduce these effects.

As part of the company management system resources inclusive of finances, time, competences are given equal priority within the business, distribution of cost and time with regards to Health, Safety, welfare and the environment are prioritised to enable the company to conduct all activities in such a way as to prevent injuries and ill health to employees, customers, and members of the public and minimise risk of incidents including property damage, fire, pollution and security.

The company provides appropriate training and development for all employees to ensure they are competent to carry out their present and future functions. We operate continual improvement in all areas of Health and Safety to prevent injury, and loss in both material and financial terms.

Comply with all relevant legislation, codes and standards issued, and adopt a pro-active approach to anticipate future regulatory requirements.

<b>Signed</b>		<b>Position</b>	Operations Director
<b>Print</b>	Shaun Gray	<b>Date</b>	5/1/23

## **2 Purpose**

This policy sets out our general approach and commitment together with the arrangements that we have put in place for managing health and safety within our business.

## **3 Scope**

This Policy is applicable to all employees and departments within Orseal Limited. Where instructions are specific to an area this will be clearly highlighted.

## **4 Health and Safety Responsibilities**

This section indicates the roles and responsibilities of each member of staff within the organisations

### **Managing Director**

The Managing Director will have the overall responsibility for the health and safety of individuals that may be affected by Orseal's business activities, products, and services. They will also ensure:

- The Orseal's Health and Safety Policy and arrangements are implemented and adhered to by all employees. To demonstrate commitment and promote good practice in health and safety by our actions
- To ensure the business activities under their control are so far as is reasonably practicable undertaken and managed to provide a safe working environment without detriment to the health and safety of employees or others who may be affected by the business activities.
- Provide sufficient Health and Safety resource and competent advice in matters related to business activities
- To review and monitor Health and Safety Performance of not only Orseal's business activities but also those of contractors and sub-contractors instructed to undertake works on behalf of the company.
- To ensure all employees are consulted with regarding Health and Safety matters.
- To ensure all staff receive the relevant and appropriate health and safety related training to ensure each are competent to undertake their roles safely.
- Nominate competent Health and Safety resources to manage and monitor all activities.
- Set a personal example of good practice in relation to health, safety, and wellbeing.

### **SHEQ Manager**

The role of the Sheq Manager is to provide support and advice to the Managing Director, senior managers, management team, supervisors, employees, contractors, and visitors in matters regarding health, safety and Environment in the workplace. Ensuring each level of staff have pertained sufficient knowledge and awareness to enable each to discharge their duties accordingly and be aware of their responsibilities.

- To provide and promote current, up-to-date health and safety advice in support of business activities.
- Implement an effective management system
- Update and implement the Health and Safety Policy ensuring it is applied for maximum prevention of injury, damage, and wastage.
- Ensure all procedures are developed, reviewed, and kept up to date in accordance with current legislation and best practice.

- Interpret legislation and supporting codes of practice.
- Ensure all employees receive adequate and appropriate Health and Safety training.
- The production of reports on health, safety and environmental performance against the Company targets and objectives.

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- Establish a good health, safety, and environment culture to aid consultation, good communication and enabling all employees to raise / identify any concerns.  
Undertake where necessary investigations of accidents, incidents/near misses, dangerous occurrences, and occupational diseases and provide advice to prevent reoccurrence.
- Undertake preventative measure to eliminate and/or reduce risk to a minimum • Instigate reporting, recording, investigation or all near miss, accidents, and incidents.
- Report to the Managing Director on the safety culture within the company.
- Keep up to date with current legislation, regulations, codes of practices and best practices ensuring changes are implemented within the company.
- To ensure that any contractor undertaking works on behalf of Orseal have been selected and approved in accordance with the company procedures
- Set a personal example of good practice in relation to health, safety, and wellbeing.

When required, external advice may be sought on topics which require a greater level of competence or technical expertise.

### **Managers / Directors**

- Ensure all duties are reasonably practically undertaken to prevent accidents, incidents and near misses.
- Implement the Company Health and Safety Policy and procedures for the promotion of good health and prevention of injury, loss damage and wastage to property.
- Understand the Duties under law and ensure they and their team are taking action to achieve compliance.
- Ensure that health, safety, and wellbeing are considered when implementing new methods, processes, or premises.
- Ensure that adequate time is given to train and maintain competency levels of all their employees.
- Ensure that employees failing to discharge satisfactorily the responsibilities allocated to them are disciplined in accordance with the appropriate procedure.
- Monitor the performance in health and safety of those under their supervision.
- Take such decisions on safety and health as are necessary to implement advice given by the Health and Safety Manager.
- Set a personal example of good practice in relation to health, safety, and wellbeing.
- Cooperate and assist the Sheq Manager with investigating and implementing any remedial action in line with company procedures.
- Assist and co-operate with those undertaking safety audits and inspections and resolve any corrective actions identified.
- To purchase plant, equipment, and machinery, which conforms to current safety legislation and is suitably selected for its intended purpose. Ensure that said equipment is used as they are intended and maintained. Records of maintenance must be kept.

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## **Supervisors**

All supervisors will ensure:

- Ensure all duties are reasonably practically undertaken to prevent accidents, incidents and near misses.
- Implement the Company Health and Safety Policy and procedures for the promotion of good health and prevention of injury, loss damage and wastage to property.  
Understand the Duties under the law and ensure they and their team action to achieve compliance. Ensure that risk assessments are conducted, and hazards adequately controlled via safe systems of work prior to the commencement of any work activity.
- Ensure that only authorised, qualified and competent people are assigned to each task and that, where necessary, safe systems of work are in operation. (Others may be included if properly supervised.)
- All employees under their control are aware of their Health and Safety responsibilities, each receive or have the required training to ensure they are competent to undertake their role safely. Training must be provided regarding the safe systems of work of hazardous operations, substances, machinery or equipment and services.
- Ensure all staff under our control have been made aware of the findings and actions required of risk assessments, safe working practices applicable to their working activities
- Training records are maintained
- Address with appropriate action any concerns raised by staff regarding any health and safety matters, ensuring there are effective methods of communication to enable them to do so.
- Consult with their staff on all matters regarding health and safety in the workplace.
- Ensure all accidents incidents, near misses, ill health, dangerous occurrences, and occupational diseases are reported to Sheq Manager.
- Cooperate and assist the Sheq Manager with investigating and implementing any remedial action in line with company procedures.
- Assume the authority and responsibility to stop or alter circumstances that are considered to present an immediate risk of serious injury, ill health, or property damage
- Assist and co-operate with those undertaking safety audits and inspections and resolve any corrective actions identified
- When applicable manage contractors' onsite according to company policy and procedure, ensuring they have demonstrated they are suitable and competent to carry out the task and where applicable have submitted satisfactory method statements and risks assessments, they hold the necessary insurances, and any unsafe works / activities cease immediately.
- To initiate disciplinary action against any employee or contractor who breaches safety policies, procedures, safe working practices and or misuses equipment provided.
- To ensure there is adequate supervision available particularly where there are young or inexperienced workers present
- Making sure that all information in reference to any task is debriefed and communicated to all concerned or involved with the task.

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## **All Employees**

All employees must take personal responsibility for their own health and safety and that of others who may be affected by the actions or omissions and will:

- Familiarise themselves with and always conform to the Health and Safety Policy. Co-operating with their managers in implementing and adhering to policy and procedures
- Demonstrate a positive attitude towards health and safety in the conduct of all work activities and contribute to health and safety policies and procedures by liaising with your line manager / supervisor or safety representative.
- Ensure that any work / safety equipment issued to you is used appropriately and as intended, that it is correctly maintained and stored. Observe and follow all safety related advice, notice, instruction, posters  
Ensure all incidents, accidents near misses and property damage are reported in accordance with company procedure  
Report any faults / potential health and safety hazards immediately to their line manager / supervisor, stopping any work activities with potential health and safety hazards that are being undertaken by themselves or others which is unsafe.
- To liaise with the Health and Safety Representative regarding areas of concern which you feel isn't being currently addressed by the management. And participate in the Health and Safety Committee process
- Undertake health and safety training as requested
- Ensure good housekeeping, keeping work area clean, tidy, and free from obstructions

**Any breaches of health and Safety Rules will be handled through the Company disciplinary procedures, in the same manner as any other breach of company rules.**

## **Health and Safety Representatives**

- Represent the employees in consultation with the Sheq Manager during health and safety meetings and at any other time where necessary.
- Promote through example a positive attitude towards Health and Safety
- Liaise with other employees regarding health and safety information which is applicable to them whilst at work
- Assist, when required, in the investigation of any accidents, incidents / near miss, dangerous occurrence investigations and to do so impartially to establish the facts.
- Report any potential health and safety issues.



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**Arrangements and Procedures**

	<b>Objectives</b>
<b>01</b>	Objectives
<b>02</b>	Accidents, Incidents and Near misses
<b>03</b>	Fire & Emergency Evacuation
<b>04</b>	Psychoactive Substances
<b>05</b>	Hot Works
<b>06</b>	Mobile Devices
<b>07</b>	Health, Hygiene & Welfare
<b>08</b>	Control of Contractors
<b>09</b>	Housekeeping
<b>10</b>	Work Equipment
	Working at Heights and Ladders
<b>11</b>	Noise
<b>13</b>	Young Workers
<b>14</b>	Smoking
<b>15</b>	PPE

