

## Occupational Health & Safety Policy

### Commitment

This policy statement sets out our commitment and belief that:

- all workplace accidents are preventable, and
- health and safety are integral to the way we approach our job

Our Health and Safety Management System describes how we turn this vision into reality by defining responsibilities at each organisational level and by giving clear direction on how to manage workplace risks through effective processes and procedures.

### 2. Support

To underpin the system, we:

- set specific objectives, targets and programmes in our overarching business management system (BMS)
- make adequate resources available to meet all our BMS and OH&S policy objectives – this is inclusive of “Occupational Health & Safety Champions” and the engagement and retention of a professional OH&H Representative Company (Safety Hands) to give us advice and carry out Risk assessments and review our practices.
- provide suitable training to ensure staff are competent (via toolbox talks and engagement with Safety Hands)
- consult employees and others about proposed changes
- measure and monitor to check performance
- take appropriate action to ensure compliance
- review and update to continuously improve the overall system.

Our top management team gives its full support to this policy and supporting system and expects its Directors and Departmental Managers to lead by example.

We constantly seek to improve by learning from our experiences and modify our approach and Management System to mitigate risk.

### 3. Expectations

To maintain these high expectations, we rely on the dedication of our employees and to carry out their duties in a competent and diligent manner and empower them to immediately correct unsafe conditions and to stop or report unsafe behaviour.

The protection of employees and others who may be affected by our operation is a top priority when undertaking our daily tasks and forms and indispensable part of our business culture.

Let’s all work together to make our beliefs a reality by achieving the safe and healthy environment we all hope for and rightly deserve.

#### **4. Duties and Responsibilities**

##### **Site Managers and Supervisors:**

- Will ensure the display of statutory notices where all can see them.
- Will ensure that records of all asset maintenance and testing for which they are responsible are kept up to date.
- Will ensure that no person is required to undertake any task for which he/she has not been trained and his/her competency established.
- Will ensure that those for whom the Manager/Supervisor is responsible, maintains up to date competency for tasks they may be called upon to undertake.
- Will ensure that an assessment is made of all work locations and is regularly updated of work processes, plant, equipment and materials in order to identify situations that put Health and Safety of employees or others at risk.
- Will ensure the availability of Personal Protective Equipment (PPE) relevant to the task, its issue, use and training in that use.
- Will ensure that when hazards are identified, consideration is given to the formal process of hazard analysis and the communication of such findings to any persons whom it may be reasonable to expect may be affected by such hazards.
- Will encourage the reporting of work problems experienced by their staff to enable re-assessment, relevant reports should be forwarded to the Company Safety Manager.
- Will attend promptly to reported defects(s).
- Will ensure the completion of reports (accidents / occurrences), in the area for which they are responsible. Details will be forwarded to their Operations Managers as quickly as possible.
- Will ensure that all elements of the induction process are carried out to the understanding of any new employee in their charge.
- Will accompany members of the enforcement agencies on visits around the area for which they are responsible, acting promptly on their recommendation(s) immediately after the visit. Inform the Company Safety Manager of the name of the person concerned, the office to which they are attached as well as details of any comments made.
- To ensure that First Aiders are fully trained in the use of equipment.

##### **Operational and support staff:**

It is the direct and personal responsibility of every member of the company to take reasonable care if their own health and safety and that of others who may be affected by any act or omission whether inside or outside the office. This duty is reinforced by law and criminal penalties apply.

- To read and understand the company's Health & Safety Policy and carry out their work in accordance with its requirements.

- When working on site to ensure that their clothing and particularly their footwear is suitable from a safety viewpoint, and they wear approved clothing.
- To report any defects in equipment or machinery (asset) immediately in accordance with administrative instruction.
- To know the position of the first aid boxes and the identity of the appointed persons or trained First Aiders. To know the procedure in the event of a fire, in particular evacuation procedures.
- To report any accident however minor, in accordance with administrative instructions, as well as any damage or defect in any work equipment, control measures or personal protective equipment.
- To report all illnesses and infectious diseases in accordance with this document.
- To ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction and to ensure that fire precautions are observed.
- Not to attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury, and to make proper use of any lifting or handling equipment provided.
- To assume responsibility for the health and safety of their visitors while they are with them on the company's premises or any managed properties or sites by acquainting them with any safety policy arrangements relevant to their activities. To warn new employees, of safety precautions.
- To use all office equipment in accordance with manufacturers' instructions.
- To take care of personal health by means of regular health and eye checks.
- To set a personal example in all aspects of health and safety.

## 5. Manual Handling

For many staff, as *significant* manual handling operations require a detailed risk assessment and so **will not** form part of your normal duties, the need for manual handling forms a large operational part of SDM Holdings so forms part of our OH&S policy.

All lifting operations should be done using good technique within the capabilities of the individual. Every job involves some lifting and handling of loads. For most of you this will involve weights that should not place you at risk of injury.

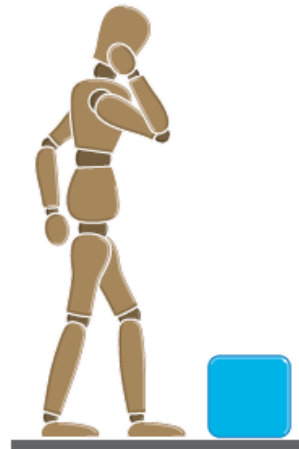
We do recognise however that there is considerable variation in individual physical abilities that may relate to gender, pregnancy and fitness as well as specific medical conditions and disabilities. **If you are aware of anything that affects your ability to carry out your job safely, you must inform your manager immediately.**

When carrying out jobs, which include manual handling you **must** follow the guidelines below.

## Method

When carrying out any manual handling, particular attention must be paid to the following

**Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip



**Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

**Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

**Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

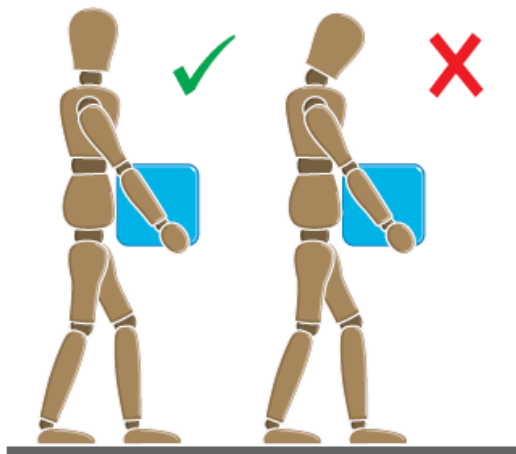
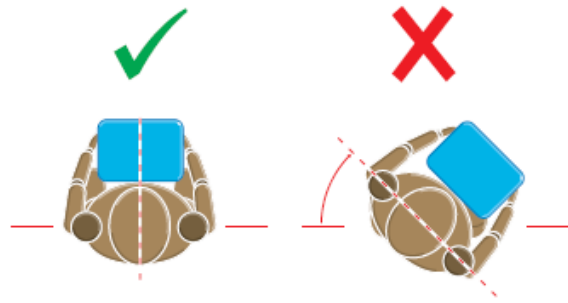


**Don't flinch while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

**Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

**Avoid twisting the back or leaning sideways,**

Especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

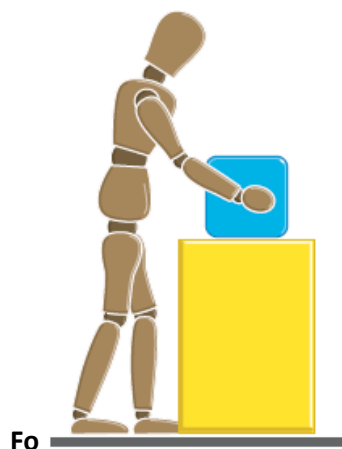


**Keep the head up when handling.**

Look ahead, not down at the load, once it has been held securely.

**Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice from your Manager/Supervisor.



**Put down, and then adjust**

If precise positioning of the load is necessary, put it down first, then slide it into the desired position

**manual handling tasks** your manager will carry out a detailed risk assessment and put in place specific measures to reduce the risks identified.

Where the assessment identifies the need, additional measures will be put in place, these may include:

- Reducing the size of the load
- On the job task training
- Handling teams
- Manual handling training
- Provision of lifting aids

**Reducing the size of the load.** Multiple loads which are packaged into one load can sometimes be split up into smaller items; where identified your Manager will detail this in your instructions. If you believe other items can be split up into smaller items, please raise this with your Manager.

**On the job task training.** Some tasks may not include heavy items but may need specific ways of carrying them out in order to reduce the risk: your Manager will identify these in the assessment and ensure that suitable instruction and training is provided where required.

**Handling teams.** Where the risk assessment identifies the need, your Manager will ensure that jobs are completed by more than one employee, i.e. 2 or more employees working as a team. Your Manager will ensure that instruction and training is provided where required.

**Manual handling training.** Where the risk assessment identifies the need, a manual handling training course will be provided for all employees

**Provision of lifting aids.** Where the risk assessment identifies the need, lifting aids will be provided, such as a porter's trolley or box trolley. Your Manager will ensure that training is provided where required.

**Signature/Release Confirmation**



20.02.25

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Marc Chauveau

Managing Director



20.02.25

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Nicola Peters

Quality & Compliance Manager

**Change log:**

Revision	Details	Approved by
20/02/2025	Addition of OH&S Champions and Safety Hands as a Provider references and removal of footer information (out of date)	NP