



ALCONTROL GROUP COMPANY POLICY HEALTH AND SAFETY AT WORK

1 Policy Statement

- 1.1 It is the continuing policy of ALcontrol laboratories to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and others who may be affected by our services and activities.
- 1.2 It is the policy of ALcontrol Laboratories to comply with all applicable health & safety legislation.
- 1.3 The discharge of these responsibilities will be afforded at least equal priority to those of other business issues.
- 1.4 We aim to achieve high standards in health & safety at all times; this requires senior management leadership and the support of all our employees and stakeholders. Successful management of health & safety will improve our business and reduce ill health, losses and liability.
- 1.5 It is the responsibility of the company to ensure the policy is implemented as far as is reasonably practicable by:-
 - i) Providing and maintaining places of work that are free from risks to health & safety, with adequate welfare, first aid and fire safety arrangements;
 - i) Adopting safe systems of work for employees and others who work for us;
 - ii) Consulting with stakeholders to promote health & safety issues;
 - iii) Ensuring all our employees are given information, instruction, training and supervision in their work;
 - iv) Assessing risks to health & safety from our activities and
 - v) Providing safe plant, equipment and protective equipment.

2 Responsibilities

- 2.1 The Chief Executive Officer of ALcontrol Laboratories has overall responsibility for health safety and reports to the Alcontrol Group Board.
- 2.2 In order to to reflect the organisation of ALcontrol Laboratories into business streams in the different countries - Continental Land testing, Sweden, Norway, NL Food, Oil - The Managing Directors of those businesses is responsible for the implementation of this policy in their areas of responsibility.
- 2.3 Management structures for health & safety in each business stream will be established by the respective Managing Director.
- 2.4 In general Managing Directors will identify Site leaders to take line responsibility for health and safety issues associated with their area of the business. This allows a focal point for accountability and resource management at a local level and on a day to day basis.
- 2.5 Strategic health & safety issues are the responsibility of the Chief Executive Officer in conjunction with the Managing Directors.
- 2.6 The respective Health & Safety Managers are responsible for supporting the line managers and monitoring the effectiveness of this policy.
- 2.7 All employees are responsible for their own and their colleagues' health & safety, including reporting to their manager when safety defects exist, and by taking steps to correct hazards in the workplace when they can.
- 2.8 Individual responsibilities for health & safety will be established in job descriptions and will be discussed in personal development plans.



3 Arrangements for Health and Safety

- 3.1 **Risk Assessment:** We expect to satisfy changing legislative needs as well as employee and client expectations through a process of risk and impact identification is operated by the identified site managers.
- 3.2 **Health & Safety Consultation:** Where possible health & safety problems should be rectified as soon as possible locally by the manager responsible for the area in which the problem exists.
- 3.3 **Health & Safety Representation:** A list of safety representatives will be displayed locally. Safety representatives have been appointed to represent employees on matters of health & safety at site level and at site and/or divisional safety meetings.
- 3.4 **Accidents & Incidents:** ALcontrol operates a policy of reporting all accidents and incidents.
- 3.5 **Health & Safety Plan:** Annual business plans for health & safety improvements are integral to the overall business plan and will be maintained by the Managing Directors and discussed with the Chief Executive Officer.
- 3.6 **Training:** Training in health & safety is vital for the success of ALcontrol Laboratories. All new employees will receive formal induction training in health & safety matters; this will include risks to their health & safety and local emergency procedures. Further training will be provided as detailed in risk assessments. Training needs for employees will be established from training needs analysis. Managers and supervisors with employee responsibility will be trained in their statutory duties.
- 3.7 **Documentation and Communication:** Health & safety policies and communication are available from the Intranet. Divisional safety procedures will be made available to employees in each Division. Hard-copy procedures will be provided where required. Other health & safety information will be posted to local health & safety notice boards.
- 3.8 **Plant and Equipment:** New plant will be selected for its ability to do the job safely and will meet along with existing plant all the relevant health & safety legislation. Plant and equipment will be subject to inspection and maintenance as documented in divisional plans and arrangements.
- 3.9 **Operation of Plant and Equipment:** It is the responsibility of site management to ensure that suitable, written safe operating instructions are available for all equipment, including hired or leased equipment and that all employees using such equipment receive appropriate information, instruction and training.
- 3.10 **Transport:** All vehicles used on company business will be maintained in a safe, fit and proper state. Anyone who drives for company business is subject to our policy on driving.
- 3.11 **Contractors:** Managers employing contractors are responsible for ensuring the health & safety of employees and the contractor in line with company policy.
- 3.12 **Emergency procedures:** Each site manager is responsible for developing, maintaining and testing suitable emergency procedures including fire and emergency evacuation.
- 3.13 **Personal Protective Equipment (PPE):** PPE will be provided for all employees, as required from our risk assessments, free of charge and without levy. Employees must ensure they use any PPE provided for them. Managers and Supervisors are responsible for ensuring that employees wear PPE, where required.
- 3.14 **Audit and Inspection:** Managing Directors in conjunction with their site managers and health and safety advisors are responsible for drawing up an annual audit and safety inspection plan at the beginning of each financial year.



4 Display and Revision of This Policy

- 4.1 This policy statement will be displayed on health & safety notice boards, the Intranet, Internet and, where applicable, in health & safety handbooks. It will be brought to the attention of all employees, visitors and contractors.
- 4.2 The Group Safety committee is responsible for reviewing this policy appropriately, at least annually and for publicising the outcome of the review.

Signed:



Simon Gibbs
Chief Executive Officer
ALcontrol Group Limited
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