



Health and Safety

Working Policy Document

This document contains Oracle Vision Ltd arrangements for health and safety as required by Regulation 4 of the Management of Health and Safety at Work Regulations 1999. The company reserves the right to alter this document without prior notice in the interest of better working, health and safety practices.

Where contract-imposed arrangements for health and safety exist these will be reviewed and, providing they are found to be acceptable, they will be implemented in place of the provisions detailed here.

Oracle Vision Ltd considers the health and safety of its employees and customers to be of paramount importance, and is committed to continual improvement in standards of Health and Safety. To this end, Oracle Vision Ltd is required to assess their activities for risks to Health and Safety, and to put in place appropriate procedures and systems for the reduction of risks to an acceptable level, thereby ensuring the health and safety at work of staff, including young persons in training, students and other persons, such as members of the public, who might be affected by their activities. Oracle Vision Ltd requires all its employees, students, young persons in training and other persons, wherever employment activities are taking place, to work safely and with due consideration for others, and provides training and supervision as necessary to enable them to do so. Safety and occupational health are important management responsibilities, and support, training and advisory services to assist Managers in the implementation of this policy are provided. Advice on implementation of the policy is published in a series of safety guidance documents, which are available through each of the company departments. The Human Resources administrator monitors the implementation of the policy, and ensures it is reviewed and updated as necessary. The Strategic Plan includes a commitment to implement the policy. The Human Resources administrator, who will conduct an annual review, will undertake Monitoring and implementation.

Personal Responsibilities and Commitment

This policy can only be successfully implemented if there is total commitment from all staff. The job of seeing that the policy works in practice, and is adhered to, is the responsibility of all members of staff. To emphasise this, it is intended that every Manager's appraisal will include an assessment of his or her implementation of the policy and the health and safety record of their workforce.

It is particularly important that individual employees of Oracle Vision Ltd do not forget their own personal safety responsibility. Safety should be regarded as an integral part of all their activities; it is a condition of employment and is required by law. Everybody has a part to play in the safe running of the business. This means individuals being responsible for working safely as instructed and trained, and for ensuring that whatever they do does not put their safety or health, or the safety or health of others, at risk. Failure to comply with this policy can result in disciplinary action being taken. Anyone who has doubts as to how to carry out their duties safely should seek help or advice

from their manager or Head of department.

Organisation

Managerial Responsibilities

The personal responsibilities of the various levels of management for safety and occupational health follow the normal line management of the business, as shown below. It is a fundamental requirement that managers at all levels undergo appropriate training in the safety related aspects of their duties. Additionally, all those with safety related duties should receive appropriate training. In particular any member of staff who is required to carry out risk assessments must be trained to do so. All members of staff should receive health and safety induction training. Those who work with display screen equipment and who carry out manual handling tasks should receive basic training in the health and safety aspects of such work.

Heads of Departments and Team Managers:

Are responsible and accountable through the management chain reporting to them for the implementation and monitoring of this policy. In particular they establish the organisation and arrangements for implementing and monitoring the policy within their department, which should be written down and published within the department, and ensure that all their staff are aware of their own responsibilities in terms of health and safety. Heads of Departments or as appropriate, must detail any incidents involving fatality, major injury or significant damage within their area of control. They will likewise report annually to their respective seniors implementation of the company's Safety Policy. The report will include an Action Plan setting out how health and safety performance will be improved in the following year. They are expected to lead by example and in particular to ensure that the work activities they control are properly planned and resourced, that adequate assessments of risks are undertaken, and that the personnel involved are adequately instructed, trained and supervised. They are expected to identify occupational health needs related to the activities of their department, and arrange for appropriate preventive measures to be taken. They are required to monitor health and safety performance by receiving reports of accidents and other incidents, reports of departmental safety inspections and by accompanying at least one departmental safety inspection per annum. They should use staff appraisal to assess the health and safety performance of their staff and take active steps to improve performance where necessary. They are required to manage health and safety in the same way that they manage other aspects of their activities.

Staff in supervisory positions:

Are responsible for implementing the company and departmental policy within their area of responsibility. They are expected to lead by example and in particular to ensure that the work activities they control are properly planned and resourced, that adequate assessments of risks are undertaken, and that the personnel involved are adequately instructed, trained and supervised. They are expected to identify occupational health needs related to the activities under their control.

Staff and Trainees:

Have a duty to co-operate to enable the company to comply with the law and to ensure that the workplace is safe for everyone. They must consider safety in all of their activities and use the control measures identified by risk assessments. In particular, they must take all reasonable steps to ensure their own health and safety and also that of anybody else who may be affected by their actions. Staff and trainees who are not prepared to work safely are a danger to themselves and their colleagues and are a liability to the company. During the course of their work, if any

member of Oracle Vision Ltd becomes aware of any hazard, or if any situation arises that they have not been trained to deal with, they should inform their Manager or Supervisor so that appropriate corrective action can be taken.

Visitors and Contractors:

As we are required to work in accordance with the law, the Oracle Vision Ltd. Health and Safety Policy requires risk assessments to be made for most activities. The competence of Visitors and Contractors to work safely must be verified by those appointing them, and appropriate information, instruction, training and supervision will be provided should they require it to enable them to work safely. Failure to do so will restrict the access to visitors and contractors.

Support and Advisory Services

Oracle Vision Ltd provides support and advisory services for safety and occupational health to assist Managers and other persons with responsibility under the policy.

Training:

Regular internal training courses ensure that the appropriate health and safety content is incorporated into staff development programs at all levels to allow them to work safely

Audit

Delegated senior management members review the health and safety performance of departments conduct on a regular basis. Audits take place as part of the company's Annual Performance Review (APR) program. Both the delegated senior members and the Board of Directors consider the outcome of audits.

General Health and Safety Rules

These rules have been drawn up to address the common hazards that we are exposed to, and assist you to work safely. The list below is not intended to be exhaustive and employees should exercise their common sense at all times.

Failure to comply with the rules may be considered gross misconduct and result in disciplinary action being taken under the Oracle Vision Ltd disciplinary procedures.

Be Sensible

- Act responsibly, do not distract or interfere with other people at work in a way that is likely to cause injury.
- Ensure that all the facilities and equipment that are provided for your health, safety and welfare are used properly.
- Keep staff rooms, changing rooms, toilets and washing facilities clean and tidy.
- Keep all floors, corridors and staircases free from obstruction to reduce the risk of employees tripping or falling.
- Make sure waste is put in the bins provided.
- Dress sensibly and make sure the clothes and shoes you wear for work are suitable. If your job requires the use of protective clothing or equipment you must use it.

Accidents/Incidents

- First aid treatment should be sought for all injuries.
- All accidents/incidents must be reported using the company's in-house procedures.

Display Screen Equipment

If your work involves working at VDUs or other information technology equipment for prolonged periods there may be a risk of back, neck, arm and wrist strain, headaches and eyestrain.

To avoid discomfort:

- ❑ Adjust the seat, keyboard and screen to suit you
- ❑ Adjust the screen to avoid glare and reflection from lights and windows
- ❑ Adjust the screen's brightness and contrast controls to suit lighting conditions

Electrical Safety

- ❑ Employees are only permitted to do the tasks for which they have been specifically trained.
- ❑ Those trained and authorised employees must carry out the work in accordance with their training and any company instructions.
- ❑ All other employees are prohibited from interfering with electrical equipment, however, if they suspect that equipment may be defective the matter should be reported to their manager. **15**

Fire Prevention

- ❑ Smoking is prohibited in all parts of Oracle Vision Ltd premises.
- ❑ Do not use highly flammable substances such as aerosol paints in areas where there are sources of ignition, *i.e. heaters or electrical equipment*.
- ❑ Do not place combustible material near electrical equipment.
- ❑ Ensure that combustible waste is disposed of safely.

Fire Safety

- ❑ Keep fire exit routes and doorways clear.
- ❑ Don't wedge or tie fire resisting doors open or obstruct automatic fire doors and shutters.
- ❑ Ensure you are familiar with the alternative fire exit routes from your work area.
- ❑ Don't obstruct fire fighting equipment and alarm call points.
- ❑ Ensure you know what to do in the event of a fire. Notices are displayed, but if in doubt ask.

First Aid

- ❑ Ensure you are familiar with the local arrangements for first aid.

Hazard Reporting

- ❑ If you notice anything that you consider to be a significant hazard notify your Manager or persons responsible.

Hazardous Substances

- ❑ Only use hazardous substances if you have been trained in the hazards associated with the substances and the precautions that are specified by the risk assessment for the substance or process.
- ❑ Ensure that hazardous substances are used, stored and disposed of in accordance with the COSHH Risk Assessment.
- ❑ If you notice any ill effect during or after working with hazardous substances notify your manager.

Ladders

- ❑ When using a ladder or other access equipment, check that it is in good condition before use and

always ensure it is of a suitable size to allow you to reach comfortably without stretching and only use ladders of known origin.

When using ladders:

- ❑ Do not overreach sideways, move the ladder
- ❑ Make sure the ladder is standing on an even surface and is “footed” or secured in place
- ❑ Avoid using ladders near closed doors
- ❑ When using a ladder, do not carry more than you can easily control with one hand

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Manual Handling

- ❑ When lifting or moving materials use the manual handling methods in which you have been trained

You must remember:

- ❑ You are not expected to lift loads which are likely to cause injury
- ❑ If a load is too big, get help or reduce its size by splitting the load
- ❑ When carrying, make sure the floor is clear and you can see above the load, if trolleys are available use them

Movement of Vehicles

- ❑ Do not place materials in areas that will restrict access for delivery vehicles or obstruct the driver's view.
- ❑ Do not stand behind reversing vehicles.
- ❑ If it is necessary to guide a vehicle back when unloading ensure you and the driver understand the hand signals.
- ❑ Position yourself so you can see the rear of the vehicle and the driver at all times.

Plant and Machinery

- ❑ Only use plant or machinery if you have been trained in the correct method of operation and authorised to do so by your manager.
- ❑ Before using machinery check that all guards and safety devices are in place and operating correctly.
- ❑ If you suspect that machinery you are using is defective report the matter to your Manager.
- ❑ Employees are not permitted to enter plant rooms, elevator motor rooms, boiler rooms and roof top plant areas unless specifically authorised by their manager.

Sub-Contractors

- ❑ When sub-contractors are working on Oracle Vision Ltd premises or sites, keep clear of their work areas if this is possible.
- ❑ If you think that the sub-contractors activities are likely to endanger employees or others report the matter to your Manager immediately.

Work-Related Upper Limb Disorders

Some jobs that require frequent repetitive movements can cause this condition. The symptoms may include pain, soreness, swelling and limited movement of the affected part of the body, usually the hand wrist or arm. If untreated the condition can be seriously disabling - should you notice such conditions which you feel may be due to your work report the matter to your manager and doctor.

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Accident/Incident Investigation, Reporting and Recording Policy

All accidents/incidents involving Oracle Vision Ltd employees, sub-contractors or members of the public, whether or not they result in injury, and all cases of ill health that are attributed to Oracle Vision Ltd activities must be investigated and the details recorded.

All accidents, cases of ill health and dangerous occurrences that is notifiable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 must be reported to the appropriate enforcing authority.

Action by Department

- ❑ Each Department has a day-to-day responsibility for overseeing the Company's Accident/Incident Reporting System.
- ❑ Each senior member will ensure that all employees are familiar with the Company's accident investigation and reporting procedure.
- ❑ All Managers are responsible for notifying the Enforcing Authorities of all incidents which are reportable under RIDDOR.
- ❑ All Managers are responsible for making initial investigation of all incidents which occur in their area of control - they must then ensure all relevant information is logged.
- ❑ All Managers are to ensure that any required preventative action is put in place and monitored for suitability.

Incidents Covered by RIDDOR

- ❑ **Fatal Injuries**
- ❑ **Major Injuries**, which are:
 - ❑ Fracture of skull, spine, pelvis and any bone in the arm or leg, but not bones in the hand or foot
 - ❑ Amputation of a hand, foot, or a finger, thumb or toe where the bone or joint is completely severed
 - ❑ Loss of sight on an eye or a penetrating injury, or a chemical burn to an eye
 - ❑ Injury requiring medical treatment or loss of consciousness due to electric shock
 - ❑ Acute illness or loss of consciousness caused by absorption of any substance
 - ❑ Any other injury which results in the person becoming unconscious, requiring resuscitation or being admitted to hospital for more than 24 hours

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Note: The above must be reported immediately to the appropriate Enforcing Authority by telephone or fax and applies to employees and any others (i.e. members of the public etc.) who are injured because of Oracle Vision Ltd activities.

Injuries to employees, sub-contractors or members of the public, which result in the person being unable to carry out their normal duties for more than three days.

Three-day incapacity injuries must be reported to the appropriate Enforcing Authority using form F2508 within 10 days of the incident.

Dangerous Occurrences

The following types of Dangerous Occurrence are also notifiable under RIDDOR:

- ❑ The failure of a load-bearing part of a lift or crane
- ❑ Electrical short circuit or overload causing fire
- ❑ A fire resulting in the suspension of normal work for more than 24 hours
- ❑ The collapse of scaffolding which is more than 5 meters high
- ❑ The unintended collapse of part of a building which involves a fall of more than 5 tonnes of material or a wall or floor

Should any of the above occur on Oracle Vision Ltd premises or controlled sites, Form F2508 should be completed and sent to the appropriate Enforcing Authority.

Internal Accident/Incident Report

The Manager or senior member should complete this for all incidents or injuries to employees, sub-contractors or members of the public.

Note: Where persons are injured using equipment installed by us and in normal service it is generally the responsibility of the owner/controller of that equipment to make the report to the enforcing authority.

Health Problems Attributed to the Work Activity

Should an employee inform the management of conditions such as dermatitis, respiratory problems, musculoskeletal disorders, or work related upper limb disorder, the relevant facts must be recorded using the Accident/Incident Reporting System.

Any such conditions must be reported to the Management immediately as they often require specific enforcing authority reporting procedures to be followed.

General Risk Assessments

Policy

Oracle Vision Ltd will prepare and issue appropriate risk assessment for its activities and locations. The suitability of the risk assessments will be reviewed annually or when information is made available to indicate that they are no longer valid. Risk Assessments will be carried out as new equipment or working practices are implemented.

Risk Assessments are required by a variety of legislation including The Management of Health and Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 1999 etc.

Action By Management

- ❑ Advise and assist with the construction of risk assessment methodology for all Oracle Vision Ltd activities, premises and processes.
- ❑ Advise and assist, where applicable, with the production of generic risk assessments.
- ❑ Advise and assist with the production of specific risk assessments.
- ❑ Monitor/audit the effectiveness of risk assessments during activity, premises and process safety visits.

Action on Modernisation and Installation Sites

- ❑ Contract-specific risk assessments are prepared during the tendering/contract planning stages.
- ❑ Risk assessments are to be validated on site and where necessary amended to suit local conditions and practices.
- ❑ Site management to review risk assessments periodically or when conditions or practices change to make them no longer valid.
- ❑ Where risks are rated as significant, managers will inform the employees or subcontractors exposed to the risk.

Action by Service Engineers

Minimum First Level

- ❑ The risk assessments for servicing and maintenance are validated on site as part of the first visit procedures.