



## HEALTH AND SAFETY POLICY STATEMENT

- 1 The Company recognises its legal and moral responsibilities and will, in both consultation and participation with employees, create and maintain – so far as is reasonably practicable – a working environment which will ensure the health, safety and welfare of its employees and other persons who may be affected by its activities.

Progress will be achieved by setting, monitoring and reviewing objectives as necessary, and by this means continual improvement in our Health and Safety performance will be achieved.

- 1.1 The Company is committed to the prevention of injury and ill health by utilising working practices and procedures that make proper provision for the health, safety and welfare at work for all employees, and other persons who have legitimate use of its premises.
- 1.2 All employees and other persons undertaking such work on behalf of Polyflor or on its premises are expected to act in such a way that they do not endanger themselves, other people, equipment or premises and co-operate in the interest of health and safety by following the safe working practices applicable to their work.
- 1.3 Whereas the company recognises the importance of every employee contributing to the success of its policy, it accepts that each Director or other Manager is responsible for the operation of this policy in the areas for which they are accountable, and it will be implemented through the existing management structure. Specialists are available to advise and assist as necessary.
- 1.4 The company recognises the potential risk to certain categories of its staff and will endeavour to ensure employees receive the necessary information, instruction and training for their safety and the safety of others.
- 1.5 A system of joint consultation and participation between management and employee safety representatives will be maintained through the local health and safety committee meetings, to promote and monitor good practices covering health and safety at work.
- 1.6 A copy of this statement and the Health and Safety Policy are communicated through Department Noticeboards.
- 1.7 We request that our customers and visitors respect this policy, a copy of which can be obtained on request.
- 1.8 Polyflor currently meet the requirements of ISO 45001:2018, and comply with all current employment and health and safety legislation to ensure a work safety organisation.

Signed: .....

S. MULHOLLAND - MANUFACTURING DIRECTOR  
FOR AND ON BEHALF OF THE BOARD OF DIRECTORS

Issue: 18 April 2023

## **2. ORGANISATION FOR IMPLEMENTING THE POLICY STATEMENT**

### **2.1 Scope**

The organisation and arrangements for implementing the policy outlined in this document cover all the facilities from which Polyflor operates whether owned or leased.

### **2.2 Implementation**

The Health and Safety Policy is implemented through the existing management structure and joint management/employee consultative committees. Specialist staff within the company, e.g. Health and Safety Officer, may be called on for advice, also external specialists if necessary.

## **3. RESPONSIBILITIES**

### **3.1 Director Responsible For Health and Safety**

The Director responsible for Health and Safety is ultimately accountable for the health, safety and welfare of the Company's employees. He/she has overall responsibility for maintaining an organisation that ensures that all requirements of the Health and Safety at Work Act 1974; the policy and associated statutory obligations are met by all employees and visitors/contractors to the site.

Special responsibilities include:

- (a) Keeping the Health and Safety Policy under review and ensuring it is reviewed and revised at least annually or as necessary.
- (b) Identifying the requirements and ensuring resources are made available to implement the Health and Safety Policy.

### **3.2 Health and Safety Training Officer**

Responsible to the Board of Directors for:

- Keeping them informed of progress and experience of the area of Health and Safety and encouraging his/her interest in, and enthusiasm for, these aspects.
- Advising and assisting in identification, assessment and recording of hazards and risks in the workplace.
- Verifying all accidents/damage/near miss reports by staff and ensuring that correct procedure is followed with regard to the written reporting of such matters.
- Updating the Health and Safety Policy.
- Monitoring and updating any information received from internal and external sources.
- Liaison with outside bodies, ie Fire Department, Health & Safety Executive, Environmental Health etc.
- Initiating and promoting Health and Safety campaigns and promotions

- Implementation of Policy changes.
- Co-ordination of all activities/training/policy related to fire/emergency procedures.
- First Aid co-ordinator.

The Health and Safety Training Officer will also provide the Company with a comprehensive service on issues and play a leading role in ensuring the Company complies with the current and developing Health and Safety Legislation. They will also monitor the safety performance of Line Management and co-ordinate action across all areas to ensure training and information is made available.

### **3.3 Senior Managers**

Senior Managers must ensure all operations in their area of responsibility are conducted in accordance with the provisions of The Health and Safety at Work Act, The Management of Health and Safety at Work Regulations, other relevant legislation and the Company Health and Safety Policy.

They are responsible for:

- Demonstrating by example and commitment their personal concern for the health and safety of all employees.
- Ensuring safe systems of work are produced and safe procedures are laid down, reviewed and revised annually or as is necessary.
- Ensuring adequate information and training is provided to safeguard, so far as is reasonably practicable, the health and safety of employees and others that may be affected by their work.
- Ensuring employees understand and comply with the Policy.
- Promoting awareness and an acceptance of the importance of Health and Safety at Work.
- Ensuring staff at supervisory level maintain safe standards of work.
- Ensuring employees are appropriately supervised in compliance with safe working practices.
- Ensuring a planned programme of inspection of premises and equipment is carried out.
- Ensuring that all accidents, dangerous occurrences and diseases are reported to the Health and Safety Executive, where appropriate investigated and the necessary remedial actions are implemented as per the Company Accident/Incident Investigation Policy.
- Ensuring written Health and Safety Policies and Risk Assessments for their areas of responsibility are produced and revised as necessary.
- Taking the appropriate disciplinary action where there are breaches of established Health and Safety Regulations.
- Ensuring that good housekeeping standards are applied and maintained.

- Ensuring that full co-operation is given to the Safety Representatives operating in their department/area in order that they may perform their duties in accordance with the Health and Safety Policy.

### **3.4 Supervisory Staff/Facilitators**

Supervisory Staff/Facilitators are responsible for:

- Demonstrating by example and commitment their personal concern for the health and safety of all employees.
- Applying the procedures and safe systems of work detailed by their Managers.
- Identifying the training needs of the employees within their department and ensuring they receive adequate training to work safely.
- Investigating accidents within their department with the object of establishing the cause and preventing recurrence.
- Reporting all accidents/incidents in their department both by reporting to their Manager and completion of the Company Accident/Incident Report Form.
- Ensuring that by continuous vigilance, safety and good housekeeping standards are maintained in their department.
- Applying the agreed disciplinary procedures to employees within their department who act in breach of established health and safety regulations.

### **3.5 Engineering Manager/Engineering Department**

The Engineering Manager has overall responsibility for ensuring that the Engineering Department (ETSD, Preventative Maintenance, Site Services) carries out its tasks and duties in accordance with current Health and Safety Legislation, and the Company Health and Safety Policy.

Responsible for:

- Ensuring that all plants and machinery comply with current legislation.
- Reviewing periodically all new and existing equipment with reference to mechanical and operational safety. Ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair.
- Ensuring that each Manager, Facilitator or Engineer within the department is given induction safety training, and any other training with regard to the precautions and procedures appropriate to their specific job, also demonstrating the use of safety equipment and the safe operation of machinery.
- Ensuring a system for approved contractors is in operation, and the control of contractors working on Polyflor Premises (including safe systems of work, permit to work systems and contractor induction).

#### **4. SUPPORTING ORGANISATION**

The Company recognises the need to support all Managers and Supervisors in discharging their responsibilities under the Health and Safety at Work Act. Considerable experience and expertise in health and safety matters exists within the Company and it is the intention of the Company to make this expertise available to all managers.

##### **4.1 Fire Safety**

The Company operates under the Workplace Fire Prevention Regulations. The Health and Safety Training Officer will provide advice for all areas of the company.

Responsible for:

- Inspection of fire prevention measures in company premises.
- Reporting their findings to the relevant manager.
- Monitoring the implementation of any recommendations.
- Arranging and providing Fire Safety Training sessions each year for all company staff.
- Liaising with relevant Estates Officers on plans for all new developments and alterations to, or change of use of, existing buildings to ensure they comply with and conform to the latest relevant Fire Safety Regulations and recommendations.
- Liaising with the Director Responsible for Health and Safety as appropriate.
- All fire fighting equipment and fire alarm systems are regularly maintained and tested.

##### **4.2 Occupational Health Monitoring**

The Company Doctor undertakes health surveillance and monitoring. The Company Doctor is responsible for providing advice to employers, employees and others about all aspects of health at work.

The Company Doctor is responsible for ensuring:

- Pre-employment medical screening for all prospective staff is undertaken.
- Health surveillance of staff who are subjected to specific hazards.
- Assessment of fitness of staff to resume their duties on return to work after prolonged absence due to sickness or injury is undertaken.
- Counselling of staff as necessary on the effects of their work, on their health and the effects of their health on their work is undertaken.
- Where appropriate, initial treatment of illness incurred at work is provided.

#### **4.3 Environmental Health**

The Company is determined to ensure its standards of environmental health comply with legislation and meet the requirements laid down by the Local Environmental Health Officer, particularly in relation to the standards required for food, water, sewage, waste and pest control. The Company monitors compliance with appropriate legislation in line with its internal procedures.

#### **4.4 General Duties of Employees**

In accordance with the Health and Safety at Work Act, every employee whilst at work has a legal duty:

- To take responsible care for the health and safety of themselves and any person who may be affected by their acts or omissions at work.
- To co-operate with the employer, or any other person, as far as is necessary to enable them to comply with any safety duty or requirement.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
- To ensure any faults arising on premises or equipment, and any dangerous situations are reported to their supervisor.
- To report any accident/incident in accordance with the Company Accident/Incident Reporting Policy.
- To comply with lawful instructions from their Manager/Supervisor and with established health and safety regulations, policies and practices.

#### **4.5 Joint Consultation and Action**

Joint consultation on health and safety matters is maintained through the Management Health and Safety committee, the local Health and Safety Committee Meetings and Safety Representatives.

The Health and Safety Management Committee is established:

- To keep under review measures taken to ensure the health and safety at Work of all employees of the Company and others who may be affected by its undertaking.
- To promote co-operation between management and staff in instigating, developing, and carrying out measures to ensure the health and safety at work of all employees of the company, and others who may be affected by its undertaking.
- To review incidents/notifiable diseases and dangerous occurrences.
- To consider actions/implications of reports from the Health and Safety Executive.
- To monitor compliance with statutory legislation.
- To consider reports from Safety Representatives/Managers.
- To advise on mechanisms for the communication of health and safety matters within the workplace.

#### **4.6 Buyers**

Those authorised to purchase items on behalf of the Company will ensure that all such items are as free from hazards, as far as is reasonably practicable. The buyer must ensure that products comply with all safety criteria and hazard data sheets are provided where applicable.

#### **4.7 Technical**

Technical should ensure that new products trialled and brought into production are of a lower risk to health, as far as is reasonably practicable, and to minimise occupational exposure.

#### **4.8 Customers, Contractors and Visitors**

Management will ensure, so far as is reasonably practicable, that whilst on Company premises, customers, contractors and visitors are not exposed to risks to their health and safety and will give such persons any information about the undertaking as necessary to ensure this.