



Autopa Limited General Statement of Health and Safety Management Policy

We as the board of Directors are responsible to Autopa Limited for the planned achievement of their Health and Safety management policies. The Board of Directors and I will ensure that the operational and maintenance management system has been developed and implemented to ensure the health, safety and welfare of all our staff, visitors and others who could be affected by our business activities as well as controlling the environmental impact of our workplace activities. To meet these aims we will ensure that health and safety management objectives are an integral part of all our business activities and continuous improvement programme.

To support this commitment we will regard current legal or statutory requirements as setting the minimum standard we must achieve. Whenever required these will take precedence over all other operational activities, which will be suspended until appropriate control actions are implemented. We recognise that the minimisation of all work related accidents, which result in injury, illness or damage to premises, material or the environment is a major contribution to the quality and efficiency of our business performance. For this reason all aspects of health, safety and welfare management activities and this policy will be formally reviewed at least annually and enhanced whenever appropriate. Additional management reviews will be carried out whenever we have reason to believe that our arrangements or the level of resources provided may be inadequate to meet our responsibilities.

The Board of Directors recognise that people are a key resource and that accidents, ill health and incidents generally result from failings in management control and are not necessarily the fault of individual employees.

It is a principle duty of all Managers, Supervisors and Team Leaders to actively maintain and improve the health, safety and welfare of all persons in their area of accountability. I expect the full cooperation of employees at all times in this endeavour.

In order to meet these commitments we will ensure that we will:

- Systematically use Risk Assessments to ensure that we provide and maintain a safe place of work, which incorporates safe routes for personnel and vehicle movement.
- Provide and maintain management, operational and maintenance procedures and systems of work designed to protect individuals and the environment.
- Design and maintain suitable and sufficient safety arrangements for the use, handling, storage, transport and disposal of all substances and article.
- Ensure that workplace standards are regularly monitored by a system of planned inspections and whenever required that suitable remedial actions are implemented.
- Ensure that all reported accidents are thoroughly investigated and suitable remedial actions are implemented.
- Ensure that systems are in place to provide suitable and sufficient information, instruction and supervision.

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- Regularly consult with our employees in order to monitor health, safety and environmental management performance and aid the ongoing improvement of existing standards.
- Ensure that employees have clearly assigned health and safety responsibilities.
- Ensure that employees are competent to carry out delegated tasks by identifying training needs and providing suitable and sufficient training, which is regularly refreshed.
- Ensure the health of all personnel by controlling their exposure to hazardous substances (e.g. chemicals) and physical agents (e.g. noise).
- Devise and implement appropriate Risk Assessment based proactive monitoring systems supported where appropriate by employee health surveillance.
- Encourage the reporting of accidents which will be thoroughly investigated and ensure required remedial actions are promptly and effectively implemented.
- Positively consult with all employees to ensure that they can fully participate in the identification of hazards, assessment of risks, the development and use of suitable control measures.
- Ensure that we have appointed a competent person to support the management team and staff by providing health, safety and environmental and emergency management assistance, where necessary additional support will be provided through external consultants.

In accepting ultimate responsibility for health and safety within Autopa Limited, day to day health and safety activities have been delegated to the Operations Manager who will be actively supported by access to external professional assistance.

Andrew Murray
Director

3rd January 2024