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## Health and Safety Policy

This is the Health & Safety Policy of Clarkson Port Services Ltd ("CPSL"), including Gibb Group.

CPSL believes that safety is non-negotiable, and that time, energy and attention spent applying safety measures is necessary to ensure the health of employees, contractors, visitors involved in our business activities.

CPSL commits to working with stakeholders to ensure ongoing compliance with all relevant legislation and to preparing and establishing emergency action plans to minimise threats to the business and protecting all parties.

CPSL strives for continual improvement and will design and adapt our processes based on inputs from our stakeholders, improvements in technology and breakthroughs in research. CPSL encourages and supports safety leadership from all staff and encourages participation in local safety committees and communications on matters affecting their health and safety.

CPSL commits to looking after the health and wellbeing of its staff looking to prevent any injuries including those with a cumulative effect that may lead to illness. CPSL acknowledges the importance of mental health issues and remains committed to supporting staff members.

CPSL remains committed to verifying the effectiveness of its management system through external and internal audits. Key Performance Indicators and objectives will also be set annually and CPSL will monitor and report on its results.

The board of directors have overall responsibility for this policy and designate the HSE Manager as the nominated person to monitor the policy on a day to day basis and ensuring its effective implementation. The HSE Manager will also be supported from local managers and other trained staff. The board expects all employees, contractors and visitors involved in our business activities to co-operate and support the policy and observe safe-working practices at all times.

This policy shall be effectively communicated to CPSL staff, through inductions, Email and displayed on each CPSL sites. The Policy will be reviewed on an annual basis and where necessary revised.

*David Rumsey*

1/19/2023

*Danny Rogers*

1/19/2023

D W Rumsey

Date

D Rogers

Date

Managing Director CPSL

Managing Director Gibb Group



## **Health and Safety Policy - General Arrangements**

### **Accidents:**

Provisions for first aid are maintained at all CPSL premises, employees are recommended to familiarise with the local arrangements. Each site will hold an accident book and any accident shall be recorded by the local first aider whom will notify local management.

### **Emergency Response (Fire, Evacuation, etc):**

All employees must familiarise themselves with:

- Escapes Routes in case of emergency.
- FIRE ACTION notices and means of raising an alarm.
- The location of fire extinguishers.
- Local Arrangements e.g. ID of First aiders and Fire Wardens, Evacuation Points.

### **Risk Assessment and Safe Working Procedures:**

Safe Working Practices have been established and identified following completion of a risk assessment. Employees must familiarise themselves prior to undertaking any activity.

### **Dangerous Substances Explosive Atmosphere Regulations (DSEAR):**

DSEAR Safe Working Practices have been established and identified during the risk assessment and employees must familiarise themselves prior to undertaking any activity in the Zoned Areas.

### **Provision of Equipment:**

All equipment provided must comply with the relevant standards and be used in accordance with the manufacturer's instructions. Any defective equipment must not be used and should be reported to local management immediately.

### **Housekeeping:**

Employees are expected to maintain a clear, tidy workspace ensuring correct storage and disposal of wastes to prevent creating any further hazards.

All parties are expected to store their personal belongings in a way that does not present an addition hazard.

### **Advice:**

Advice relating to Health and Safety is available from The Health and Safety Executive (HSE) and the Local Authority. Contact details can be found on the Health and Safety Law Poster that is displayed at each CPSL site.

For internal advice staff are advised to speak to their local manager or to contact the companies Health and Safety Manager.

Should an employee obtain an unsatisfactory resolution to a health and safety matter this should be communicated to a director of the company in writing.

### **Communication and Welfare:**

All staff are encouraged to communicate any issues relating to Health, Safety and Welfare to the local management and the HSEQ department as soon as practicable.