

<b>The Company</b>	PTC Ltd
<b>Policy Number</b>	7
<b>Policy Title</b>	Health and Safety
<b>Version</b>	A
<b>Issue date</b>	December 2018
<b>Review Period</b>	1 year
<b>Date of Next Review</b>	December 2019
<b>Responsible Person (where required)</b>	Mark Pleydell
<b>Role of Responsible Person</b>	Director

## **1. Introduction**

- 1.1. The Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment, and to ensure the health, safety and welfare at work of their employees or visitors to the company premises, and anyone else who may be affected by the company's actions.
- 1.2. The Company is a responsible employer and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Employees who have or develop drug or alcohol related problems can have their performance at work impaired and as a result can present a danger to themselves and to others, and impair their performance.

## **2. Aims of the Policy**

- 2.1. This policy aims to:
  - 2.1.1. Comply with the Company's legal obligations to provide a safe and healthy working environment for all staff
  - 2.1.2. Comply with all of the requirements imposed by Law
  - 2.1.3. Set out restrictions on the use of controlled and prescription drugs or alcohol at work
  - 2.1.4. Raise awareness of the typical dangers associated with the Company's workplace and provide a reporting means for ensuring appropriate levels of care and control are applied.

## **3. Health and Safety – Drugs and Alcohol**

- 3.1. Company Policy prohibits the use of drugs other than prescription medication by Company personnel in Company nor client premises, nor while on Company business at any time.
- 3.2. Company Policy is to accept moderate social use of alcohol by Company personnel in situations where others are also using alcohol. It is preferred that Company personnel are not seen as leading or encouraging inappropriate use of alcohol. The mature judgement of personnel in this matter is expected.

### 3.3. Hazardous Substances

- 3.3.1. The nature of the Company's business requires that hazardous substances are required to be used.
- 3.3.2. Where this use is deemed economically unavoidable then the following steps must be taken as a generic risk assessment and corresponding method statement.
- 3.3.3. Do not proceed with any activity involving substances of an unknown nature or known to be hazardous unless you are confident that all the following steps have been fully applied.
  - 3.3.3.1. Identify the substance.
  - 3.3.3.2. Read and think about the risks known to be associated with the substance
  - 3.3.3.3. Read and think about the mitigations that may be taken to minimise exposure quantity and time to the substance.
  - 3.3.3.4. Assess the work environment to apply such mitigations before undertaking any task using the hazardous material.
  - 3.3.3.5. After use remove and store unused material.
  - 3.3.3.6. After use dispose of waste generated by the use of the hazardous material in accordance with materials advice and local regulations.
  - 3.3.3.7. Record any issues or concerns relating to hazardous substances in the QMS issues log.

### 3.4. Hazardous Environments

- 3.4.1. The office environment contains risks to health and safety and it is the responsibility of all Company personnel to be aware of and report any such risks and work to mitigate them.
- 3.4.2. From time to time it may be necessary for Company personnel to engage in work outside of the office environment.
- 3.4.3. In every such case a risk assessment and method statement approach must be taken to the tasks being undertaken.
- 3.4.4. Consideration should be given to the types and sources of hazard, their mitigations.
- 3.4.5. Careful planning of such activities will help minimise risk. All such tasks shall be planned.
- 3.4.6. It is in the nature of the company's business that Company personnel may work on client or other party premises or sites.
- 3.4.7. On such occasions all local H&S processes must be followed at all times. The local H&S reporting person should be identified. In the event of a risk being noted it must be reported to the other party's responsible person.

### 3.5. Reporting

- 3.5.1. While recognising that the Company is small any instances of risk or degradation to H&S and changes to process or other mitigation shall be made known to all Company personnel.