

InFX Networks Limited Health and safety policy statement

It is an important duty of this organisation, in the conduct of its business operations, to ensure a safe and healthy working environment for all its employees. The organisation accepts the fact that this implies a corresponding duty of ensuring that necessary organisation, equipment and training is provided to fulfil this obligation. An effective health and safety policy requires the full collaboration and co-operation of all employees; everybody is asked to read this policy and accept their own personal responsibility for health and safety at work.

- It is the responsibility of management:
- to maintain the spirit and letter of the principles incorporated in the relevant legislation to ensure the safest systems of work and a safe, healthy working environment
- by consultation and joint involvement of management and employees, to enlist the active interest, participation and support of employees in promoting good standards.
- It is the responsibility of every employee:
- to take all reasonable care for the health and safety of him/herself and of fellow employees and to report any hazard which cannot be controlled personally
- to co-operate with the organisation by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment.
- The role of 'safety co-ordinator' is of vital importance for maintaining a continuous and critical scrutiny of working conditions throughout the workplace, reviewing safety performance and promoting safer working.
- The managing director accepts ultimate responsibility for health and safety within the organisation as a whole. All managers and employees generally are expected to support and implement this policy wholeheartedly.

Marc .Woodhead
Director
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Example of a risk assessment, using the HSE's 'Five Steps to Risk Assessment'		
I	Hazard	Hole in stair carpet
II	Who might be harmed	Staff and customers using stairs
IIIa	Evaluate risks: How might they be harmed (severity/consequences) What is likelihood of harm	Fall down stairs, fatal injury, Unconsciousness, fractures, concussion. High
IIIb	Existing precautions Need for control measures	None Repair/replace worn carpet
IV	Record findings	Include measures taken to remove hazard
V	Review assessment	Ensure new carpet fitted correctly

The following are examples of an InFX Networks risk assessment form and safe system of work:

InFX Solutions risk assessment form	
No: 1	Date of original assessment:
Site address:	Job no:
Task on which assessment is made: Use of ladders	
Hazard(s)/risk(s) identified:	
Person(s) considered to be at risk:	
Risk rating prior to control measures:	
Control measures:	
Training required. If YES, describe:	
Risk rating with control measures/safe systems of work in place:	
Review to be carried out:	
Date of previous review:	
Date of this review:	
Person carrying out review:	
Name:	Signature:
Copy submitted to:	

Accident reporting procedures

All accidents, incidents and work-related ill-health must be recorded in the InFX Networks Accident Book and Marc Woodhead InFX Networks safety adviser must be informed. These include:

- Accidents to staff, including minor injuries
- Accidents involving third parties, ie non-employees, visitors, contractors etc
- Incidents where no one is injured but there is a potential for injury
- Dangerous occurrences such as fires, gas leaks or explosions, chemical spillages, damage to asbestos materials resulting in any person being exposed to asbestos fibres, failure or collapse of lifting equipment such as hoists, etc
- Work-related ill-health such as dermatitis from use of chemicals, occupational asthma, musculo-skeletal pain as of result of using computers or manual handling etc

InFX Networks Ltd. is obliged to notify the Health and Safety Executive (HSE) of certain types of incidents. In order for InFX Networks to comply with this requirement InFX Networks safety adviser must be notified immediately, in person or by telephone or by email or by text of the following:

- a. Any incident that results in a serious injury to an InFX Networks employee. This includes:
 - a break or fracture of any bone except those of the fingers or toes;
 - any amputation;
 - dislocation of the shoulder, hip, knee or spine;
 - loss of sight (whether temporary or permanent);
 - chemical or hot metal burn to the eye or any penetrating injury to the eye;
 - an injury resulting from electric shock or electrical burns;
 - an injury that leads to a loss of consciousness or requires resuscitation; and
 - an injury that requires the injured employee to be hospitalised for more than 24 hours.
- b. Any accident or incident, connected with or arising out of work activity, that results in a 'third party', ie someone who is not an InFX Networks employee, being taken from the scene of the accident to hospital. This is regardless whether or not they are admitted into hospital
- c. Any dangerous occurrence
- d. Specified diseases associated with certain work activities, or exposure to certain substances.

If you are in any doubt about what should be reported contact Marc Woodhead, InFX Networks safety advisor.

Accidents to employees should also be entered in the 'yellow' accident book kept next to the office First Aid case. This is required by Social Security legislation and relates to employees claiming benefits if they are unable to work as a result of an accident at work.