

Health and Safety Policy

Safety Statement

This statement sets out the health & safety policy of PROKS PLASTIC and the means through which that policy is to be implemented. Our objective is to provide a safe and healthy place of work for all staff members and to meet all our duties and obligations to our clients. It is PROKS PLASTIC's intention to protect our employees from accident or ill health at work. The company will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of our employees and we will consult with employees on risk improvements.

Our approach to Health & Safety as far as is reasonably practicable will be:

- To Provide a Safe Place of Work.
- To continue to identify and control hazards.
- To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees at risk.
- To consult with staff on all Health & Safety matters.
- To provide protective clothing and equipment where necessary.
- To provide a safe means of entering and leaving the building.
- To provide a safe system of work practices.
- To provide appropriate information and training to staff members on a continuous basis.
- To make Health & Safety a key issue.

Personal protective equipment

Personal protective equipment is defined in attachment to PROKS PLASTIC's internal procedure no. OS2/2013.

Personal emergency preparedness

PROKS PLASTIC defines following emergency cases:

- Fire and smoke
- Personal injury
- Epidemic situation

For the above mentioned cases, PROKS PLASTIC complies with all local and government regulations. Regular staff training and simulations take place for relevant cases.

Machine safety

- ▶ **Never work alone.** Always use the buddy system.
- ▶ **Never use machinery without the approval** of the supervisor and completion of training.
- ▶ **Never use damaged or malfunctioning equipment.**
- ▶ **Never distract a machine operator when they are working.** If you must communicate, wait until the operator can give you their full attention.
- ▶ **Never wear loose clothing** in the shop—including ties, scarves, jewelry, and loose sleeves. No open-toed shoes allowed in the shop.
- ▶ **Never use cell phones while in the shop.** Headphones/earbuds are also prohibited.
- ▶ **Never work if you are tired.** Take frequent breaks to stay alert.
- ▶ **Never use compressed air** to clean skin or clothing.
- ▶ **Never bring food or drink into the shop.** Store food and drink at the entrance to the shop prior to working.
- ▶ **Always complete general and shop-specific training before using facility.**
- ▶ **Always understand your operation before you begin** or ask the shop supervisor for help.
- ▶ **Always wear safety glasses.** Some operations and equipment may require additional personal protective equipment (PPE).
- ▶ **Always remove jewelry** before working—including rings, necklaces, bracelets, and watches.
- ▶ **Always secure long hair, including beards.**
- ▶ **Always use all guards and shields.** They must be secured prior to operating equipment.
- ▶ **Always check wood for screws** or other embedded metal objects.
- ▶ **Always clear dust and debris** before and after machine use.
- ▶ **Always keep aisles, exits, and access to emergency equipment clear.**
- ▶ **Always immediately report** all problems or concerns to the shop supervisor or monitor.

Shop supervisors and monitors may prohibit shop access or machinery use for any reason.

Incident and accident management

All employees of PROKS PLASTIC should be aware of what constitutes a safety incident so that they are in a position to detect, disclose and report such incidents when they occur.

A safety incident may be identified by:

- An employee, a visitor when a safety incident occurs or an unexpected outcome is detected.
- Incident identification processes such as staff incident reporting, medical records review, surveillance or retrospective review/audit.

The following is a list of essential steps to manage immediate safety concerns following the identification of any safety incident.

- When a safety incident is identified, the first responsibility is to ensure that the safety, health and welfare of the person(s) affected are protected.

- Any care that is required as a consequence of the safety incident must be provided without delay and circumstances reported to the treating clinician or, in the case of a non-clinical incident, to the appropriate manager.
- Any threat to the future safety, health and welfare of service users, employees or others must be removed or minimised as far as is reasonably practicable.
- Maintain or resume normal services as soon as it is practicable and safe to do so.

All safety incidents must be reported to a shift leader. Following the identification of a safety incident, the following steps are the responsibility of the person who identified or observed the incident:

- Immediately manage, or have someone manage, any immediate safety concerns
- Report the safety incident to their line manager using agreed local processes.
- An incident report form should be completed by an employee involved in or who observed a safety incident as soon as practicable and at least prior to going off duty. Where an employee is not in a position to do this, the form should be completed by another employee who observed the incident, or by the shift leader.
- All completed incident report forms are sent to the designated local manager

Workplace ergonomics and manual handling

Manual Handling is defined as the “transporting of a load by one or more employees and includes lifting, putting down, pushing, carrying or moving a load, which by reason of its characteristics or of unfavourable ergonomic conditions involves risks, particularly of back injury to employees”. This is a priority issue because it is a major cause of accidents in the workplace. It is PROKS PLASTIC’s policy to minimise the need for manual handling of loads and so therefore should be avoided as far as is reasonably practicable.

Employees must check the weight of the load before attempting to lift it and if the load is too heavy get help. When lifting, follow the following basic principles:

1. Relax the knees. Lowering movements should start at the knees not the head.
2. Get close to the object to be lifted. Get a good balance by keeping the feet apart. One foot will automatically be ahead of the other.
3. When in position, bend the knees and lift with the strong muscles in the legs.
4. Lift gradually, smoothly and without jerking, keeping the object close to the body and the back straight.

Handling with chemical substances

Handling with chemical substances is described in internal PROKS PLASTIC documentation. PROKS PLASTIC employees are regularly trained.

Fire protection

PROKS PLASTIC meets all local and legal requirements regarding fire protection. Employees are regularly trained. Procedures in case of fire are described in the internal document LOG-I-HP - PROKS PLASTIC Emergency plan.