

# Encompass

## Occupational Health and Safety Policy

Encompass Group is firmly committed to ensuring the occupational health, safety and wellbeing of its employees, contractors and visitors. All Encompass Group employees adopt a proactive, co-operative attitude towards health and safety.

### Scope

The Encompass Group Limited and its subsidiary companies Occupational Health and Safety policy applies to all Group locations including, but not limited to, production facilities, offices and warehouses. The Group is committed to protecting so far as is reasonably practical, employees, contractors, visitors and neighbours from health and safety risks associated with our activities on site. The Group directors will ensure policies are documented, communicated, implemented and maintained at all levels of the organisation. All Group employees are responsible for complying with the policy.

### Management

All locations where employees are working have an Occupational Health and Safety risk assessment appropriate to the hazards and risks associated with their business activity. Performance will be monitored against the Occupational Health and Safety risk management standards, which are reviewed on a regular basis. The Group directors are responsible for implementing the Occupational Health and Safety policy across the business.

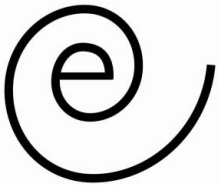
### Personal Responsibility

All employees follow the training provided, take responsibility for their own Occupational Health and Safety, and when necessary, the Health and Safety of others. Employees are required to report inadequacies or breaches of the Occupational Health and Safety management system.

### Visitors and Contractors

Visitors and contractors will be informed of the company's Occupational Health and Safety procedures and any hazards in the areas they visit.





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## **Occupational Health**

We ensure that risks to employees' health are minimised or eliminated, and employees' health status is considered before allocation of tasks and following any significant change in health status.

## **Risk Assessments**

Locations where employees are working have hazard/safety risk assessments conducted to outline the degree of risk associated with an activity. From this, an action plan is developed in order to address the risks identified, with Risk Assessment Reports clearly displayed upon entering an area.

## **Hazardous Substances**

The use of hazardous substances is managed to ensure that its application, toxicity and volume are kept to a minimum. Hazardous substances including waste will be handled and disposed of in accordance with legislation.

## **Personal Protective Equipment (PPE)**

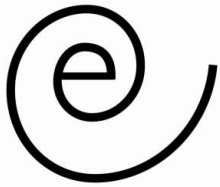
Suitable Personal Protective Equipment will be provided where appropriate to protect employees from foreseeable health and safety risks. Employees, visitors and contractors are required to use the Personal Protective Equipment provided.

## **First Aid**

We have provision in place for an appropriate level of first aid skills and first aid supplies.

## **Investigating and Reporting Accidents**

We will investigate accidents and take appropriate and timely actions with a view to prevent reoccurrences. Accident statistics will be used to help develop the Occupational Health and Safety management system.



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## **Work Environment and Ergonomics**

We ensure that working environments and work equipment where reasonably practicable is designed to promote safe and healthy working practices to prevent and control injuries arising from repetitive movements or constrained posture.

## **Emergency Evacuation**

We ensure employees are trained in safe evacuation and that this is practiced as determined by the business continuity/disaster recovery plan and visitors are aware of emergency procedures.

## **Driving**

We ensure that the safety risks associated with business driving and on site traffic management are understood and appropriately controlled.

## **Hazardous Tasks**

We will ensure a permit to work is issued by an authorised and competent person for hazardous work to be carried out where the hazard cannot be adequately controlled by other means.

## **Noise**

We ensure that programmes are put in place to minimise the impact of noise on our employees and neighbours at our various working locations.

