

# colart

Health & Safety  
Policy

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## Introduction

Health and Safety (H&S hereafter) is an integral part of Colart International Holdings Limited (Colart hereafter) management strategy.

This document provides details on its arrangements. It should be read in conjunction with any site-specific rules or supplementary documents. It is applicable to all employees of Colart, permanent or temporary, including its contractors and consultants across all parts of the Colart Group.

## Health and Safety Policy Statement

Colart firmly believes that excellence in health and safety (H&S) management is integral to its overall business strategy, as a strong H&S record correlates with high productivity and quality standards. Recognizing the H&S of its employees as a critical management function, Colart acknowledges that successful H&S performance is synonymous with overall business success. Economically, Colart upholds that prevention is not only more cost-effective but also aligns humanitarian and commercial considerations, asserting that profits and safety complement rather than compete with each other. People being our most valuable asset, Colart is unwaveringly committed to ensuring the health, safety, and welfare of all individuals associated with its activities. This commitment extends to ongoing monitoring and review processes to achieve continuous H&S improvements. Legally, Colart is dedicated to full compliance with H&S legislation and aims to exceed regulatory requirements wherever practicable.

A positive H&S environment will be fostered through collaborative efforts at all levels of Colart though H&S matters will remain the responsibility of the Chief Executive Officer, who will appoint appropriately competent persons to manage the required arrangements for each Colart facilities.

### Our general intentions are:

- To provide adequate control of the H&S risks arising from our work activities
- To consult with our employees on matters affecting their H&S
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To assess risk and hazards & minimize them
- To review and revise this policy at regular intervals

## Health and Safety Roles & Responsibilities

H&S Regulations exist to lay down minimum workplace standards. Colart aims to exceed these wherever possible. This policy and its contents have been designed to ensure that employees, at all levels, are aware of their roles and responsibilities with regards to H&S Management.

The Chief Executive Officer (CEO) has ultimate responsibility for H&S matters within Colart; however, in the event of a failing, other roles within Colart can also be liable to prosecution.

It is Colart's ethos that safety is everyone's business and Colart expects all employees to assist to the best of their ability to deliver a safe and efficient working environment.

We encourage every employee to bring concerns or issues in relation to safety through direct communication with their line manager. Alternatively, our confidential "whistle blowing" channel called Ethicspoint is available.

This platform can be used to bring concerns and issues to the attention of the Colart management or the Colart board, who will in turn make every effort to maintain the anonymity and confidentiality of those reporting.

<http://www.colart.ethicspoint.com>

The following roles and responsibilities have been outlined below.

## **Chief Executive Officer** *is responsible for*

- Defining the overall safety vision and policy of the company.
- Ensuring safety is integrated into the company culture.
- Allocating necessary resources for safety.
- Ensuring that suitable arrangements are in place for the resolution of non-conformances.
- Ensuring risk management is adequate for Colart and that appropriate action is taken, because of any findings, to protect the health, safety and welfare of its employees.

## **Chief Operations Officer** *is responsible for*

- Coordinating safety actions across all departments.
- Ensuring safety performance is monitored, recorded & reported in every business in line with group guidelines
- Ensuring the development of Colart's strategy to develop a global mindset and enthusiasm, for safe and healthy ways of working.
- Ensuring global alignment to best practice and safe working conditions.
- Providing regular safety updates to Colart's executive leadership to ensure that safety remains a top priority at the highest level of responsibility
- Ensuring significant accident are investigated and ensuring that corrective and preventative measures have been implemented across Colart.

## **Business directors for each legal entity** *are required to*

- Ensure compliance with local laws and regulations.
- Ensure alignment to global best practice and safe working conditions.
- Allocate necessary resources for safety in their business
- Stimulate the local mindset and enthusiasm, for safe and healthy ways of working.
- Ensure risk assessments are completed for activities within their area of responsibility.
- Ensure that safety performance is monitored, recorded and reported in line with their KPI's.
- Ensure that they are aware of all emergency procedures, which may affect them or their employees, and that any training needs are identified, and arrangements made.

- Adapt the safety policy for their specific business.
- Manage risks and ensure employees receive necessary training at all levels.
- Report to the COO on safety matters.
- Ensure enforcement of safety rules within their domain.

## **Employees** have the responsibility to

- Participate and comply with the safety management system and the requirements set out within it including safe and healthy ways of working
- Take reasonable care, of not only themselves but others who may be affected by their acts or omissions.
- Use and maintain the protective clothing / personal protective equipment provided as part of their role.
- Report all accidents, injuries and 'near miss' incidents or any other safety issue promptly.
- Cooperate in the fulfilment of the objectives of the H&S Policy

## **Group safety coordinator** has responsibility to

- Maintain the policies at group level, ensuring proper governance on H&S processes at group level
- Report Colart's KPIs, ensuring root causes & actions are defined.
- Facilitate implementation of corrective actions that are brought to its attention, sharing best practices.
- Drive cultural change and awareness across Colart's expectations as a global business and, if necessary, provide additional support and investment where needed to help all parties reach Colart's standards.
- Educate/train people on the incident reporting tool, ensuring that all contributors know how to record safety issues & the associated action plan.
- Review risk assessments and accidents on a monthly basis and hold accountable the relevant General Manager/Director for his/her respective location.
- Complement if needed the current H&S structure which is already embedded. Ultimately the responsibility still remains with the local site management to ensure every employee on site is aware of their own accountability to create and maintain a safe working environment.

## **Health & Safety Compliance Officers** have the responsibility for

- Report all accidents and dangerous occurrences immediately, acting to make the situation safe.
- Identify potential hazards in the workplace
- Monitoring the implementation of the H&S Policy and Procedures.
- Advising the business of all aspects of H&S Compliance.
- Preparing and maintaining emergency procedures, fire prevention equipment and training
- Creating audit schedules, actively promoting the completion of H&S audits and capturing of corrective and preventative actions.
- Carrying out risk assessments.
- Liaising with external bodies as necessary.

- Undertaking or participating in the investigation of accidents and/or dangerous occurrences ensuring that either they, or Senior Management, notify the appropriate reporting bodies (where applicable).
- Ensuring trends are identified and appropriate action is taken as necessary.
- Disseminating information to employees on H&S matters.
- Encouraging a mindset and enthusiasm, for safe and healthy ways of working.
- Ensure local arrangements are in place for clear instruction, information and training so that employees are competent to do their work

## **First Aiders** are expected to

- Respond to incidents as requested.
- Operate within their competence, knowing how to summon additional help when needed, and ensure the patient is discharged to appropriate professional care where required.
- Report and record incident details and the actions taken by the first aider.
- Check first aid boxes each month, restock as necessary and record on site documentation.
- Ensure their training and certifications are up to date

## **Health and Safety Training**

Colart recognises the need to consult, inform and train all employees in matters relating to safe working practices. All employees will receive:

- Induction Training:
  - Company H&S Policy and Responsibilities (Overview)
  - Overview of relevant hazards in the workplace
  - Fire Precautions and Emergency Evacuation
  - First Aid Assistance and facilities
  - Procedures for Accident and Incident reporting
  - H&S training courses (e-learning or any other media)
- Task Specific or Competency Specific training:
  - Control of Substances Hazardous to Health (COSHH)
  - Manual handling operations
  - First Aid
  - Fire safety
  - Use of highly flammable substances
  - Use of work equipment
  - Compiling, monitoring and reviewing of assessments i.e. COSHH, DSE and Risk

To ensure our employees' safety, all new plant and equipment is introduced and trained out prior to its use. Site practice only allows those trained and authorised to do so, to use equipment. Employee training records are kept, monitored and refresher training carried out as and when required. Training records can be referred to at any time; these are held by the individual.

Colart will review and identify employee training needs on a regular basis, thus ensuring that all Employees receive suitable training to assist them in undertaking their tasks safely and efficiently. H&S training is undertaken by all employees via different media regarding the country. This is mandatory.

Training needs will be continually reviewed by management and met by in-house or external providers as appropriate.

## Health and Safety Communication

Colart will use a variety of communication methods to disseminate information and notify employees of key changes to the safety management system, which may affect their working.

Communication routes used are those such as displays, notice boards, emails, committee meetings and team briefings.

Communication routes will also be used to reinforce the H&S mindset across the Group.

Colart Will ensure this policy is made readily available to all employee.

## Health and Safety Performance

Safety performance will be monitored by:

- Undertaking regular inspections and recording the results.
- Performing safety audits and reviewing the results.
- Review accident and incident (including near misses or dangerous situations) data and the corrective actions taken.
- Ensuring any safety actions are implemented within the set timescales.
- Developing specific H&S KPI's (LTI & TRI being the mandatory group KPIs)

## Health and Safety Records

All documentation relating to health, safety and welfare will be maintained, reviewed and archived accordingly.

This will include:

- Accident records, investigations and RIDDOR reports - 5 years
- Training records including Induction - 20 years
- Risk Assessments including Control of Substances Hazardous to Health - 5 years
- Health Surveillance Results - 40 years
- Safety Inspections and audits – 3 years