

Health and Safety Policy

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Part One: Health and Safety Policy Statement – EV Cargo Global Forwarding

EV Cargo Global Forwarding recognises and accepts its duties under the Health and Safety at Work etc Act 1974 and is committed to ensuring the provision of a safe and healthy working environment to our employees, and to visitors, contractors and others who may be affected by our activities, to ensure all legal and organisational standards relating to health and safety is met, so far as is reasonably practicable.

The Company shall take appropriate steps within its authority for the:

- Provision and maintenance of adequate welfare facilities, and safe plant and work equipment
- Safe handling, storage, and use of substances
- Maintenance of a safe place of work and provision and maintenance of a safe means of access to and egress from it
- Prevention of accidents and incidents that may result in injury or ill health or damage to property
- Manage health and safety risks in our workplace by completion of suitable and sufficient assessments.
- Provision of sufficient information, instruction, training, and supervision as is necessary to ensure employees are competent to do their work.
- Provision of time and resources necessary for the consultation and participation of workers on matters affecting their health and safety

Responsibilities

This Health and Safety Policy is an integral element of our business strategy, therefore:

All Directors, Managers and Supervisors are responsible for its implementation as set-out within this policy under roles and responsibilities and are accountable for the effective maintenance and continual improvement of the Company Health and Safety Management System over which they have control.

All employees, including those carrying out work on behalf of the company, have a duty to take care of their own health and safety and that of others who may be affected by their actions. Employees are required to co-operate with Managers and co-workers to help everyone meet their legal requirements and are reminded to immediately report any unsafe conditions or acts that may be a risk to themselves or others.

Consultation

Our health and safety policy requires the active involvement of all our people at all applicable levels and functions. We will therefore ensure effective consultation, communication and cooperation takes place throughout the Company in relation to health and safety matters. In doing so we seek to create a positive culture that ensures commitment by everyone to health and safety best practice.

Policy control and Review

EV Cargo Global Forwarding is committed to maintaining a focus on safety and health to prevent work-related injury, ill-health and to promote wellbeing, and shall review our Health and Safety policy, and any associated related policies, on an annual basis or sooner in light of any relevant legislative changes or needs of the Company.

Copies of this policy shall be accessible to all employees, displayed at all company locations and made available to any interested party on request.

Signed:



Paul Coutts. CEO

Part Two: Health & Safety Policy Roles and Responsibilities

The Executive Board of Directors takes overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and health workplaces, and shall implement this policy throughout EVCGF by means of appropriate delegation to Divisional Directors and Managers.

The Health & Safety Manager shall monitor the effectiveness of this policy and issue amendments when required.

Divisional Directors will, for their respective divisions, demonstrate leadership and commitment to this policy and to the EV Cargo Global Forwarding OH&S Management system by:

- Ensuring that, within their level of authority, adequate resources are made available to meet the requirements of this policy.
- Communicating the importance of conforming to the requirements of the OH&S MS and supporting continual improvement, ensuring health and safety objectives are achieved.
- Supporting other relevant management roles to develop and demonstrate their leadership as it applies to their areas of responsibility.
- Liaising with the Health and Safety Manager over matters relating to H&S legislation, risk management, accident prevention, recommendations, and audit findings

All Management and Supervisors will demonstrate commitment to this policy and to the EV Cargo Global Forwarding OH&S Management system by:

- Making the Health and Safety policy and health and safety management system an integral part of the company
- Complying with all relevant legislation, approved codes of practice, industry recognised guidelines and any company standards and policies developed and approved internally, seeking guidance in areas outside of their competency.
- Cooperating with the Group Health & Safety Manager and named Responsible Persons on matters of health and safety, monitoring, inspections, and audits of the workplace.
- Providing and maintaining a safe, healthy working environment, with safe access and egress, including effective communication of an emergency plan
- Providing and monitoring safety training, guidance, and information, as required for all Employees, Visitors and Contractors, to ensure competency is appropriate to their level of health & safety responsibilities.
- Providing clear information to employees of their responsibilities for their own and others health and safety
- Consulting with and issuing Employees with Safe Working Procedures to enable them to carry out their work activities safely.
- Conducting or arranging for the timely completion of risk assessments, considering any changes to working environments or activities, legal requirements or frequencies set by the organisation.
- Taking responsibility for the safety of all employees (and other workers) who fall within their duty of care.
- Maintaining a culture of continual improvement in all aspects of both legal and organisational safety standards
- Proactively monitoring performance within their control to maintain safety, reporting, and managing corrective actions required to maintain health and safety standards and legal compliance.

- Taking an active part and encouraging the participation of employees in health & safety meetings, communicating health & safety matters and promoting a positive safety culture
- Reporting any safety concerns or incidents such as accidents and near misses to the Health & Safety Manager, participating with the timely completion of incident investigations and corrective actions
- Providing and maintaining plant and equipment, ensuring all necessary safety devices, and/or protective equipment and supervision is in place, and that any defective work equipment is isolated until repaired or replaced.
- Protecting employees from reprisals when reporting incidents, hazards, risks and opportunities

The Duties of all Employees are to:

- Take responsibility and reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions.
- Fully co-operate with Employers on safety matters, follow safety training, processes and procedures, safe systems of work and reasonable instruction given by those acting as a nominated Responsible Person.
- Report accidents, near misses and hazards immediately, including those which may be associated with third party activities.
- Not to misuse, interfere, tamper with, wilfully damage or disregard anything provided in the interest of health and safety.
- Report problems, including physical and medical conditions which may affect their ability to undertake normal duties, to their manager.

Visitors and Contractors are to:

- Comply with this Health & Safety Policy, site health and safety rules, including (where necessary) obtaining the relevant permit(s) to work.
- Cooperate with management regarding requests to complete on-site inductions, allow sufficient time prior to commencing work to complete the induction, including annual refresher training where relevant.
- Work within the safety control methods authorised by the site's responsible person, reporting any requirements to change working methods or amendments to permit to works prior to commencing or continuing work.
- Act on all reasonable instructions from those within EVCGF with Health & Safety responsibility, considering your employer's safe working practices and procedures when undertaking any contracted works on-site.

Part Three: Arrangements

Managers and those identified as Responsible Persons for Health & Safety shall observe all relevant statutes, regulations, and codes of practice to eliminate hazards and prevent any incidents that may result in injury or ill health or damage to property and shall take appropriate steps within their authority to comply with the following arrangements. In addition, all employees shall ensure they comply with section 7 of the Health and Safety at Work Act and ensure they follow any relevant employee guidance within the following:

3A: Management of Fire Safety

The appointed Responsible Person (duty holder) responsible for fire safety shall comply with The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) by:

- Ensuring fire risk assessments are carried out, up to date and actions arising are adequately managed to mitigate risk within areas controlled by EVCGF.
- Ensuring the inspection and servicing of all electrical equipment and fire safety detection and equipment (such as fire alarm systems, firefighting equipment, emergency lighting, fire doors) is completed timely.
- Where relevant (shared premises), cooperate and co-ordinate with other duty holders to ensure compliance is met by all parties, and any concerns or noncompliance is raised timely with the EVCGF Health and Safety Manager to mitigate risks.
- Ensuring that staff in their areas of control complete fire safety induction training, including site specific instructions on raising the alarm, the location of all fire- fighting equipment, means of escape and evacuation procedures, and that training is on-going in accordance with company standards.
- Ensuring all staff are aware of the incident reporting procedure and encourage incident reporting for fire related incidents.
- Conducting evacuation drills at intervals as recommended by the Health & Safety Manager.
- Monitoring fire safety inspection record keeping, ensuring the records in all sections of the Fire Manual and logbook are up to date.
- Co-ordinating and directing staff actions in the event of a fire incident, which may include co-ordinating with the fire brigade and accounting for all persons who were present in the building prior to the incident.
- Ensuring that persons in areas of their control who have a mobility impairment or other disability which may affect either their awareness of a fire situation or affect their ability to evacuate have an individual Personal Emergency Evacuation Plan (PEEP) completed.
- Advising the Health & Safety Manager of fire incidents / false alarms and report through the incident reporting system. Assisting with investigations into fire related incidents.
- Assisting Fire Risk Assessors in conducting fire risk assessments and taking action to remedy all significant findings that have been identified during the assessment process.
- Ensuring that employees in areas of their control are aware of the location of all fire- fighting equipment and means of escape, and that these are clear of obstruction.

In addition, all Employees have duties and responsibilities in respect of the RRFSO and under the Health and Safety at Work Act etc 1974 to reduce the risk from fires. Duties of staff include and are not limited to:

- Complying with the EV Cargo Global Forwarding fire policy and procedures

- Familiarising themselves with the fire safety arrangements for areas where they work including temporary work locations.
- Ensuring that fire safety training is carried out as required.
- Taking an active part in any fire evacuation drills.
- Assisting the Health & Safety Manager in conducting fire risk assessments.
- Familiarising themselves of the location and operation of all fire-fighting equipment.
- Ensuring that the means of escape are kept clear of obstructions.
- Ensuring that in the event of a fire system activation or discovery of a fire, that the procedures set out in the Fire Emergency Evacuation Plan are followed.
- Inspecting electrical equipment before each use

3B: Management of Risk

Risk Assessments

EVCGF are committed to eliminate hazards and reduce OH&S risks and shall undertake risk assessments on all work activities in accordance with the Management of Health and Safety at Work Regulations 1999. The organisation shall establish, implement, and maintain a process to assess risks which includes consultation with competent workers, in order to identify and implement suitable controls to eliminate or reduce risks within the workplace, so far as is reasonably practicable.

Management of risk includes:

- Ensuring those involved with risk assessments have the necessary competence to identify hazards, who may be harmed and how, taking into consideration employees, visitors, contractors, and the public.
- Determining the likelihood of harm
- Identifying appropriate measures proportionate to the risk, necessary to eliminate, reduce and control the risk to an appropriate and suitable level.
- Recording the findings and making risk assessments available to employees and suitable parties
- Reviewing risk assessments periodically, making any necessary changes, if and when there is reason to suspect that they are no longer valid, or if there has been a significant change in the matters to which they relate.
- Putting in place control measures and monitoring their effectiveness

Safe Systems of Work

EVCGF shall develop, implement, and monitor the effectiveness of safe systems of work identified as required additional control measures to minimise the risk of harm or injury to employees and others carrying out specific work activities. Safe Systems of Work processes shall:

- Communicate the risks associated to work activities to appropriate persons, and in a format suitable to the audience.
- Identify what personal protective equipment is required for the task and ensure this is available.
- Define safe methods of working for the activity and provide a written agreement for safe working methods to follow, in consultation with workers and competent persons.
- Inform all relevant employees of the control measures that must be followed to avoid risk of harm or injury, and what to do when problems arise.
- Utilise safe systems of work to provide guidance, training, instruction for new employees and those new to the task, and

- Provide means of on-the-job refresher training every 3 years, or sooner should the need arise, such as in the event of an accident, incident, or change of process.

3C: Management of Substances Hazardous to Health

EVCGF shall comply with the Control of Substances Hazardous to Health Regulations 2002 in order to protect employees and other persons from the hazards of substances, and shall ensure that:

- All hazardous substances that are stored and handled as part of work activities shall be identified and risk assessed prior to use.
- All hazardous substances shall be accompanied by the appropriate material safety data sheet, and these shall be accessible to all appropriate persons.
- Suitable control measures are in place to reduce the risks from exposure.
- Appropriate guidance, instruction and training is provided for the safe handling and storage of hazardous substances.
- The risks associated with hazardous substances are reviewed periodically, making any necessary changes, if and where there is reason to suspect that they are no longer valid, or if there has been a significant change in the matters to which they relate.

3D: Management of Manual Handling

EVCGF shall comply with the Manual Handling Operations Regulations 1992, and shall ensure that:

- The risks from manual handling are identified through completion of risk assessments appropriate to the task.
- Suitable controls are implemented to reduce the risks associated with lifting, lowering, carrying, twisting, bending, pushing, and pulling, and where possible mechanical aids are used.
- All employees receive manual handling training on induction and receive regular refresher training, every 3 years or sooner should the need arise.
- Safe manual handling techniques are incorporated into safe systems of work where relevant.
- The risks associated with manual handling are reviewed periodically, making any necessary changes, if and where there is reason to suspect that they are no longer valid, or if there has been a significant change in the matters to which they relate.

3E: Managing Working at Height

EVCGF shall comply with the Work at height Regulations 2005, ensuring:

- Suitable equipment is provided to workers, minimising the distance and consequences of a fall, when working at height is unavoidable.
- Planning work to minimise or eliminate the need to work above ground level, so far as is reasonably practicable.
- Ensure workers can get safely to and from where they work at height.
- Only those with sufficient skills, knowledge, and experience are authorised to perform work at height tasks on behalf of EVCGF
- Controlling work at height activities through permit to work processes where applicable (contractor services).

3F: Management of Accidents and the Provision of First Aid

EVCGF will comply with the Health and Safety at Work Act 1974, which requires that:

- Employees are provided with instructions and guidance on how to report an accident or near miss.
- Where an accident results in personal injury, an appointed first aider or trained first aider must be notified immediately to attend.
- The first aider should take appropriate action in accordance with their training. In an emergency, 999 should be dialled immediately.
- If further treatment is required that does not require the emergency services, provisions should be arranged to accompany the injured person to hospital.
- All accidents, incidents or near misses must be reported immediately to a Line Manager either by the employee or first aider should they attend (or appointed person should the incident occur outside of EVCGF premises).
- The Line Manager must inform the Health & Safety Manager of all personal injury accidents as soon as possible.
- Details of the accident should be recorded within an accident form, and include details of any first aid administration, and where practical, statement and signature from the injured person.
- Incident reports will be subject to investigation, and an investigation team appointed by the Health and Safety Manager
- The Health and Safety Manager shall report all HSE reportable accidents.
- Near Misses and non-injury related incidences and accidents will be subject to accident reporting and investigation in order to identify areas for improvement and is in addition to law.

EVCGF will comply with The Health and Safety (First Aid) Regulations 1981 and shall therefore:

- Conduct annual First Aid Needs Assessments to ensure a suitable number of appointed or trained first aiders are available, proportionate to the risks.
- Provide suitable training and refresher training for first aiders, and ensure training is completed every 3 years.
- Provide first aid information for all employees, visitors, and contractors, including names of first aiders and location(s) of first aid provisions.
- Ensure suitable first aid provision is always available, and that it is monitored to ensure it is fit for purpose!

3G: Management of Work Equipment

EVCGF will comply with the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998 and shall ensure that:

- Health and safety training for its use, including written instructions, suitable equipment markings and warning signs where appropriate are provided to all people using, supervising, or managing the use of work equipment, and training shall be provided prior to use and thereafter, at a minimum, every 3 years or sooner should the need arise.
- Only those with suitable training, competency and authorisation shall be permitted to use material handling equipment (MHE), guarded machinery, lifting equipment and any other work equipment identified in risk assessments.
- Risk Assessments for the use of work equipment are completed and periodically reviewed, in consultation with employees and competent persons.
- Appropriate supervision is in place for new workers or where they are new to using the work equipment.

- Employees must carry out pre-use checks as part of safe systems of work and report any defects immediately.
- Work equipment is fit for purpose and isolated from use if defects are found.
- Where equipment inspection or maintenance is required, this is conducted by approved contractors, and associated records are retained.
- Appropriate measures to ensure maintenance operations on work equipment can be carried out safely while the equipment is shut down, without exposing people undertaking maintenance operations to risks to their health and safety.

EVCGF will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and shall ensure that employees who use DSE daily for continuous work of an hour or more either within the office or for agreed home working are:

- Provided with suitable workstation equipment such as monitors, keyboards, chairs.
- Given DSE training as part of their induction and thereafter, every 2 years, or sooner should the need arise.
- DSE assessed at appropriate intervals, such as every time a workstation is set up, when a new employee starts work, when there is a significant change made to an employee's workstation set-up, or every 2 years.
- Provided with a free eye test when requested.
- Employees must report any matters relating to workstation provision and cooperate in the timely completion of DSE assessments when requested and report any defects or issues relating to workstation arrangements that may otherwise cause a risk to health.

3H: Management of Driving

In addition to formal driver training, EVCGF recognises that driving is one of the most hazardous tasks performed by employees, therefore those who drive as part of work activities must ensure that:

- Handheld mobile phones are not used whilst driving.
- They (employee) comply with relevant legislation at all times.
- All traffic offences including fixed penalty and roadside DVSA checks must be reported within 24 hours.
- Drivers who contravene legislation surrounding driving under the influence of alcohol or drugs, driving whilst disqualified, driving recklessly, dangerously, causing injury, death or failing to stop after an accident will not be tolerated.
- Any offences or incidences are reported within 24 hours, including any relevant authorities.
- All company vehicles must only be driven by suitably qualified, authorised, and licensed drivers.
- All large-good vehicle (LGV) drivers will be subject to a biannual or risk-based licence check.
- Pre-use checks prior to commencing a journey are carried out daily for company or hire cars, and before every journey if LGV.
- Drivers should ensure that they allow sufficient time to make a journey and take into consideration risks associated with severe weather conditions.
- You take regular breaks if travelling a distance, and pullover if suffering from fatigue.

3I: Management of Contractors and Visitors

EVCGF shall comply with the Health and Safety at Work etc Act 1974, and requires that:

- All Visitors and Contractors who carry out work within our premises must be accompanied at all times unless sufficient health & safety instruction and guidance has been provided to

enable them to carry out their duties safely, including providing information on what to do in the event of an emergency.

- Contractors must complete a Contractors Induction specific to the site and prior to commencing work, and receive refresher training annually, or sooner where there is reason to suspect the induction is no longer valid, or if there has been a significant change in the matters to which they relate.
- Contractors must be competent to carry out the work, and suitable and sufficient risk assessments must be in place before commencing work.
- Contractor work must be authorised by a Responsible Person through the issuing of Permit to Works prior to work commencing, particularly for high-risk activities such as: Hot works, confined spaces, working at height, energy isolation.

Further Information

Should you require any further health and safety guidance, please contact the EVCGF appointed Health & Safety Manager -

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