



Aztec Oils (Ltd)

Health and Safety

Policy

Date of Review 14/10/2021

Next Review Date 13/10/2022



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1.0 Policy Statement

This policy applies to all employees.

It is Company Policy to protect the Safety, Health and Welfare of its Employees, Visitors, and Contractors against all reasonably foreseeable risks and otherwise comply with all statutory obligations in relation to Health and Safety Management Systems. Where necessary, disciplinary action will be taken where the misconduct on the part of an Employee results in disregard or compromises the safety of both themselves or others whether any injury is involved or not.

Aztec Oils (Ltd), recognises so far as is reasonably practicable, our duty of care to our Employees and to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment, and a healthy and safe working environment.
- To ensure that hazards are identified, and regular assessments of risks are undertaken.
- To provide information, instruction, supervision, and training as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- To promote the awareness of health and safety and encourage best practice throughout our organisation.
- To ensure we are taking the appropriate protective and preventative measures to protect our Employees
- To ensure that we have access to competent advice and can secure legal and operational compliance with our statutory duties. In order that we can achieve our integrated objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, taking reasonable care of themselves and others that may be affected by their activities.

This document provides a framework for the Management and Employees to plan, organise, control, monitor and review the protective and preventative measures in relation to Safety, Health and Welfare. The Health and Safety Policy will be subject to review on an annual basis.

Policy statement is to be signed by the Managing Director

NameTitle.....

Signed.....



1.1 Introduction

At Aztec Oils (Ltd), We recognise our duties under the Health and Safety at Work (etc) Act 1974 and the accompanying protective Regulations and responsibilities. As such, we endeavor to meet the requirements of this Legislation to ensure that we maintain a safe and healthy working environment for our People.

Our managers are informed through training of their responsibilities to ensure they take all reasonably foreseeable precautions, to ensure the safety, health, and welfare of those which are likely to be affected by our activities.

1.2 General Policy Statement

Overall, the final responsibility for Health and Safety at Aztec Oils (Ltd) is that of the Managing Director who appoints a Nominee for practical monitoring. Currently, this is Gareth Hagan (FdA, Tech IOSH), employed in the role of SHEQ Manager by Aztec Oils (Ltd).

The objective of this Policy is to achieve and maintain high standards of Health and Safety performance throughout the Company and clearly articulate the standards expected of Employees and any Visitors or Contractors who undertake work on its behalf.

Reasonably foreseeable hazards shall be identified, and the risk of injury, disease or dangerous occurrence shall be minimised through a cycle of continual safety improvement and maintaining the current Health and Safety Management systems, to assist in the management of risk through proactive monitoring methods and controls. These standards will be maintained as far as reasonably practicable by;

- The provision and maintenance of plant equipment and systems of work that are safe and within controlled risk.
- Arrangements for the regular assessment of work activity to identify associated hazards and thereafter implement corrective controls and/or disciplines.
- Arrangements for ensuring safety, health and welfare and the reduction of risk in connection with the use, handling, storage, transportation and disposal of articles and substances.
- The provision of information, instruction, training, and supervision as necessary.
- The provision of Personal Protective clothing and equipment required as per identified risks through assessment.
- The maintenance and general condition of the any workplace under the control of the Company in so far as its suitability and safe condition of use, including a safe means of access and egress.
- The provision and maintenance of the working environment with adequate provision for First Aid and Fire Prevention and Control.
- The cooperation of Employees to enable Statutory obligations to be met.
- Commitment of the Management Team to higher standards of Health and Safety, achieved through monitoring performance and a cycle of continuous Health and Safety cultural improvement through the Company.



This Policy shall be kept up to date, particularly if the Business changes in terms of its activities, locations, environment, size, and scale. To ensure the effectiveness of this Policy and its implementation, it shall be reviewed regularly.

The allocation of duties and safety management with arrangements made to implement the Policy are set under "Review of Policy" section on page 9.

2.0 RESPONSIBILITY AND DUTIES

2.1 Chain of Responsibility

- Overall, the final responsibility and accountability for Health and Safety is that of the Managing Director.
- The Managing Director shall select a Nominee to monitor Health and Safety on a practical and regular basis to take responsibility for the Company for Health and Safety measures in all departments.

The person/s having the responsibility for managing Health and Safety on Behalf of the Managing Director and for Aztec Oils is:

Name; Gareth Hagan (FdA, Tech IOSH) Title; SHEQ Manager

Signed;.....

2.2 The Duties of the Company

The following outlines the key responsibilities of the Company with regards to Health and Safety decisions reached through consultation at the Board of Directors.

1. To observe the requirements of the Health and Safety at Work (etc) Act 1974 and all other relevant and applicable legislation, Codes of Practice, HSE Guidance notes and recommendations of HSE Inspectors and Environmental Officers during visits, and the safe plant and systems of work in relation to business activity.
2. To ensure the control of risks to health in the handling, storage and transportation of materials, articles, and substances.
3. To conduct and provide Risk Assessments, COSHH Assessments, noise assessments and any other assessments as necessary, with subsequent method statements / Safe Systems of Work as required.



4. To provide adequate information, instruction, training, and supervision to ensure the safety, health and welfare of Employees or others on Site.
5. To provide any Personal Protective Equipment where necessary
6. To provide adequate welfare and first aid facilities including trained First Aiders in line with HSE guidance
7. To prevent injury or damage to any person and adjacent property affected by the Company's operations.
8. To ensure a system and compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as amended), to include correct investigation and reporting.
9. To ensure all Employees, including Contractors comply with all relevant statutory obligations.
10. To cooperate with Local Authority and Fire prevention recommendations and ensure the requirements of all relevant statutory obligations are met.
11. To ensure, so far as is reasonably practicable that no Employee, Contractor, or any other person engaged to carry out work or operations does so whilst under the influence of drugs or alcohol. Employees are required to report all cases of suspected alcohol and/or drug abuse, allergies or medication that may be likely to affect the Employees Health, Safety or Welfare and report this to their Line Manager / Company Nominee for safety.
12. To provide the necessary funding to ensure that the Health and Safety Policy and Management systems can be continuously and effectively maintained.

2.3 The Duties of the Nominee responsible for Health and Safety

1. To monitor the adherence of the Health and Safety Policy and relevant Statutory obligations.
2. To encourage good Health and Safety practices by all Employees and to monitor their compliance against this Policy and any systems implemented as part of this Policy.
3. To ensure that information, instruction, and regular training is given, monitored, and recorded for all existing employees and new starters, having regard to site changes, alterations to work practices, equipment, and changes in organisational responsibilities.
4. To ensure the supply of materials and equipment in relation to the provision of PPE.
5. To monitor Risk Assessments and manage Health and Safety risks as appropriate.



6. To act in accordance with agreed criteria, conduct accident investigations, report on dangerous occurrences, and take measures to prevent reoccurrence.
7. To check that all necessary checks and documentation is completed and stored in an appropriate manner and available if necessary.

2.4 The Duties of the Employee

1. To comply with the Companies Health and Safety Policy, reasonable requests and any information, instruction or training received.
2. To comprehend and apply practically any notices displayed in the workplace which offer information and instruction regarding safety.
3. To use suitable work equipment, safety protection provided by the Company and to follow any relevant instruction or advice in relation to its use.
4. To keep work equipment in good condition and report any defects immediately to your Line Manager or the Health and Safety department. Said equipment should be isolated and not used until the defect is repaired and signed off as complete.
5. To report any accident, dangerous occurrence, dangerous condition or spills to the Health and Safety department or your Line Manager.
6. Take care of your own safety and that of others.
7. To work in accordance with any training received and not to deviate from safe working practices.
8. Not to use any work equipment that you have not been trained in and are authorised to use.
9. To observe warning notices, toolbox talks, reasonable requests and instructions received in relation to safety practices or behaviours.
10. To ensure that suitable guards (where necessary or fitted) are in position whilst machines / power tools are in operation
11. To isolate and correctly store any machinery that is not in use
12. To wear the appropriate Personal Protective Equipment, clothing, and footwear.
13. To report any absences, ill health, allergies, medical conditions, or medication likely to affect your work.
14. To report to your Line Manager or the Health and Safety Department, any breaches of the above by others.



3.0 ACCIDENTS AND DANGEROUS OCCURRENCE PROCEDURES

The below are the minimum standards that are to be adhered to in relation to the Management of accidents and dangerous occurrences.

1. All accidents and incidents irrespective of severity are to be reported immediately and as a maximum within one hour of the incident occurring, using the 1-hour notification form.
2. All injuries are to be entered into the accident book (held in Production and Health and Safety). All information must be filled in, accurate and legible. These must be passed to the Health and Safety department for further investigation and held securely under General Data Protection Regulations (2016).
3. First Aid boxes are regularly checked, stocked, maintained and available at various locations around the site
4. First aiders shall always be available whilst the site is in operation.
5. Eyewash stations shall be available across all departments of the operation.
6. Supply of Personal Protective Equipment shall be made available
7. Investigations are to be conducted for all incidents that occur on site. The level of the investigation required will be determined by the Nominee for Safety (SHEQ Manager) and this information will be retained to mitigate risk against future liability claims.
8. In the event of a RIDDOR the Nominee for Safety (SHEQ Manager, or in their absence the SHEQ Officer will prepare forms F2508 or F2508(a) and report to the HSE within 10 days of the incident occurring.



4.0 Review of Policy

1. This Health and Safety Policy shall be formally reviewed at least annually by the Managing Director and their safety Nominee, including any other Employee that they decide to consult. Practical monitoring and review will take place on an ad-hoc basis as any issues or when the need arises.
2. The Managing Director will consider amendments or alterations to the Policy that become essential between review dates as or when the need arises.
3. The issue of the Health and Safety policy shall only be done by the Managing Director.

Date of Review - 14/10/2021

Next Review Date - 13/10/2022

Policy document is to be signed by the Managing Director

NameTitle.....

Signed.....