

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

HUB ELECTRONICS LTD & PROTECH C C
PAUL LATTER & KEITH HOLMES
Paul Latter / Keith Holmes

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Paul Latter / Keith Holmes	Weight and bulky Handling. Racking distribution of parts Slip hazards Work area definition Height working restrictions. Electrical/Electronic safety protection Tool use
To provide adequate training to ensure employees are competent to do their work	Paul Latter / Keith Holmes	Use system training log and keep updated – to be reviewed annually & staff appraisal element.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Paul Latter / Keith Holmes	All staff are trained and advised re day to day potential hazards and risk. The company operates an open policy of reporting.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Paul Latter / Keith Holmes	Fire evacuation and all health & safety documents are posted on the company notice board placed in stores area
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Paul Latter / Keith Holmes	All main working areas and electronic / electrical equipment used by staff and visitors are monitored and checked according to national guidelines.

Health and safety law poster is displayed:	Stores Area notice board
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First aid box and accident book are maintained, located and advised to all staff and visitors.

Signed: HUB ELECTRONICS LTD	REV 2	Date:	Jan 2017	
Subject to review, monitoring and revision by:	Management	Every:	12	months or sooner if work activity changes