

HEALTH AND SAFETY POLICY

1 GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

Tenkay Electronics Ltd

- a) recognises and accepts its responsibilities as an employer for providing a safe and healthy workplace and working environment for all its employees.
 - b) will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:
 - * Plant, equipment and systems of work that are safe.
 - * Safe arrangements for the use, handling, storage and transport of articles and substances.
 - * Compliance with the obligations imposed by the Control of Substances Hazardous to Health Regulations.
- * Up-to-date information on the toxicity and/or other potential hazards of all substances issued or used in connection with any work activity. All such information shall be immediately available to any person with a legitimate need for it.
 - * Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - * A safe place of work with safe access to and egress from such place of work.
 - * A healthy working environment.
 - * Adequate welfare facilities.

Signed:

Managing Director: Robert Doick

Date: January 2021

2 ORGANISATION AND RESPONSIBILITIES

Responsibilities for implementing and reviewing Tenkay Electronics Ltd Health and Safety Policy are detailed below. Tenkay Electronics Ltd undertakes to carry out all of its activities in such a way so as not to put health and safety of the public at risk.

2.1 MANAGEMENT STRUCTURE

Simon Turner is responsible to Tenkay Electronics Ltd for securing the full implementation of Tenkay Electronics Ltd Health and Safety Policy.

Corporate & Public Safety Ltd has responsibility as the competent person for advising the CEO in the discharge of responsibilities under the Health and Safety at Work Act and all other relevant Health and Safety legislation.

Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions of work, Tenkay Electronics Ltd will provide competent technical advice on health and safety matters where this is necessary to assist line management in its task.

Managers will implement Tenkay Electronics Ltd Health and Safety Policy by:

- * Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with the relevant statutory provisions,
- * Determining and documenting policies to implement Tenkay Electronics Ltd Health and Safety Policy,
- * Ensuring that employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare,
- * Identifying all hazards, recording significant findings of assessments, identifying groups exposed to risks and recording the action taken to protect the health and safety of these groups,
- * Ensuring that all employees are familiar with, and comply with, the requirements of Tenkay Electronics Ltd Health and Safety Policy and that all new employees are inducted into the requirements of Tenkay Electronics Ltd Health and Safety Policy,
- * Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare,
- * Monitoring and reviewing all arrangements to ensure that they are working effectively,

2.2 EMPLOYEES - all employees are responsible for:

- * Complying with Tenkay Electronics Ltd Health and Safety Policy,
- * Taking reasonable care of their own health and safety and that of others affected by their acts or omissions,
- * Co-operating with their managers in complying with relevant statutory provisions,
- * Using all work equipment and substances in accordance with the instruction and training received,
- * Not intentionally misusing anything provided in the interests of health, safety and welfare,
- * Reporting to their supervisor or manager any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

2.3 EMPLOYEE CONSULTATION

There will be full consultation with all employees regarding the establishment and implementation of all Tenkay Electronics Ltd health, safety and welfare arrangements.

A copy of this statement will be issued to all employees. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further amendments relating to the work of particular departments or groups of workers.

2.4 AUDIT AND REVIEW

The principal means used for reviewing Tenkay Electronics Ltd Health and Safety Policy will be:

- * audits of health and safety management in individual service areas and corporately,
- * regular evaluation and review of Tenkay Electronics Ltd Health and Safety Policy to ensure that new legislation or other changing circumstances are incorporated, and the Policy remains effective,
- * investigations and report of major injuries and occurrences.