

HCMUK [IOP] Internal Operating Policy					HITACHI Reliable solutions
Health and Safety Policy					
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Section 1: Scope

About this policy

We consider the health, safety and wellbeing of our employees and others as a priority and are committed to providing a safe, healthy, and productive working environment. The objective of this policy is to ensure your health and safety as well as the health and safety of those with whom you come into contact with, in the performance of your duties; maintain the efficient and effective operation of our business; and ensure that our customers receive the best service and product from us.

Who this Policy applies to?

This policy applies to all employees and suppliers/business partners acting on behalf of Hitachi Construction Machinery UK Ltd (namely HCMUK/the Company). In this policy, reference to "employee" includes reference to any employees, consultants, temporary/agency staff, volunteers, associated person or anyone acting on behalf of HCMUK. References to "you" and "your" in this Policy refer to employees of HCMUK and references to "we", "us" or "our" refer to HCMUK/the Company itself.

Section 2: Responsibility

This policy is implemented and managed by the Compliance department, all queries regarding this policy should be sent to compliance@hitachicm.co.uk. You should familiarise yourself with this policy.

Section 3: Definitions

Business Partner

A business partner is a commercial entity or individual who we appoint as part of our supply chain, to act on our behalf or to engage with in the provision of products or services. Business partners are typically known as "suppliers". This relationship should be contractual and may include an exclusive bond in which both entities commit not to ally with competitors.

Competence

Competence can be described as the combination of training, skills, experience, and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

Contractor

Contractor means any individual, company, or organisation, other than an employee, engaged by HCMUK to carry out any work for gain or reward. People carrying out work for an organisation on a voluntary basis are employees for the purposes of health and safety law, Sub-contractors are individuals, companies or organisations employed to undertake works, for gain or reward, by the contractor.

Section 4: Procedure

Health and Safety Policy Statement

In collaboration with the “*Health and Safety Always Comes First*” message from Hitachi, Ltd., we consider the health, safety and wellbeing of our employees and others as a priority. Being part of the Hitachi family, compliance is at the forefront of our corporate culture and is established around the Hitachi Group Codes of Conduct with meeting all applicable statutory and other regulatory responsibilities as a minimum position.

1. Hitachi Construction Machinery (UK) Ltd operates a Health and Safety Management system certified against the requirements of ISO 45001:2018 and intends to provide safe and healthy working conditions for all its employees and to ensure that its activities do not adversely affect the health and safety of employees or others. This is an integral part of our business and has equal status to other aspects of business performance.
2. As with other aspects of our business we are committed to achieving high levels of occupational health and safety performance. Compliance with legal requirements is the minimum acceptable standard and we are committed to continuous improvement of the health and safety management system. To help us achieve this we expect all employees and other stakeholders (including contractors) to follow the health and safety principles included in our ‘*Golden Rules*’.
3. We will review this policy annually, revise it as often as is appropriate, and will set and communicate specific health and safety objectives.
4. Appropriate financial and physical resources will be provided to implement this policy.
5. The management of health and safety is a prime responsibility of managers at all levels, but the objectives of this policy can only be achieved with the support and commitment of all employees. Compliance with the policy is a condition of employment.
6. To gain the full cooperation of employees we will ensure that:
 - Employees or their representatives are involved and consulted on matters of health and safety.
 - Employees at all levels are aware of their general and specific responsibilities for health and safety.
 - Employees at all levels receive appropriate information, instruction, training, and supervision, and are competent to carry out their duties and responsibilities.
7. Hitachi Construction Machinery (UK) Ltd is committed to eliminating hazards and reducing OH&S risks with expert advice being obtained where necessary to determine the risks to health and safety within the company and to provide guidance on control measures where necessary.
8. Duties and responsibilities for matters of health and safety and risk control systems for the implementation of the policy are set out in our Health and Safety Management System.
9. We will ensure that this policy and its objectives are understood, implemented, and maintained at all levels within the organisation. This will be achieved by the continual improvement of the health and safety management system, and by periodic auditing of those systems to ensure their adequacy and effectiveness.

David Roberts



Chairman / CEO

Hitachi Construction Machinery (UK) Ltd

Health and Safety Always Comes First

The value of health and safety is unquestionable in the lives and work of all people. For whatever reason, no matter how trivial, injuries and illnesses are essentially something that must be prevented. Once again, we should pledge that...

“Health and Safety Always Comes First.”

Keiji Kojima
President & COO
Hitachi, Ltd

Health and Safety Golden Rules

In collaboration with the “*Health and Safety Always Comes First*” message from Hitachi, Ltd., Hitachi Construction Machinery (UK) considers the health, safety and wellbeing of our employees and others as a priority. Our goal is to ensure that no one is harmed working for, or with, HCMUK. Our aim is to operate in a culture of best practice where incidents are seen as preventable, and all stakeholders are protected from harm. To help us achieve this we expect all employees and other stakeholders (including contractors) to follow the health and safety principles included in our ‘*Golden Rules*’.

Respect The Basics

Turn up fit and ready for work, ensuring you have planned and prepared to do your job safely.

Assess The Risks

Assess and consider the impacts of every task – *Stop, report, and review if things change!*

Check Your Work Area

Keep your work area tidy and look out for hazards – *See It, Report It, Fix It!*

Follow The Rules

Always follow your workplace rules and comply with safe systems of work.

Support Each Other

Speak up if you think something might be wrong and always watch out for your colleagues at work.

Roles and Responsibilities

To meet our legal duty of care to employees, contractors, visitors, and other stakeholders affected by our work activities there are clear and defined delegated responsibilities throughout the company primarily through a line management framework. The organisational structure, which details this framework, can be viewed in the company Human Resources system (iTrent) which is available to all employees.

The Chief Executive Officer has overall accountability for health and safety within the company, supported by the Senior Management Team (providing leadership and commitment) and the Group QHSE Manager (H&S competent person) in ensuring adequate health and safety provision. The responsibility for health and safety on a day-to-day basis is delegated to the Senior Management Team, supported by the Group QHSE Manager, although all employees also have specific legal duties.

Chief Executive Officer (CEO)	
Accountability	Responsibilities:
The Chief Executive Officer (CEO) is accountable for all health and safety related matters including the functioning of the ISO 45001:2018 certified health and safety management system.	<ol style="list-style-type: none"> 1. Overall responsibility and accountability for the prevention of work-related injury and ill-health, and the provision of safe and healthy workplaces and activities. 2. Ensure that the arrangements made for the management of health and safety meet the companies legal and other requirements. 3. Ensure resources are made available where required. 4. To provide leadership and to promote a positive health and safety culture throughout the company.

Senior Management Team (SMT)	
Accountability	Responsibilities:
The Senior Management Team are accountable for the health and safety of employees, contractors, and visitors within their own departments. Senior leaders must demonstrate visible commitment to health and safety and lead by example. The responsibility for health and safety within each department is cascaded down to departmental managers and supervisors in collaboration with support from the Group QHSE Manager and Health and Safety Representatives.	<ol style="list-style-type: none"> 1. Ensure that health and safety risks applicable to their departments are effectively identified and managed. 2. Identify risks and seek opportunities to the ongoing performance of the health and safety management system whilst taking actions to address them. 3. Provide leadership and promote a positive health and safety culture throughout their departments and the wider company.

Line Managers, Supervisors, and Team Leaders	
Accountability	Responsibilities:
Line Managers, Supervisors, and Team Leaders are accountable for supporting the SMT, the health and safety strategy of the business, and for implementing the control measures deemed necessary by the company and to ensure the health and safety of employees, contractors, and visitors within areas of their control.	<ol style="list-style-type: none"> 1. Ensure that health and safety risks applicable to their departments are effectively identified and managed. 2. Identify risks and seek opportunities to the ongoing performance of the health and safety management system whilst taking actions to address them. 3. Ensure all accidents and incidents are reported and investigated. 4. Ensure employees are competent to carry out their duties.

Health and Safety Representatives	
Accountability	Responsibilities:
The company has identified areas of the business where it is necessary to have nominated employees who act on behalf of their colleagues as health and safety representatives. Health and safety representatives are an essential part of our health and safety strategy, whilst not a full-time role, nominated employees will be allocated the resources needed to fulfil their duties.	<ol style="list-style-type: none"> 1. Represent the workforce in all health and safety related matters, ensuring that all issues and concerns pertaining to health and safety are properly recorded. 2. Attend health and safety committees and other meetings where employee health and safety is to be discussed. 3. Participate in accident and incident investigations and investigate potential hazards and near misses in the workplace. 4. Consult on any planned changes to the workplace that may have an impact employee health, safety, and wellbeing.

All Employees	
Accountability	Responsibilities:
Everyone working at HCMUK has a key role to play in keeping themselves and each other both safe and healthy. Each of us is responsible for our own health and safety and that of those around us. We are all empowered to speak up or act when we see an issue and ask for help when we need it.	<ol style="list-style-type: none"> 1. Take reasonable care of your own health and safety and that of other people who may be affected by the work that you do under the Health and Safety at Work, etc. Act 1974. 2. Use any machinery, equipment, dangerous substance, transport equipment, or safety device provided by the company in accordance with the training and instructions they have received 3. Cooperate with the company on all health and safety matters. 4. Tell someone (your line manager, and or health and safety representative) if you think your work or inadequate control measures are putting anyone's health, safety, or wellbeing at risk.

Risk Assessments

We have a legal duty to make a suitable and sufficient assessment of risk under The Management of Health and Safety at Work Regulations (1999) and are also required to both identify and eliminate hazards as part of our ISO 45001:2018 certification.

The risk assessment process is a pivotal concept in health, safety, and wellbeing risk management and can be described as a systematic method of evaluating the hazards in the workplace and any potential risks. The Health and Safety Executive (HSE) describes risk management as a step-by-step process for controlling health and safety risks caused by hazards in the workplace. The company will assess all significant risks and will follow the HSE guidance of 'Five Steps to risk assessment' to:



Quantification of Risk

The company will quantify risk using the below methodology.

Likelihood		Severity	
5	Almost certain	5	Fatality
4	Likely	4	Major injury, disability
3	Possible	3	RIDDOR over 7 days
2	Unlikely	2	Minor injury, first aid required
1	Rare	1	Minor injury, first aid not required

Likelihood	1	1	2	3	4	5	High Risk – Activity must stop immediately until further controls implemented. Medium Risk – Tolerated short term, however, further controls required. Low Risk – Acceptable risk, however, ensure controls are maintained.
	2	2	4	6	8	10	
	3	3	6	9	12	15	
	4	4	8	12	16	20	
	5	5	10	15	20	25	
	1	2	3	4	5		Severity

Hierarchy of controls

We have established a process for the elimination of hazards and reduction of risks using the following hierarchy of controls. **All risk assessments will follow this methodology.**

1. Eliminate the hazard.
2. Substitute with less hazardous processes, operations, materials, or equipment.
3. Use engineering controls and reorganisation of work.
4. Use administrative controls, including training.
5. Use adequate personal protective equipment.

Risk Assessment Review

All risk assessments are made available to view on the company system. Risk assessments will be reviewed as per the below:

1. After an accident, incident, or significant near miss.
2. After any significant changes have been made (e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment).
3. Annually.
4. By the person(s) responsible for the activity or work area with support from the health and safety department.

Consultation with employees

Under The Health and Safety (Consultation with Employee) Regulations 1996 (as amended), we have a duty to consult with employees, or their representatives, on health and safety matters. We recognise the benefits at both the individual and organisational level of engaging with employees from all areas of the business and have therefore established arrangements for receiving, documenting, and responding to both external and internal communications related to health and safety.

The mechanism's used for consultation with employees include (but not limited to) the following:

1. **Health and Safety Committee** - the Committee meets on a quarterly basis and is chaired by the Group QHSE Manager. The meeting is supported by the Senior Management Team, with the Chief Executive Officer in attendance.

2. **Health and Safety (Sub) Committees** - these Committees also meet on a quarterly basis and cover areas of the business deemed as higher risk. The key points from these meetings are discussed at the full health and safety committee.
3. **Employee Forum** - the employee forum meets on a quarterly basis and is chaired by the Human Resources Manager. The meeting is supported by the Senior Management Team, with the Chief Executive Officer in attendance and includes health and safety as part of an agreed agenda.
4. **Safety Climate Survey** - employees are invited to participate in a bi-annual safety climate survey. The responses are all anonymous with the findings used to help improve the company's health, safety, and wellbeing strategy.
5. **Senior Management Meetings** – monthly managers meetings are chaired by the Chief Executive Officer and are attended by the Senior Management Team and support function managers. Health and safety performance and trends are reviewed in collaboration with an overview of current health and safety projects.
6. **Health and Wellbeing Committee** – the Committee meets quarterly and is chaired by the Human Resources Manager and attended by a cross-functional team from several areas of the business including the Chief Executive Officer.

The Company is committed to engaging with and communicating with all our employees on health, safety, and wellbeing matters, and will communicate the outputs from the above wherever possible. Health and safety information will be communicated through the following means: email, H&S notice boards, internal systems (intranet), meeting minutes, toolbox talks and The Drivers Handbook app.

Significant Health and Safety Projects

Where significant risks to the business or major improvement ideas have been identified, such as the control of **Working at Height** the company will aim to implement best practice so far as is reasonably practicable. For these categories of health and safety projects the company will:

1. Establish a cross-functional, multi-disciplined working party to identify the hazards, analyse the risk, and decide on solutions inclusive of proportionate control measures.
2. Provide appropriate time and resources to ensure compliance with our legal and other requirements.
3. Provide further information, instruction, and training to all relevant stakeholders.
4. Share lessons learned and best practice throughout all areas of our business and to other stakeholders, including our business partners where appropriate.

Safe Plant and Equipment

The Provision and Use of Work Equipment Regulations (1998) places duties on companies who own, operate, or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not. The company will ensure that equipment provided for use at work is sourced and purchased in accordance with the 'Business Partner Due Diligence Process, and is:

1. Suitable for the intended use.
2. Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
3. Used only by people who have received adequate information, instruction, and training.
4. Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings, and warning devices.
5. Used in accordance with specific requirements and training has been provided for applicable employees.

Maintenance and Inspections

Maintenance on plant and equipment is carried out to prevent problems arising, to put faults right, and to ensure equipment is working effectively. Maintenance may be part of a planned programme or may have to be carried out at short notice after a breakdown. It always involves non-routine activities and can expose those involved (and others) to a range of risks. The company will use suitable, third-party contractors for the maintenance of plant and equipment.

We will:

1. Maintain a high standard of maintenance and safety for all of our buildings, plant, and equipment.
2. Assess our legal and other duties regarding the maintenance and inspection of buildings, plant, and equipment.
3. Comply with all applicable legislation, regulations, and standards.
4. Manage and record all maintenance and inspection records in BSI Entropy.
5. Provide adequate resources to ensure our obligations are achieved.

Statutory Inspections

The company uses plant and equipment that requires statutory inspections to ensure that it is safe for use. These include (but are not limited to):

Local Exhaust Ventilation (LEV)	Pressure Systems	Lifting Equipment and Accessories
<p>A thorough examination and test is a detailed and systemic examination sufficient to make sure that the LEV can perform as intended by design and will contribute to the adequate control of exposure. The thorough examination would normally include:</p> <ul style="list-style-type: none"> • Functional testing to provide sufficient evidence to indicate adequate control is being achieved. • Tests are carried out by a person who is competent and able to make an objective assessment of the LEV. This will be a competent outside contractor (approved supplier). • The Control of Substances Hazardous to Health Regulations (2002) detail the maximum time between tests of LEV systems, for most systems this would be 14 months, however, the LEV systems in use at HCMUK will be tested annually. 	<p>The main regulations covering pressure equipment and pressure systems are the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000. A written scheme of examination is required under the Pressure Systems Safety Regulations 2000. The company will:</p> <ul style="list-style-type: none"> • Assess what items of equipment and parts of the plant should be included in the scheme. This will include all protective devices. It will also include pressure vessels, and parts of pipework, which if they failed could give rise to danger. • The scheme will be drawn up (or certified as suitable) by a competent person. It must specify whether the examination is in-service or out-of-service and how often the system is to be examined. • The system will be examined by a competent person in accordance with that scheme. 	<p>All plant and equipment that requires thorough examination under The Lifting Operations and Lifting Equipment Regulations (1998) will be inspected by a competent third party within the prescribed 6–12-month inspection periods. In some instances, internal resources will be used where they have been deemed competent through knowledge, experience, and training. Unless there is an ‘examination scheme’ specifying other intervals, through examinations should be conducted every:</p> <ul style="list-style-type: none"> • 6 months, for lifting equipment and any associated accessories used to lift people. • 6 months, for all lifting accessories. • 12 months, for all other lifting equipment. <p>Statutory inspections are managed by the Facilities Manager and relevant process owners, supported by the Group QHSE Manager. Records and schedules are stored in BSI Entropy.</p>

We also will ensure **ALL** other applicable plant and equipment is inspected in accordance with relevant legislation including fire detection and fire alarm systems, air conditioning systems, electrical installations, and electrical equipment (PAT testing), and any other such plant or equipment that has been identified as needing a periodic inspection or thorough examination.

Safe Handling and use of Substances

The Control of Substances Hazardous to Health Regulations (2002) cover substances that are hazardous to the health of workers or anybody who might come into contact with the activities of the company. Substances covered by COSHH can come in many forms including chemicals, fumes, dusts, vapours, and mists.

Many substances used in the workplace may produce either acute or chronic symptoms of ill health. COSHH (2002) places statutory duties on employers to prevent exposure of staff and others, to substances hazardous to health. Where this is not possible, exposure must be minimised to levels that are as reasonably practicable, and in any event to below statutory maximum Workplace Exposure Limits (WEL).

The company will:

1. Compile a master list (COSHH Register) of all hazardous substances that are being used. The COSHH register will be stored in the company system and will include a list of substances, their safety data sheets, and applicable COSHH assessments. The Procurement department is responsible for ensuring products are on the COSHH register prior to purchasing. Any new product will require a COSHH assessment prior to be used.
2. Ensure products are on the COSHH register prior to purchasing (managed by the Procurement department).
3. Assess all new products in line with the COSHH regulations and the principles of good control practice.
4. Manage the control of substances hazardous to health in accordance with the principles of good control practice detailed in **Schedule 2a** of The Control of Substances Hazardous to Health Regulations (2002). These principles include:
 - Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
 - Take into account all relevant routes of exposure- inhalation, skin absorption and ingestion- when developing control measures.
 - Control exposure by measures that are proportionate to the health risk
 - Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
 - Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
 - Check and review regularly all elements of control measures for their continuing effectiveness.
 - Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.
 - Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Training and Competency

Training means helping people to learn how to do something, telling people what they should or should not do, or simply giving them information. For our business to operate safely, efficiently, and effectively we need to have a trained and competent workforce. We recruit employees with the specific skills and qualifications appropriate for their job and support our employees with training support throughout their employment.

We recognise the importance of training our employees to ensure that we all know how to work safely and without risks to our health.

Providing effective training helps us continue to promote a positive health and safety culture and for us to meet our legal duty to protect the health and safety of all employees. Where a third party is instructed to work under our control, suitable measures will be used to verify that they are trained and competent to complete such tasks.

In accordance with the duties placed on the company by The Management of Health and Safety at Work Regulations (1999), all employees will be provided with adequate health and safety training starting with a comprehensive induction upon their initial onboarding with the company.

The company will:

1. Fully meet and wherever possible exceed relevant legal and other requirements applicable to us.
2. Provide adequate resources for employees to receive the correct level of training.
3. Use both internal and external resources to provide training to our employees.

For certain roles within the business a suitable level of H&S qualification, training and experience is required.

Senior Management Team	Line Managers, Supervisors, and Team Leaders	Group QHSE Manager
The Senior Management Team have completed or should complete a health and safety awareness course applicable to their level of accountability such as IOSH Safety for Executives and Directors or IOSH Leading Safely (or equivalent).	Line Managers, Supervisors and Team Leaders have completed or should complete a health and safety awareness course applicable to their level of accountability such as IOSH Managing Safely (or equivalent).	The Group QHSE Manager is required to have completed the NEBOSH National Diploma in Occupational Health and Safety (or equivalent) and be a member of the Institute of Occupational Safety and Health (IOSH) for the purpose of continuous professional development.

Accidents, Incidents and Work-related Ill health

An accident or incident is an unplanned event that interrupts normal activity. Accidents or incidents can result in no damage or injury (near miss) as well as cause illness, disease, injuries, or damage to property. Reporting workplace accidents, incidents, and ill health, whilst taking adequate steps to determine the cause(s) is extremely important. It is essential all incidents are reported and properly investigated so that causes are identified, and control measures put in place to prevent recurrence.

The company will actively monitor, investigate, and report incidents, accidents, near misses and occupational ill health as per the classifications detailed below:

Type	Description	HCM Reportable	HCM Definition
Hazard	Unsafe act - Performance of a task or other activity that is conducted in a manner that may threaten the health and / or safety of workers.	No	N/A
Hazard	Unsafe condition - A condition in the workplace that is likely to cause personal injury or property damage.	No	N/A
Near Miss	An event not causing harm, but has the potential to cause injury, ill-health, or property damage.	No	N/A
Property Damage	Damage or destruction of real or personal property, caused by negligence, wilful destruction, or an act of nature.	No	N/A
Accident	Minor Injury / First Aid - An accident that has resulted in a minor injury that can be treated using internal resource at the worksite without the need for further medical intervention.	No	Minor Injury / First Aid incidents are exempt.
Accident	Medical Treatment Case - An accident that has resulted in personal injury or illness that has required management and care of the patient above general first aid provision but hasn't resulted in a lost time.	Yes	No Lost Time - An accident that has caused personal injury which required medical treatment above first aid and has resulted in the employee NOT being absent from work for one day or more.

Cont.

Type	Description	HCM Reportable	HCM Definition
Accident	Lost Time Incident - An accident that results in an employee sustaining an injury or becoming ill due to work activities that results	Yes	Lost Time – An accident that has caused personal injury that has required medical treatment above first aid and has resulted in the employee being absent from work for one day or more.

Reporting of injuries, diseases, and dangerous occurrences regulations (RIDDOR) 2013

A legal requirement under the Reporting of injuries, diseases, and dangerous occurrences regulations (RIDDOR) 2013 is the duty put on employers to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Reportable Injuries

1. **The death of any person** (Regulation 6).
2. **Specified injuries** to workers (Regulation 4).
3. Injuries to workers which result in their **incapacitation for more than 7 days** (Regulation 4).
4. Injuries to non-workers which result in them **being taken directly to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises (Regulation 5).

Reportable Diseases

1. Carpal Tunnel Syndrome.
2. Cramp of the hand or forearm.
3. Occupational Dermatitis.
4. Hand Arm Vibration Syndrome.
5. Occupational asthma.
6. Tendonitis or tenosynovitis.

Dangerous Occurrences

The list of dangerous occurrences in Schedule 2 of RIDDOR is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. These dangerous occurrences apply to all workplaces and include incidents involving, lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, breathing apparatus, diving operations, collapse of scaffolding, train collisions, wells and pipelines or pipeline works.

Responsible Person

The Group QHSE Manager or deputy will act as the responsible person and will report these incidents online using the appropriate online report form. This form will be submitted directly to the RIDDOR database. A copy of the form **MUST** be downloaded so a record can be kept in the company incident log and with the affected employee(s) record within the Human Resources department.

Accident and Incident Reporting

All accidents and incidents meeting the criteria detailed above **MUST** be recorded in the accident and incident log in BSI Entropy. Level of access to the system is dependent on permissions but all employees are able to record an accident or incident either using the app via a company mobile phone or tablet or using the online portal.

Instructions on how to do this can be found in the following documents:

- WI.CO.002a [iOS] – Raising an incident in BSI Entropy App [iOS].
- WI.CO.002b [Android] – Raising an incident in BSI Entropy App [Android].
- WI.CO.003 – Raising an incident in BSI Entropy online portal (Anonymous).

First Aid Provision

Under The Health & Safety (First Aid) Regulations 1981 duties are imposed on employers to provide facilities and equipment that enable first aid to be given to their employees if they are injured or become ill at work.

We will ensure that there are suitably trained and qualified first aiders to administer basic first aid, summon external assistance, or take any other appropriate action if required.

Employees who are designated first aiders and primarily based at one location must complete the full three-day First Aid at Work (FAW) training course and not the one-day Emergency First Aid at Work (EFAW) course.

First Aiders are responsible for:

1. Ensuring that their first aid kit is easily accessible.
2. Conduct periodic audits of their first aid kit contents to ensure items are replenished and in date. [First aid kit and replacement first aid supplies orders can be requested by contacting the Procurement department]
3. Taking control of incidents and summoning appropriate help.
4. Carrying out first aid when requested in accordance with their training and competence.
5. Seeking medical advice and/or contacting emergency services where required and providing emergency services with any relevant information if necessary.
6. Ensuring that any incident which they respond to and assist with is recorded in the incident log (BSI Entropy).

Any employee who wishes to become a Qualified First Aider should contact their line manager or the Group QHSE Manager to register their interest. Each request will be dealt with on a case-by-case basis to ensure first aid needs are met. The organisation will support and sponsor training for employees to complete the necessary first aid training and periodic refresher training.

You are responsible for:

1. Having an awareness of who the nominated first aiders are at your primary location and when visiting other company locations.
2. Summoning appropriate assistance when first on the scene of an accident requiring first aid or the involvement of the emergency services.
3. Reporting any concerns to the company regarding first aid provision.

Occupational Health

Ensuring employee health is not impacted by the work that we do has the same importance as the prevention of injuries caused by work related accidents. An important part of the company's overall health, safety and wellbeing strategy is to understand the risks associated with how work and the work environment can impact on employee health.

To help us monitor employee health we will facilitate health surveillance for all safety critical workers and for those where exposure to a known health risk is present even after control measures have been put in place. We do this because control measures may not always be reliable, despite appropriate checking, training, and maintenance. Health risks which require health surveillance include noise, vibration and substances hazardous to health.

For employees not subject to health surveillance we will also provide, where feasible, additional support to them through the provision of health monitoring and health screening. We may also if deemed appropriate, engage with our occupational health provider to assist with absence management and rehabilitation, and for those instances where an employee referral is required (for an assessment of if an employee needs additional support to facilitate returning to or staying in work).

Human Resources and the Group QHSE Manager have responsibility for the management of occupational health supported by a competent third party, namely Healthwork Group Limited (formerly Black and Banton Ltd). If we change providers at any time all employees will be notified of this change in advance.

Any information you provide to the occupational health provider is kept in confidence and will not be shared or made available to their Line Manager, Human Resources department or others within the company without the consent to do so from the individual. There are exceptions to this rule, being in line with professional and legal guidelines and where there may be a need to share information with others if disclosed information suggests someone may be at risk of harm. All employee occupational health records including medical questionnaires, medicals and health surveillance are categorised as medically confidential and will be controlled by our appointed occupational health service provider.

Health and Wellbeing

The workplace has potential to be an ideal opportunity to promote healthy living and empower individuals to take responsibility for their own health and wellbeing. We are committed to a long-term strategy that makes Health and Wellbeing everyone's responsibility, it is supported by four key objectives.

1. Improve employee awareness of health and wellbeing.
2. Promote prevention and early action.
3. Engage with health and wellbeing initiatives.
4. Support employee wellbeing with effective systems.

This strategy will be overseen by the Human Resources Manager with the support from the Health and Wellbeing Coordinator, and the Health and Wellbeing Committee, with key stakeholders ensuring annual investment, funds and resources are made available to support our objectives. Our commitment to employee health and wellbeing is detailed in the health and wellbeing policy statement in appendix 1 of this document.

Alcohol and Drugs

The Company recognises that employees may suffer from alcohol, drug or addictive substance related problems which are potentially very serious. A person with a misuse or dependency problem can put themselves, colleagues, members of the public or customers at risk of harm.

We have implemented an Alcohol and Drugs Policy that provides a framework to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure:

1. All employees are aware of their responsibilities regarding alcohol and drug misuse and related problems.
2. Employees who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage.
3. Employees who have an alcohol or drug-related problem affecting their work are dealt with sympathetically, fairly, and consistently.

A program of periodic random testing has been implemented throughout all locations and 'with cause' and 'post incident' testing will also be performed where applicable. Details of the testing procedures are included in our alcohol and drugs policy, which all employees have access to.

Monitoring

The company will actively monitor the performance of the systems we have in place for the management health, safety, and wellbeing. The Group QHSE Manager will be responsible for ensuring that the performance criteria have been identified, is regularly tested through both internal and external audits, and outputs reported to the Senior Management Team and other stakeholders.

Audits and Assessments	
Internal Audits	The Group QHSE Manager will schedule a scheme of internal audits on an annual basis. The scope of these audits includes the management of health, safety, and wellbeing throughout the company, at all locations, and will include both management system and process-based audits. The results and any actions from these audits will be recorded in BSI Entropy. The responsible process owner will have ownership of any necessary corrective actions.

Cont.

Audits and Assessments	
External Audits	The Group QHSE Manager is responsible for coordinating the companies ISO certifications with our certification body partner (BSI). The scope of these audits currently covers both the Hebburn and Port of Tyne locations. These audits will be scheduled in collaboration with BSI with all internal stakeholders informed in advance.
Workplace Assessments	Competent third-party resources will be used to complete workplace assessments on behalf of the company. These assessments include, but are not limited to, noise assessment, tool vibration assessment, and air quality assessments.

Where technology exists to support our monitoring programs, we will look to utilise it where feasible. An example of this is with the assessment of exposure to vibration and use of the Reactec HAVwear system.

Vibration

Hand-Arm Vibration (HAV) is the exposure of the hands and arms to vibrating surfaces and it can be caused by operating hand-held power tools. Due to the nature of some roles within the business, it has been identified through the risk assessment process that certain activities include an exposure to a source of vibration. When vibration is transmitted from these work processes into an individual's hands and arms it can potentially lead to permanent health effects such as hand-arm vibration syndrome and carpal tunnel syndrome.

The company has a legal duty under The Vibration at Work Regulations (2005) to conduct an exposure assessment and reduce exposure where necessary. To facilitate this ongoing assessment, we actively monitor exposure to vibration through the Reactec HAVwear system. The HAVwear is a wearable monitoring device that measures real-time exposure in the workplace using sophisticated sensor and software technology. Having access to accurate real-time data allows the company to protect our employee's long-term health.

The Vibration at Work Regulations (2005) include an exposure action value (EAV) and an exposure limit value (ELV) based on a combination of the vibration at the grip point(s) on the equipment or workpiece and the time spent gripping it. The exposure action and limit values are:

- A daily EAV of 2.5 m/s² A(8) that represents a clear risk requiring management.
- A daily ELV of 5 m/s² A(8) that represents a high risk above which employees should not be exposed.

These limit values are transposed into the HSE points-based system of 100 points for the exposure action value (EAV) and 400 points for the exposure limit value (ELV). The total points accumulated during a working shift will be displayed on the HAVwear unit and will be monitored by the company in the Reactec analytics platform. When an employee reaches 100 points or above the company will investigate the causes and take actions to reduce exposure. If an employee reaches 400 points the task would immediately stop. In some instances, where recommended by our occupational health service provider these points limits will be lowered to protect the employee further.

For the management of vibration at work the company will:

1. Assess your exposure to vibration using the HAVwear system.
2. Monitor your exposure to vibration and review trends to verify if improvements to working practices can be made (including hazard elimination, job rotation, or change of tools and equipment).
3. Provide information, instruction, and training to employees who are exposed to vibration.
4. Provide health surveillance for all employees who complete activities with an exposure to vibration.
5. Use both the manufacturers guidance and ongoing vibration measurement data as part of the selection criteria when purchasing tools and equipment for use. When sourcing products, consideration will be given to the level of vibration

emitted from the tool, plant, or equipment and will be purchased in accordance with the 'Business Partner Due Diligence' process. A list of approved tools will be managed and maintained by the Procurement department.

6. Maintain tools and equipment in a serviceable and useable condition, replacing when necessary.

Employees participating in vibration monitoring are responsible for:

1. Only using equipment for its intended purpose and in accordance with manufacturers recommendations and the training they have received.
2. If provided, wear a HAVwear device as directed to help collect data.

Fire Safety

Fire is a potential hazard in all workplaces with the purpose of this policy being to ensure as far as reasonably practicable, that outbreaks of fire do not occur. If an outbreak cannot be prevented it must be rapidly detected, effectively contained, and quickly extinguished without risk to employees, contractors, or visitors. This policy applies to all employees, contractors, and visitors within the scope of HCMUK and the buildings it occupies.

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person of any non-domestic premises to carry out a fire risk assessment, including measures to reduce or eliminate the risk of fire, and identify persons at risk. The company will outsource our fire risk assessment process to a competent third-party contractor who will complete and document the necessary assessment.

The purpose of the fire risk assessment (FRA) is to:

1. Identify fire hazards and people at risk and to remove or reduce the risk of those hazards causing harm to as low as is reasonably practicable.
2. To determine what fire safety measures and management policies are necessary to ensure the safety of people in the building should fire occur by:
 - Reducing the probability of a fire starting.
 - Ensuring that all occupants are alerted and can leave the premises safely in the event of a fire.
 - Limiting the effects should a fire occur.

Any significant findings will be prioritised as high, medium, or low with the company 'Responsible Person' and delegated Fire Safety Lead being responsible for ensuring the significant findings detailed in the FRA receive appropriate attention.

In applicable locations The Dangerous Substances and Explosive Atmospheres Regulations (2002) apply and will be included as part of the fire prevention strategy. When conducting your FRA if we use or store dangerous substances the company must also consider DSEAR and how it will affect general fire precautions.

'Responsible Person' and delegated Fire Safety Lead

The Facilities Manager is nominated as the company Fire Safety Lead and will assume responsibility as the Lead Fire Marshal. This role will be supported by the Group QHSE Manager and location specific depot lead.

The responsibilities of this role include:

1. Ensuring the company complies with its duties in The Regulatory Reform (Fire Safety) Order 2005.
2. Arranging for a competent third party to carry out fire risk assessments for all locations.
3. Implementing and maintaining appropriate fire safety measures including the provision of fire detection systems, firefighting equipment, and emergency lighting.
4. Coordinating regular testing of the fire alarm, emergency lighting, and annual fire drills across all locations.

The Group QHSE Manager will support the Fire Safety Lead role by:

1. Developing policies and procedures to support the management of fire safety.
2. Arranging in collaboration with the Learning and Development department for employees to be provided with information, instruction, and training related to fire safety.
3. Carrying out periodic auditing of the fire safety arrangements.

Fire Marshal's

The company will ensure that adequate provision of suitably trained employees to act as fire marshals are available within all operational locations. A risk-based approach will be used to determine how many fire marshals are required for each working area to ensure we have appropriate level of cover to provide local leadership and direction on fire safety when needed.

Responsibilities of the Fire Marshal role include:

1. To act as a focal point on fire safety issues at their respective location.
2. To assist the lead fire marshal (Facilities Manager) in the organisation and implementation of the fire safety regime at their respective location.
3. To raise any fire safety issues in their working area with local management and record in BSI Entropy.
4. To assist in the roll call during either a fire drill or emergency evacuation.
5. To support the local management team by performing regular fire safety checks such as weekly fire alarm testing, walkways and exits, and firefighting equipment.
6. To complete periodic refresher training to maintain knowledge and skills required to effectively perform duties.

Fire Extinguishers		
If you are fire marshal trained (with practical element included) and are sufficiently competent to attempt to tackle a small fire, remember to use the correct type of fire extinguisher. Do not attempt to extinguish a fire unless it is safe to do so. Fire extinguishers are identifiable by having labels in different colours:		
Red	Water	Use on wood, paper, and textiles
Black	Co2 Gas	Use on flammable liquids and electric fires
Blue	Dry Powder	Use on wood, paper, textiles, flammable liquids, gaseous fires, and live electrical equipment.
Cream	Foam	Use on wood, paper, textiles, and flammable liquids.
Fire Blankets	-	Use on burning fat fires.

Visitors and Contractors

All visitors and contractors should be provided with the necessary information needed to ensure they know what to do in the event of a fire. The Company representative who has arranged the visitor or contractor attending one of our sites is responsible for ensuring the required information, instruction, and training is provided and that emergency exits, and firefighting equipment have been identified as part of a site induction. Emergency Fire Plans will be displayed where appropriate at all sites.

Visitors and Contractors are required to:

1. Assess the fire safety risks arising from their works / activities and implement control measures in accordance with our requirements including permit to work process.
2. Co-operate on all matters of fire safety.
3. Ensure that they and all staff falling under their control have received appropriate information, instruction, and training to enable them to comply with the company's emergency arrangements.

4. Obey all instructions relating to fire safety given by authorised members of the Company.

Note: Failure to comply with the requirements of this policy could result in the visitor or contractor being asked to leave site and removal from the company's approved suppliers list

Fire Drills and Evacuation Procedures

A fire drill is intended to ensure that all stakeholders have the knowledge, experience, and training of what to do in the event of a fire. To test the effectiveness and understanding of the emergency evacuation procedures, at least one 'fire drill' **SHALL** take place for each company location annually. The results will be recorded by the Fire Safety Lead (or a deputy) in the fire logbook stored in the Facilities department.

In the Event of Fire:

1. The person discovering a fire should sound the nearest alarm.
2. Call the emergency services by dialling 999 (when safe to do so).
3. Leave the building by the nearest exit.
4. Report to your assembly point.
- 5. Do not stop to collect personal belongings.**
- 6. Do not return to the building until authorised to do so.**

Personal Emergency Evacuation Plan (PEEP)

A Personal Emergency Evacuation Plan (PEEP) aims to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available. A PEEP may be needed for someone with an impairment or disability such as mobility impairment, sight or hearing impairment, cognitive impairment, or a medical condition or injury.

To assess if a person needs a PEEP the key question to ask is "Can this person leave the building unaided in an emergency?". If the answer is **NO**, they need their own evacuation plan.

The company will discuss if a personal emergency evacuation plan (PEEP) is required during the employee onboarding process. When a new employee needs a PEEP, this will be completed with them as part of the induction process. This is also extended to persons, as required, for example, employees who are temporarily incapacitated through injury or illness.

PEEP's will be completed by the Group QHSE Manager and the Fire Safety Lead in collaboration with the employee, Human Resources department, and their line manager. The support requirements will then be communicated to applicable Line Management and Fire Marshals. The completed PEEP is then retained.

Smoking

The Company takes the view that smoking constitutes a fire risk and a hazard to health of all its employees, both smokers and non-smokers. Smoking is not permitted in any company premises other than designated areas, including car parks and grounds; this policy extends to company vehicles. This restriction applies at all times, including outside normal working hours. Full details on the No-Smoking Policy can be found in the HCMUK Employee Handbook.

Personal Protective Equipment

Personal Protective Equipment (PPE) is all equipment (including clothing affording protection against the weather) which is intended to be worn by a person at work and which protects individuals against one or more risks to their health or safety. There is a statutory requirement under The Personal Protective Equipment at Work Regulations 1992 (as amended 2002) for personal protective equipment (PPE) to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The risk assessment hierarchy of controls (as detailed in this policy) **MUST** always be followed so that appropriate controls can be put in place to minimise the use of PPE. The use of PPE should only be used as a control measure as a last resort.

The company will:

1. Supply PPE wherever it has been identified as a need through the risk assessment process.
2. Identify areas of the business where PPE will be a mandatory requirement, with clear signage in place detailing the PPE requirements needed. All signage will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
3. Where the risk assessment process has identified PPE as a control measure the minimum requirement and applicable standard of the PPE to be used will be recorded in the assessment and supplementary method statement or safe system of work.

You will:

1. Use any PPE that has been provided to you in accordance with the instructions and relevant training that you have received.
2. Where identified, for example, for those that wear respiratory protective equipment, complete
3. Take reasonable care of any PPE that has been provided to you and store it in an appropriate place when not in use to prevent loss or damage.
4. Report any loss of, or defect of any PPE that has been provided to you.

Eye Protection

The mandatory wearing of eye protection has been deemed necessary through the risk assessment process as a protective control in some areas of the business. Areas and activities where safety eye protection is mandatory include:

1. The workshop and yard areas at Hebburn and Port of Tyne locations where an exposure to airborne contaminants including dusts and debris are present.
2. In any location where a risk assessment has deemed the wearing of safety glasses as a necessary control to protect the employee, contractor, and / or visitor.

Where specialist activities are undertaken, such as when spray painting or welding, the requirement to wear full face masks (RPE) supersedes the need to wear safety glasses as the RPE will provide adequate protection to the eyes.

Line Managers, Supervisors and Team Leaders **MUST** ensure that:

1. Risk assessments have been complete for all activities in the areas they are responsible for.
2. Where a risk assessment has identified eye protection as a necessary control, safety glasses are provided for all employees in this area and any contractors or visitors are also wearing suitable eye protection.
3. Eye protection provided is suitable for the wearer, and compatible with any other personal protective equipment that is required.
4. Eye protection that has been provided is maintained in good condition, clean and stored in protected location(s) by all employees issued with safety spectacles
5. Eye protection is always used by employees when they are working in areas where mandatory PPE is required or identified through risk assessment.

Prescription Eye Protection

We have partnered with Boots Corporate Eyecare for the provision of prescription eye protection where prescription safety glasses will be provided to you when your optical prescription requires you to always wear glasses to undertake your duties safely or if

you are a DSE user, you can also request an eye test. Where it is determined that you require a special set of glasses for use of a display screen, we will provide these to you. Under no circumstances will prescription spectacles be supplied by the company for general reading or any use other than for DSE work

Please note that if you are provided with prescription safety glasses you must still, where prescribed, wear additional eye protection for tasks such as grinding or welding.

The Boots Eyecare Plan classifications are:

Eyecare Plan Protect	Eyecare Plan Solo
A full eye and eyesight test, visual acuity report. Single vision, bifocal, or varifocal polycarbonate safety glasses.	A full eye and eyesight test. Complete pair of single vision glasses if they are required solely for computer use.

Should you wish to apply for either the Eyecare Plan Protect or Eyecare Plan Solo you must follow the procedure detailed below.

1. Contact your Line Manager advising them that you believe that you meet the criteria for the issue of prescription safety glasses.
2. Your Line Manager will liaise with the Group QHSE Manager or the Health and Wellbeing Coordinator to decide whether you meet the above criteria. Where this is agreed a voucher to obtain an eye test and one pair of prescription safety glasses will be issued to you by email.
3. You must take this voucher to the approved opticians (Boots or an approved partner) who will complete the eye test and if required, issue you with a prescription for your safety glasses.
4. As per your prescription, the safety glasses will then be supplied to you. The optometrist will contact you to attend for a fitting of the glasses to ensure that the frame and lens type are correct and are as specified.

You must:

1. Keep glasses that have been provided to you by the company in a good, clean, and serviceable condition.
2. Report any defects to your line manager at the earliest opportunity.

Further details on the company Eyecare scheme can be requested by emailing healthandwellbeing@hitachicm.co.uk

Note: Where an employee has purchased their own eyesight test and/or prescription safety or DSE spectacles outside of this policy, and without using the company eyecare plan(s), no reimbursement will be made to the employee by the company.

Control and Management of Contractors

The Health & Safety at Work Act etc. 1974 places a duty upon organisations to, so far as is reasonably practicable, ensure the health, safety and welfare of their staff and anyone else who may come into contact with the company or its undertakings. This includes contractors or sub-contractors (together "Contractors").

The company will complete appropriate checks of each of its contractors prior to the instruction to work to ensure, so far as is reasonably practicable, that it only engages suitably competent contractors to carry out works on its behalf. The requirements of this process are detailed in the company Business Partner Due Diligence Policy (IOP.CO.008).

Business Partner Due Diligence

All contractors are subject to the company 'Business Partner Due Diligence' process. This process is a risk-based process for approving suppliers prior to products and / or services being supplied to HCMUK. To be included on the company approved supplier list, contractors will need to supply the following prior to works being undertaken:

- Business Partner Due Diligence Questionnaire.

- Insurance Documents.
- Professional / industry qualifications (e.g. IPAF, Gas Safe, etc.).
- Risk Assessments and Method Statements / Safe System of Work.

We will:

1. Provide contractors with the necessary information, induction training, supervision, and instruction to undertake their work in accordance with all relevant health and safety policies and any specific legislative requirements that might apply.
2. Only allow contractors to commence work once they have provided, and where necessary implemented, suitable and sufficient risk assessments to manage any significant risks associated with their works.
3. Establish and implement **Permit to Work** arrangements for the management of specified high risk works. This will include providing sufficient resources such that Permits to Work are only issued by suitably competent and appropriately authorised persons.
4. Monitor contractor performance at appropriate intervals and taking appropriate corrective action where health and safety issues are identified.

Permit To Work

Specific activities may require a permit to work. Activities requiring a permit to work must be fully risk assessed and approved before the permit can be issued. If a permit to work is required, the Contractors will not be allowed to begin works of any kind without the permit being issued first.

The company permit to work process covers the following activities:

- Electrical Works
- Working at Height
- Pressure Systems
- Hot Works

Section 5: Risks

Health, Safety and Wellbeing
Infection Control

Section 6: How to raise concerns

Communication and policy awareness

This policy will be communicated to all applicable employees through established internal communication channels. All applicable new employees will be instructed on all Company policies at induction. Changes to this policy or procedure will be communicated to applicable employees.

Breaches of this policy

Should you believe or suspect a breach of this policy has occurred, or may occur, you must notify your line manager immediately.

Any employee who breaches this policy may face disciplinary action which could result in dismissal for misconduct or gross misconduct. The Company reserves the right to terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Section 6: References

Legislation

The Control of Substances Hazardous to Health Regulations 2002
 The Control of Vibration at Work Regulations 2005
 The Health and Safety (Consultation with Employee) Regulations 1996 (as amended)
 The Health & Safety (First Aid) Regulations 1981
 The Health & Safety (Safety Signs and Signals) Regulations 1996
 The Health and Safety at Work etc. Act 1974
 The Lifting Operations and Lifting Equipment Regulations 1998
 The Management of Health and Safety at Work Regulations (1999)
 The Personal Protective Equipment at Work Regulations 1992 (as amended 2002)
 The Pressure Equipment Regulations 1999
 The Pressure Systems Safety Regulations 2000
 The Provision and Use of Work Equipment Regulations 1998
 The Regulatory Reform (Fire Safety) Order 2005
 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 The Work at Height Regulations 2005

Health and Safety Executive

INDG163(rev4) – Risk Assessment

Standards

ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use

Internal Policy, Procedures and Documents

Alcohol and Drugs Policy
 Business Partner Due Diligence Policy (IOP.CO.008)
 Health and Wellbeing Policy Statement
 WI.CO.002a [iOS] – Raising an incident in BSI Entropy App [iOS]
 WI.CO.002b [Android] – Raising an incident in BSI Entropy App [Android]
 WI.CO.003 – Raising an incident in BSI Entropy online portal (Anonymous)

Section 7: Change history

REV	CHANGE DESCRIPTION	PREPARED BY	APPROVED BY	DATE
1	Original Issue	M. Arnott	D. Roberts	12.05.2022

Appendix

Health and Wellbeing Policy Statement

Hitachi Construction Machinery (UK) Ltd. (HMCUK) is committed to providing a healthy working environment and improving the quality of lives for all our staff. As part of the Hitachi Group, health and wellbeing is at the forefront of our corporate culture and we strive to achieve and continually exceed our aspirations surrounding the health and wellbeing of our staff.

The Chartered Institute of Personnel and Development (CIPD) define wellbeing as:

'Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation.' (CIPD 2016)

We recognise that the integration of health and wellbeing in all work activities and practices results in improved physical, psychological and social wellbeing and prevent workplace stress; it encourages a positive environment that is compatible with promoting staff engagement, performance and achievement. By breaking down barriers or stigma surrounding mental health and promoting healthy lifestyle choices, we will empower employees to promote their own wellbeing as well as the wellbeing of those around them.

Our commitment to our employees:

1. The introduction of a long-term strategy and objectives to implement and continually improve the health and wellbeing of our staff to promote healthy living, providing support and empowering individuals to take responsibility for their own health and wellbeing. These objectives are:
 - Engage employees and increase awareness
 - Promote prevention and early action
 - Encourage health and wellness initiatives
 - Support employee wellbeing with effective systems.
2. Our long-term objectives will be overseen by a Health and Wellbeing Committee attended by key stakeholders. The aim of this committee will be to ensure the continual improvement and achievement of all corporate health and wellbeing objectives with appropriate financial and physical resources made available by the Company.
3. Expert advice will be obtained where necessary to identify and minimise the risks to employee health and wellbeing and appropriate training and resources provided.
4. Ensure that our health and wellbeing objectives are promoted, understood, implemented, and maintained at all levels within the organisation, leading to long-term, sustainable improvements for all our employees.
5. Undertake regular reviews of the impact of our health and wellbeing objectives to ensure we are providing relevant support in a proactive and effective manner.

Working together with a common interest in promoting a culture of health and wellbeing is key to the success of this strategy. By making this commitment to our staff, our aim to cultivate a positive culture where all employees believe that their health and wellbeing is valued and that we are fully committed to providing support on an ongoing basis throughout their employment.

David Roberts



Chairman / CEO

Hitachi Construction Machinery (UK) Ltd