

INSULETICS LIMITED**HEALTH & SAFETY MANUAL****SAFETY MANAGEMENT SYSTEM****Section****A****Issue****2****Date****November 2014****Approved by:****Ian Coates**

H&S Management System

This manual describes the organisation of Insuletics Ltd and defines the Company's Health & Safety Management System. This system is organised to comply with current legislation.

This H&S is designed to run in conjunction with the ISO 9001 Quality Management System (QMS).

Organisation

The Company Directors have overall responsibility for H&S. It is the responsibility of the Insuletics Health & Safety Advisor to ensure that the system is operated in accordance with the procedures and in compliance with current legislation; it is the responsibility of the Quality & Environment Manager to maintain the written system. Duties and actions may be delegated to specific area managers; it is their responsibility to ensure that procedures are followed within their areas.

Organisation Chart: – see Quality Manual 5 – Appendix 1

Management Responsibilities:- see Quality Manual 5 – Appendix 2

General

The Company has documented and implemented the H&S Management System to ensure that all safety aspects are identified and operations are conducted in compliance with legislation and best practice and with consideration employees, visitors and stakeholders.

The Company will maintain and make publicly available a current Health and Safety Policy which will be reviewed annually, or as legislation dictates.

The Policy reflects the company's commitment to Safety aspects of its operations. The policy is endorsed by a Company Director.

INSULETICS LIMITED**HEALTH & SAFETY MANUAL****SAFETY MANAGEMENT SYSTEM****Section** A
Issue 2
Date November 2014**Approved by:** Ian Coates

Documentation and Administration

The H&S Management System is a series of documents structured in three levels.

Level 1	Health & Safety Manual
Level 2	Safety Procedures and Policies
Level 3	Completed records

H&S Manual

The H&S Manual is an overview of activities undertaken by Insuletics Ltd., and provides the customer with confidence that an effective and documented H&S Management System exists.

This manual defines the processes, structure and philosophy required to operate the H&S system. It covers the areas of integration with the ISO 9001 QMS and ensures control of a functional H&S system in compliance with current practice. It defines Management roles, responsibilities, and the processes for preventative and corrective actions.

H&S Procedures and Work Instructions

Procedures and work instructions will provide supporting documentation to the H&S Manual. Procedures normally exist as individual documents with associated appendices. These include instruction on how to carry out specific processes and evaluations and the daily operation of the system.

These procedures give detail on:-

Records to be maintained	Monitoring and auditing
Actions that are necessary	Assessments and impacts
Timescales	Advice and reference.

Records

All completed records, forms, audits, complaints, non-conformance reports (NCR) and superseded documents are kept on file for future reference and to demonstrate compliance.

These records are stored for a minimum of 2 years.

INSULETICS LIMITED**HEALTH & SAFETY MANUAL****SAFETY MANAGEMENT SYSTEM****Section****A****Issue****2****Date****November 2014****Approved by:****Ian Coates**

Document Control

Amendments to policies and procedures may only be authorised by the Quality & Environment Manager in accordance with the Document Control Policy. All documentation will be reviewed as specified to ensure current / best practice is reflected.

Document Review

Any document that has not been updated for a period of two years will be reviewed to ensure it still reflects current practice and meets current legislative requirements.

MonitoringInternal audit

Internal audits are conducted by authorised staff, these focus on behavioural audits, risk assessments and daily & weekly inspections.

Any employee of Insuletics Ltd can raise a Safety Audit Assessment (Insuletics HS007A)

Any deficiencies highlighted by this system must be addressed and rectified as a matter of urgency.

External audits

External audits may be conducted by regulatory bodies including:

HSE UK

The Fire Service

Local Council Officers

Routine Monitoring

A monthly visit by the Insuletics advisor is used to monitor the system and confirm that actions and surveillance are completed as specified in the policies

INSULETICS LIMITED

HEALTH & SAFETY MANUAL

SAFETY MANAGEMENT SYSTEM

Section

A

Issue

2

Date

November 2014

Approved by:

Ian Coates

Monitoring of the following key aspects will be conducted and records maintained:

Accidents:

ALL accidents will be recorded and investigated, where legally required accidents will be reported

Safety Audits:

Safety audits will be recorded, actioned and information of each provided to the Management team

Behavioural Audits:

Conducted and recorded as per policy

Routine Daily and Weekly Inspections:

Conducted and recorded as per policy

The safety advisor will inspect all areas on a monthly basis and highlight any deficiencies observed.

Management Review

Safety performance and issues raised will be reviewed on a weekly basis within the Management team with the safety advisor providing feedback on a monthly basis Improvements

Accidents, Incidents, Near Misses and Observations

All issues and deviations from normal practice will be recorded and investigated in accordance with written policies and addressed (the non conformance system may be used if a serious breach is observed) any breach of legislation, incident/accident or findings from audits will be recorded and actioned via this system.

INSULETICS LIMITED**HEALTH & SAFETY MANUAL****SAFETY MANAGEMENT SYSTEM****Section****A****Issue****2****Date****November 2014****Approved by:****Ian Coates**

The Quality & Environment Manager will record the issue and allocate the appropriate manager to investigate and recommend appropriate actions. Corrective/Preventative actions are then implemented (these must be appropriate and effective in eliminating the risk).

This system is fully documented in:

Non Conformance Procedure
Accident Procedure
Accident Investigation

Training & Resources

The company is committed to provide adequate training for all staff, with respect to the safe working practice and the risks they may encounter in their routine/non-routine duties. All new employees undergo basic safety training as part of the induction process.

Improvement

All routine operations within the company are assessed with regard to the risk they present; the company is committed to continuous improvement over all activities.

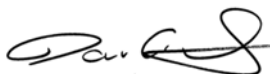
Legislation

Compliance with all legislation is deemed to be the minimum acceptable level of operation, where feasible 'best practice' is deemed the company standard.

Date: 3 November 2014

Signed:

Ian Coates



Managing Director