

Health & Safety Policy

D-tox Group is fully committed to providing a safe working environment for our employees.

We will promote, communicate and enforce healthy and safe working practices under the current legislation affecting the workplace.

The HR Consultant is responsible for the implementation of this policy and will be kept informed of all Health & Safety matters to ensure that sufficient resources are made available so that D-tox Group can comply.

This policy applies to all D-tox Group employees. You are at all times responsible for applying this policy and immediately reporting to D-tox Group any situations of actual, or potential, health and safety risk.

The managers are responsible for applying this policy on a D-tox Group wide basis e.g. they must ensure that all users of products and substances supplied for use at work shall be made aware of any relevant information and instructions provided by the supplier.

If you are in any doubt about safe working practices and procedures you should contact your immediate manager for advice.

What are D-tox Group's Responsibilities?

- To provide safe and healthy working conditions and systems. This can only be achieved with the full cooperation and support of all employees
- To ensure that all steps will be taken to secure the health, safety and welfare of all its employees and other persons who may be affected
- In the design, construction, operation and maintenance of all plant, equipment and facilities D-tox Group will take such steps, so far as is reasonably practicable, to prevent injury and danger to health
- To eliminate accidents and prevent injury to employees and other persons who are affected by D-tox Group business operation
- To provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of all D-tox Group employees
- To comply with all relevant legislation

How will D-tox Group meet these responsibilities?

D-tox Group will take all reasonable and practicable action to meet its responsibilities including:

- The appointment of a Director with overall responsibility for Health and Safety and Environmental matters
- The appointment of an employee with responsibility for Health and Safety
- A continuing review of plant, workplaces and safety equipment
- A review of the safety policy, as often as may be necessary
- Communication of the Health & Safety objectives expected of all employees

What are your responsibilities?

You are reminded that under the Health and Safety at Work Act, you are legally bound and have a duty to:



- Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions of work
- Co-operate with us to enable statutory duties or requirements to be performed or complied with, and not intentionally interfere with or misuse anything provided in the interests of health, safety or welfare
- Work safely and efficiently, working to laid down job instructions and procedures where applicable
- Use protective equipment provided, where applicable
- Report promptly any incidents that have led to, or may lead to, injury or damage.
- Assist with investigations into accidents with the objective of introducing measures to prevent recurrence
- Keep your workplaces clean and tidy and assist in good housekeeping
- Ensure that you know the location of the emergency exits, fire alarms and firefighting equipment for the area in which you work, and that you understand D-tox Group emergency procedures

As a D-tox Group employee and our D-tox Group representative, please acquaint yourself and conform to the Health & Safety procedures when visiting or working at any given site. Please ensure that you familiarise visiting clients with the health and safety procedures of our locations.

How do you report an accident?

In the event of an accident enter all accident details immediately into D-tox Group Accident book located with the Site Manager and complete the Health and Safety Diary immediately.

In addition, as required by law, accidents resulting in a fatality, a major injury or in absence from normal work for more than seven days must be reported to the Environmental Health Department. These must also be reported by telephone immediately to the Environmental Health Department, and a report submitted within 10 days, on the approved form. This will be performed by your manager. Accidents of non-employees must also be reported using this system, as it is also D-tox Groups responsibility to report injuries of non-employees.

This procedure must also be followed for accidents that occur away from D-tox Group offices, such as any occurring in clients' premises, irrespective of whether they have been recorded elsewhere. Employees are not permitted to work alone at D-tox Group offices or at a customer site if there is no other person in the building or if there is no system to monitor their whereabouts and movements.

Any road traffic accidents in private vehicles being used on D-tox Group business should be reported at the earliest opportunity to the Site Manager, who reserves the right to request any member of staff to undergo a medical examination following a road accident. Members of staff may not unreasonably refuse such a request.

Investigations of serious accidents and dangerous occurrences will be carried out on D-tox Group's behalf by our insurers at our request, and with our full support. Documentation of accidents, dangerous occurrences and notifiable diseases and conditions will be held by the Director.

What are the First Aid procedures?

The names of qualified first aiders can be found on the notice boards. Please contact them directly or the Site Manager, if they are not available. They will advise depending upon the situation.

What are the fire procedures?

On discovering a fire:



Sound the alarm. The Fire Brigade will automatically be called via the fire alarm system. The swipe card security system will be automatically disengaged allowing you to leave without using the exit buttons.

On hearing the alarm:

- Leave the building by the nearest exit, including all appropriate stairwells
- Close all doors behind you
- Report to the Fire Assembly Point
- Do not use any lifts
- Do not take time to collect possessions, nor return to the building for whatever reason

Do not fight fires under any circumstances if your personal safety could be at risk.

Fire exits are clearly marked. Site Managers are responsible for safe evacuation in the event of fire, including supporting disabled employees and/or clients. Fire drills are carried out at regular intervals.

Assembly points and further information on the D-tox Group Fire Drill and the names of the Site Managers are located on the notice boards at each site.

Fire doors are to be kept closed at all times and must be kept clear of obstructions. Fire alarm bells are tested every month at all three sites and as part of the weekly H&S inspection the break points are inspected. Any faults should be reported to the Director immediately.

