

HM01 Scope of OH&S Management System

(ISO45001: 2018; Clause 4.3)

Introduction

This scope has been produced in line with the requirements of the latest OH&S management system standard ISO45001: 2018 Clause 4.3. We will ensure that it is made available to all interested parties.

Scope of our Management System

Scope of Certification

Stockists, Assembly, Repair and Distribution of Encoders plus an Advisory Technical Service to ensure customer requirements are identified and will be satisfied

HM02 OH&S Policy

(ISO45001: 2018; Clause 5.2)

We have established this OH&S policy to be consistent with the purpose and context of our organisation. It provides a framework for the setting and review of objectives in addition to our commitment to satisfy applicable regulatory, legislative and other requirements as well as our commitment to continually improve our management system.

This policy also applies to our staff working away from company sites.

In pursuance of this policy, the Company will take action to:

- ✓ Identify, assess, and manage the health and safety risks arising from our work activities;
- ✓ Consult with our employees and seek their cooperation on matters affecting their health and safety;
- ✓ Appoint competent personnel to assist the company in meeting its statutory duties including where appropriate, specialist services from outside the organisation;
- ✓ Provide and maintain safe plant equipment;
- ✓ Ensure safe handling and use of substances;
- ✓ Provide information, instruction and supervision for employees;
- ✓ Ensure that all employees are competent to do their tasks and provide them with adequate training;
- ✓ Prevent accidents and cases of work related ill health, so far as is reasonably practicable;
- ✓ Maintain safe and healthy working conditions;
- ✓ Oversee the implementation and function of the health and safety management system, and monitor review the policy on an annual basis;
- ✓ Take disciplinary action for any breach of company safety law.

The OH&S policy will be reviewed periodically to ensure that it remains relevant and appropriate to the organisation.

This policy is available/communicated to all interested parties as well as being made available to the wider community through publication on our Website, Company Noticeboard and Intranet.

Authorised by: S.A.Evans

Position: General Manager

Date Approved: 4 Jan 2021

Review Date: Jan 2022