

**VPH ATTACHMENTS LTD
HEALTH & SAFETY HANDBOOK**

20/05/2024

VPH Attachments Ltd aim to:

Provide clear, documented communication

Enhance Health & Safety engagement.

Provide a written point of reference

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1. Amendment record

If you make any changes to your Health & Safety handbook after the date of its inception, make note of this in the 'Amendment record' section. Details required:

Version	Date	Author	Comment
1.0	20/05/2024	Anthony Ryall – Harvey	Document published.

2. Introduction

This Health and Safety Handbook complies with 'The Health and Safety at Work etc. Act 1974' 'Provision and Use of Work Equipment Regulations 1998', and 'The Personal Protective Equipment at Work Regulations 1992'.

This Booklet provides some practical guidance on working safety in the course of carrying out day-to-day activities at VPH Attachments Ltd.

Although a large majority of the legal health and safety duties fall on employers, health and safety legalisation does place obligations on employees. These tend to be of a general nature and basically require employees to look after their own health and safety and that of others, while working to co-operate with employers in matters of health and safety, including properly using any equipment, procedures or protective measures provided, and not to behave recklessly.

The prevention of accidents calls for a systematic assessment of risks, the selection and use of safe working methods and a real team working approach to hazard elimination.

People are by far the most important asset of our business. The purpose of this booklet is to help people work together safely.



3. Statements

VPH Attachments Ltd statements to be implement:



Health & Safety policy statement:

Statement of Intent

At VPH Attachments Ltd, safety on the job and the health and wellbeing of each employee is of primary importance in all of our activities. By providing a safe and healthy workplace, the Company upholds their moral responsibility to protect all employees and the public.

In accordance with the Health and Safety at Work Act 1974 and associated Regulations and company policy, the first order of business at the Company is to ensure the safety and health of employees at all times.

VPH Attachments Ltd is committed to:

- Progressive improvement in health and safety management and performance, leading to standards beyond legal minimum requirements that may match or lead in best practice in the sector and nationally;
- The development of appropriate organizational structures which provides direction for senior managers to lead and encourage a positive health and safety culture;
- By providing personal and protective equipment (PPE);
- Ensuring that health and safety is integrated into every aspect of the company's business, which is the hire of plant, equipment, attachments and drivers of plant;
- The systematic identification, assessment and control of risks to achieve an effective approach to the prevention of injury, ill health and loss arising from the activities of the company;
- By providing and maintaining safe plant and equipment;
- Ensuring that managers and staff are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues, through the provision of appropriate resources, supervision, information, instruction and training. This includes the provision of access to competent and capable specialist advice;
- By managing health and safety risks in our workplace;
- Constructive consultation and communication with staff/employees where appropriate, on matters concerning health and safety;

- By enhancing our occupational health and safety management system;
- By seeking opportunities and continual improvement in our operating model, performance and change management and taking appropriate corrective action;
- By striving for, promoting and demonstrating a positive health, safety and wellbeing culture in which we actively engage with workers, are inclusive, learn from lessons, embrace innovation and new ways of working and applying our values and behaviours; and
- By reviewing this policy regularly.

Environmental statement:

VPH Attachments Ltd are committed to environmental sustainability and the prevention of pollution by carrying out all works at our company premises, other sites, yards and the office in an environmentally responsible manner and acting as a good neighbour.

Our activities are managed by experienced and competent personnel, who work together and receive management support to meet our stated environmental objectives and to comply with legal and environment requirements

We have to meet and or exceed the requirements of the Environmental Protection Act 1990:

- Comply with relevant environment legal regulatory requirements as well as company polices and client requirements;
- Manage our activities with the awareness that our goal to protect the environment and prevent pollution;
- Evaluate the environmental aspect of our activities and minimise where possible the resulting environmental impact;
- Ensure the management team and employees are fully aware of their environmental responsibilities;
- Recycling, reduce and re-use materials will be carried out where possible and where not, due care will be exercised in respect of waste disposal in accordance with current guidelines and legislation; and
- Do not carry out maintenance/servicing of oils and fluids near to drains or watercourses. Use drip trays and ensure a spill kit is to hand.

We are committed to a greener and cleaner environment for all.

Quality Management System (QMS)

The company operates a Quality Management System.

This includes aspects specific to groundwork and includes the hire of plant and drivers, the hire equipment and attachments.

The Management is committed to:

- Develop and improve the Quality Management System;
- Continually improve the effectiveness of the QMS; and
- The enhancement of customer satisfaction.

The Management has a continuing commitment to:

- The enhancement of customer satisfaction Ensure that customer needs and expectations are determined and fulfilled with the aim of achieving maximum customer satisfaction;
- Communicate throughout the Company the importance of meeting customer needs and all relevant statutory and regulatory requirements;
- Establish the Quality Policy and its objectives;
- Ensure that Management Reviews set and review the quality objectives, and report on the Internal Audit results as a means of monitoring and measuring the processes and the effectiveness of the QMS;
- Ensure the availability of resources; and
- Provide adequate resources to ensure that proper provision can be made so as quality of all products is not diminished.

The structure of the Quality Management System is defined in the Quality Manual.

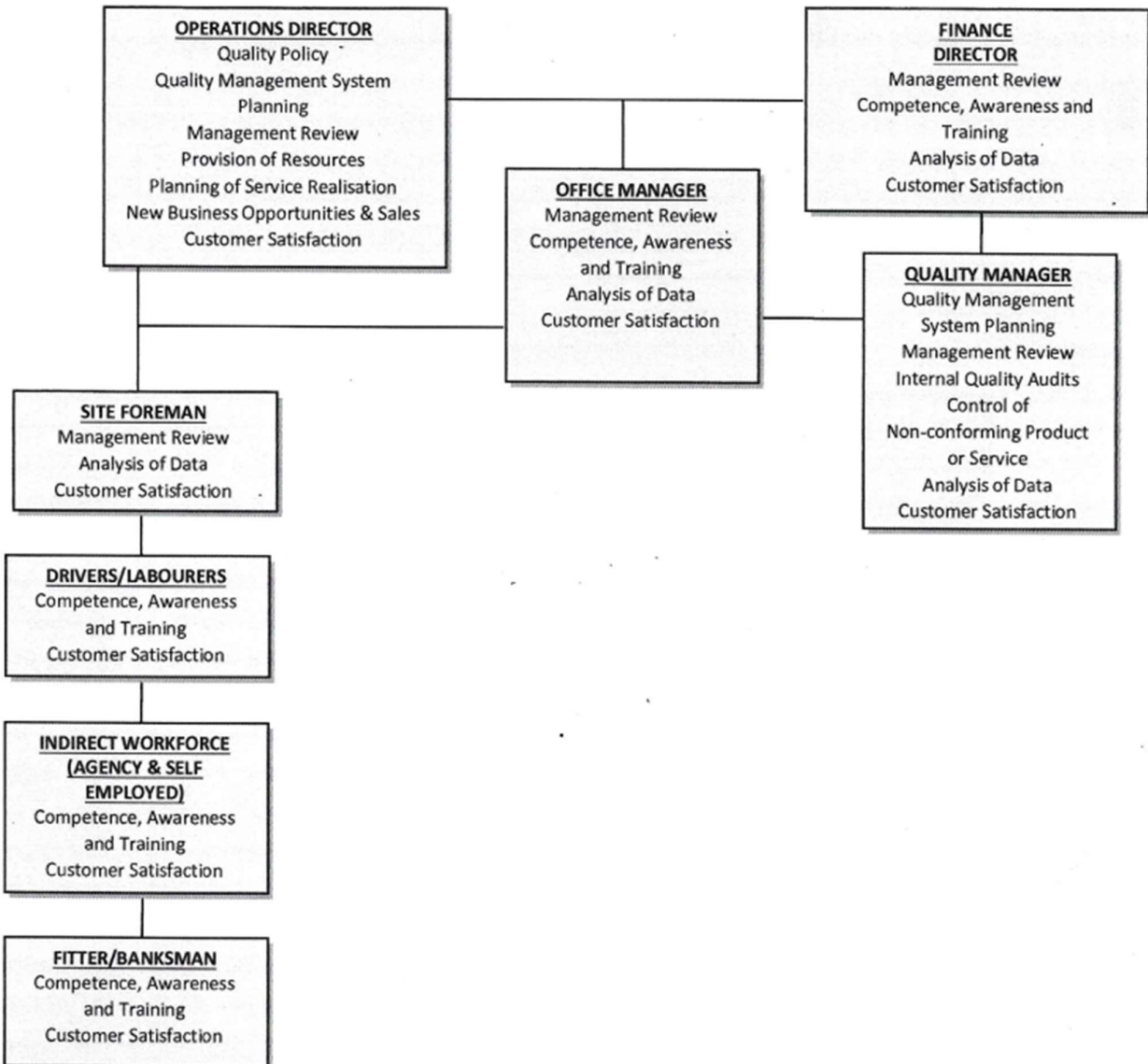
All personnel understand the requirements of this Quality Policy and abide with the contents of the Quality Manual.

The Company complies with all relevant statutory and regulatory requirements.

The Company constantly monitors its quality performance and implements improvements when appropriate. This Quality Policy is regularly reviewed in order to ensure its continued suitability.

4. Safety Management Structure

Company Safety Management Structure is shown below



Appendix A (Policies)

Signed:

Gary Lawless

Director:

Date: 20/05/2024

