



OQEMA LTD

HEALTH & SAFETY POLICY

RESPONSIBILITIES:

The Company recognises and accepts its responsibilities as an employer for the Health, Safety and Welfare of its employees and the Health and Safety of any other person who may be affected by its activities, so far as is reasonably practicable. The Board of Directors of the Company accepts that Safety is a Management responsibility at least equal to that of any other company function.

The Company further regards the promotion of Health and Safety as a mutual objective of Management and Employees at all levels. As such, the Company will arrange where necessary, for guidance and advise the Managers and Supervisors on all aspects of Health, Safety and Welfare and to arrange for the training of employees as necessary.

The Company also accepts that it has the following responsibilities:

- To provide and maintain Safe and Healthy working conditions, taking into account any statutory requirements.
- To provide training and instruction to enable employees to perform their work safely and efficiently and to understand their own responsibilities under current related legislation.
- To maintain a constant and continuing interest in Health and Safety matters applicable to the Company's activities.
- To consult with employees on matters related to Health and Safety.
- To make available all necessary Safety Devices and Protective Equipment and to supervise their use.
- To liaise with Customers' and Suppliers safety Services in order to ensure safe Systems of work, safe Workplaces and Safe Materials are provided.



- To ensure that will carry out and regularly review risk assessments to identify hazards and existing control measures; it will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level. OQEMA will also ensure that the premises we occupy and the equipment we provide meet with the minimum legal requirement
- To ensure that all aspects of the "Control of Substances Hazardous to Health" Regulations are fully complied with.
- To take full regard of Environmental issues relevant to the Company's activities.

...
The Employees have a duty to co-operate with Management in carrying out their statutory duties with the object of producing and maintaining high standards of Health and Safety by:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc. Act 1974;
- Working Safely and Efficiently.
- Using the Protective Equipment and Safety Devices Provided.
- Acting responsibly and doing everything they can to prevent injury to themselves and to others
- Reporting incidents that have led or may lead to personal injury or damage to plant by Informing their employer of any danger to health and safety posed by a work activity under The Management of Health and Safety at Work Regulations 1999 (MHSWR);
- Inform their employer of any shortcomings in the employer's protection arrangements under MHSWR and;
- co-operate with their employer's health and safety arrangements under the MHSWR

The Directors have overall responsibility for health and safety within OQEMA. They must ensure this policy and associated procedures, protocols, guidance

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and management systems are fully understood, applied and resourced within their respective areas of responsibility. They should also provide leadership by example and proactively promote responsible attitudes towards health and safety by:

- a) Ensuring that suitable and sufficient risk assessments are undertaken, records.
- b) made as required and significant risks reduced to an appropriate level;
- ... c) Ensuring the requirements of the health and safety management system are fully embedded within their teams;
- d) Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety or welfare of staff;
- e) Ensuring the reporting and investigation of all accident/incidents to identify learning or improvements needed to improve safety;
- f) Monitoring the effectiveness of the health and safety system in their area of responsibility.
- g) Ensuring that line managers are accountable for health and safety in areas of their control and compliance is reviewed at annual appraisal;

The Health and Safety Manager within the People and Organisation Development group role fulfils the statutory duty to appoint one or more competent person(s) to assist OQEMA in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under relevant statutory provisions. This role is responsible for:

- a) Co-ordination of the health and safety management system and monitoring its overarching effectiveness to meet OQEMA needs.
- b) The provision of health and safety advice and the implication of the law.
- c) The production and maintenance of this policy and associated health and safety procedures, protocols and guidance.
- d) Assisting in the identification and implementation of health and safety training needs.

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- e) Acting as OQEMA formal link with The Health and Safety Executive, Local Authority enforcement teams and other external agencies for health and safety matters.
- f) Providing recommendations and reports as and when required.

Managers and Supervisors are required to ensure that the safety procedures and regulations are observed and to promote awareness for safety in all employees as an integral part of good management. The Safety Policy is the direct concern of all Employees within the Company, and Management is accountable to the Board of Directors for its implementation.

Arrangements to deliver this policy

This policy will be delivered by:

- a) The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to OQEMA which will be made available via the staff intranet.
- b) Ensuring safety management team conduct suitable and sufficient risk assessments and controls for their areas of responsibility.
- c) The use of SharePoint to provide management tools to both assist managers to implement the Health and Safety management system and to monitor their progress.
- d) The provision of appropriate health and safety training such as Health and Safety Awareness, Display Screen Equipment Assessment etc.
- e) The promotion of health, safety and welfare of all colleagues through campaigns, communications, seminars and questionnaires.

Distribution

Employees will be made aware of this policy via:
The OQEMA intranet

OQEMA LIMITED
WWW.OQEMA.CO.UK

OQEMA

OQEMA LIMITED, WINSTONS HOUSE, CARTERTON, OXFORD, OX18 3EZ, UK



**FOR AND ON BEHALF OF
OQEMA LTD**

**Robert Moss
Managing Director
OQEMA Western Hub**

POL1.2.0
REV 6
24.04.2025

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