

ADMINISTRATION

HEALTH & SAFETY POLICY

1. Policy Statement

At Contract Solutions Scotland Ltd., we are committed to maintaining a safe and healthy working environment for all employees, contractors, visitors, and others who may be affected by our operations. We recognise our legal and moral responsibilities to prevent accidents, protect health, and promote safety in the workplace — particularly in relation to our precision engineering activities and the operation of our metal plating line.

We aim for continuous improvement in health and safety standards and expect all employees to contribute to upholding these standards.

2. Our Commitments

We will:

- Comply with all relevant health and safety legislation, including the **Health and Safety at Work etc. Act 1974, COSHH (Control of Substances Hazardous to Health), Provision and Use of Work Equipment Regulations 1998 (PUWER)** and **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**.
- Conduct regular risk assessments, especially for activities involving:
 - **Machinery and hand tools**
 - **Metal plating chemicals** (e.g., SurTec 650, Iridite)
 - **Manual handling**
 - **Electrical systems**
- Provide appropriate personal protective equipment (PPE) including gloves, goggles, masks, face shields, and protective clothing.
- Ensure safe storage, use, and disposal of hazardous substances used in the plating process.
- Maintain adequate ventilation and fume extraction systems in areas where plating and chemical handling occur.
- Provide all staff with training appropriate to their role, including specific training for chemical handling and plating line safety.
- Regularly inspect and maintain all plant, tools, and equipment.
- Encourage open communication on health and safety matters.

3. Responsibilities

Management will:

- Lead by example and ensure that this policy is implemented and maintained.
- Allocate sufficient resources to manage health and safety.
- Investigate accidents and near misses, and take corrective actions.
- Review and update this policy annually or as needed.

Team Leads/Managers will:

- Ensure that safe systems of work are in place.
- Monitor compliance with safety procedures.
- Ensure employees follow correct use of PPE and equipment.

All Employees are expected to:

- Take reasonable care of their own health and safety and that of others.
- Follow all safety procedures and use PPE correctly.
- Report hazards, unsafe practices, or near misses immediately.
- Cooperate with investigations and training requirements.

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4. Specific Controls for Metal Plating Activities

- All chemical handling will be performed in designated, well-ventilated areas.
- Operators must complete chemical handling and COSHH awareness training.
- SDS (Safety Data Sheets) for all plating chemicals are readily accessible.
- Emergency spill kits and eyewash stations are maintained near plating areas.
- Waste disposal follows all environmental and hazardous waste regulations.

5. Monitoring and Review

Health and safety performance will be monitored through:

- Routine workplace inspections
- Incident and accident reporting
- Employee feedback
- Annual policy review and updates

R DUNCAN
Managing Director



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