



Health & Safety Policy (POL005)

Issue 5

June 2015

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The Board of Chameleon Technology (UK) Limited have ultimate responsibility for health and safety within the company.

The Management Team within Chameleon are actively committed to the continuous improvement of Company standards of health and safety at work.

Our people are the Company's key resource and their health, safety and welfare are central to our values. We believe that our employees should be well trained, competent and responsible. By maximising their wellbeing and ensuring their participation and consultation, we will ensure that our employees are instrumental in helping us to achieve and maintain a safe and healthy working environment. Minimising risk to persons, to equipment, and to the work process, is central to our business objectives.

We are committed to preventing injury or harm to persons through our activities and to reducing work-related illness or injury to a minimum. We know that maintaining the highest standards of health and safety will contribute directly to our business performance overall and enhance our reputation.

We shall encourage working in partnership with our suppliers to ensure contracted activities are managed effectively and with our Customers and Clients to ensure the same of our services.

We are committed to implementing and operating a management system through progressive improvement that will enable us:

- To provide adequate control of the health and safety risks arising from our work activities;
- To implement a zero harm policy to employees, subcontractors and members of the public - Chameleon believes that all work-related accidents and illness are preventable;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To make sure that all the relevant details for all accidents and near misses are reported as soon as possible and that the business reviews these incidents and takes preventive action from them occurring again.

The Chameleon Management Team requires that all staff, our suppliers, agents and visitors comply and co-operate with the requirements of our policies and procedures and carry out their activities in a manner that will contribute to and assist with the provision of a safe and healthy working environment.

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1. Company Organisation & Arrangements for Health & Safety

- 1.1. The Chameleon Board has overall responsibility for the annual review, development, approval and issue of this general statement of policy on health & safety.
- 1.2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Operations Manager

2. Action and Arrangements

The purpose of our health and safety policy is to;

- 2.1. Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- 2.2. Ensure that effective arrangements are in place on health and safety matters to meet applicable legislation.
- 2.3. Ensure relevant risk assessments completed and actions arising out of those assessments implemented.
- 2.4. Review risk assessments every year or earlier if working habits or conditions change.
- 2.5. Provide adequate training to ensure employees are competent to do their work.
- 2.6. Ensure staff and subcontractors are given necessary health and safety induction and provided with appropriate training (including electrical safety).
- 2.7. Ensure that suitable arrangements are in place to cover the health and safety of employees engaged in work remote from the main company site.
- 2.8. Engage and consult with employees on health and safety conditions and provide advice and supervision on occupational health.
- 2.9. Implement emergency procedures – evacuation in case of fire or other significant incident.
- 2.10. Ensure escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
- 2.11. Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.
- 2.12. Ensure systems are in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
- 2.13. Ensure staff are trained in safe handling/use of substances. Any substances requiring a COSHH assessment are identified and COSHH assessments are undertaken. All relevant employees are informed about the COSHH assessments.

3. Zero harm

We are committed to achieving Zero Harm. Zero Harm means zero injuries and zero environmental damage. We expect each and every person at Chameleon to work safely and with respect for the environment. Whilst ensuring legal compliance, we seek to apply industry best occupational health safety and environment practice for employees, contractors, customers and local communities.

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We continue to develop a culture that delivers the best occupational health, safety and environmental practice for employees, contractors, customers and communities. If anyone in the company discovers any safety incidents or near misses they shall ensure that the issue is prevented from occurring again. All accidents and near misses will be recorded and reviewed by managers on a regular basis.

4. Accident reporting

All personnel must report accidents and near miss incidents whilst carrying out work activities on behalf of Chameleon.

4.1. Definitions and examples of an accident and a near miss are given below:

- An accident is an unplanned event that causes injury to persons, damage to property or a combination of both;
- A near miss is an unplanned event that does not cause injury or damage, but could do so.

4.2. Accident and dangerous occurrence reporting

- All accidents resulting in personal injury must be recorded in an Accident Reporting Log/Accident Report Book.
- Accident reports will be reviewed regularly by the senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident by the Health & Safety Manager.
- All near misses must also be reported using the same form, as soon as possible, so that action can be taken to investigate the causes and to prevent recurrence.

5. Accident Record

Chameleon classifies accidents by the groups defined below:

- 5.1. No Minor Injuries Opened:** An injury at work that does not require treatment by a medical professional such as a doctor, nurse.
- 5.2. No Medical Treatment Injuries Opened:** An injury at work requiring treatment by a medical professional such as a doctor, nurse (where 'treatment' is any action taken beyond simple observation, or tests such as scans or x-rays, which prove negative).
- 5.3. No Lost Time Injuries Opened:** An injury at work which results in a person being away from work or unable to do the full range of their normal duties.
- 5.4. No Major Incidents Opened (*Injuries, Diseases and Dangerous Occurrences Regulations*):** any fracture, other than to the fingers, thumbs or toes; any amputation and dislocation of the shoulder, hip, knee or spine; loss of sight (whether temporary or permanent); any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours; any other injury: leading to

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hypothermia, heat-induced illness or to unconsciousness, requiring resuscitation, or requiring admittance to hospital for more than 24 hours.

Further information

Sources of competent advice on Health & Safety include:

- Health and Safety Executive (<http://www.hse.gov.uk>)
- The Institution of Occupational Safety and Health (<http://www.iosh.co.uk/>)
- Royal Society for the Prevention of Accidents (www.rospa.com)



M E Woodhall
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