

Health & Wellbeing Policy

Siphonic Solutions Ltd consider that health, safety and wellbeing is the highest priority within the Business and is committed to keeping our people, our customers and the public safe by promoting high standards of health, safety and welfare on all of our sites, premises, and in all of our activities.

To achieve this, we will:

- Ensure continual improvement in all aspects health, safety & wellbeing at all levels within Siphonic Solutions Ltd, using a 'top down' and 'bottom up' approach where employee engagement and feedback is encouraged and rewarded.
- Show visible commitment from the top level down by actively driving, monitoring and reviewing Safety standards against the Group Strategy, Objectives & Targets.
- Ensure compliance with all relevant legal duties in respect of health & safety at work legislation.
- Ensure Management and Workforce take personal ownership of safety each and every day.
- Provide adequate resources for the identification and evaluation of safety risk, with the aim to eliminate hazards or reduce to an acceptable level.
- Support Operational teams in their planning, provision and maintenance of safe working conditions via the Safety, Health, Environment & Quality Team.
- Take action where standards fall short of our expectation.

What are Siphonic Solutions Ltd's objectives for Health, Safety & Wellbeing?

We believe that all accidents are avoidable; our objective is to prevent injury and ill health, in addition to continually improving our Health and Safety performance. The organisation commits to plan, control and monitor activities in such a manner that they do not cause harm to our employees or any other persons affected by our acts and / or omissions.

To achieve this Siphonic Solutions Ltd will:

- A skilled and competent workforce with relevant experience and knowledge are to be employed to carry out works.
- Ensure that all employees are physically and mentally suitable to carry out the works required. This is determined through interview, Health, medical and wellbeing questionnaires and regular meetings and appraisals carried out with employees.
- Ensure that Health and Medical assessments via employee questionnaire are carried out on a regular basis with all employees and before employment.
- Health and Medical assessments are carried out with employees as they are required.

- Access to occupational health services is available for all employees.
- Ensure that any employee using display screen equipment (DSE) has completed a DSE assessments at least in the last 12 months of employment and upon appointment to the role and that any concerns raised are actioned.
- Monitor employee absence through sickness and absence records ensuring that any trends are raised with the employee.
- Return to work process carried out following an employee who has had a period of absence to assess suitability to return to work and any amendments or changes which may need to be made following the return to work.
- Carry out monitoring and job rotation for all systems and processes which would be likely to cause abnormal exposure to employees. This will include COSHH, HAVS, Noise and light. Ensure any actions required from the monitoring process are carried out with immediate effect.
- Continually look at our strategy – promoting wellbeing that educates staff at all levels about the prevention of ill health and work-related illness.
- Health and Safety audits are to be carried out by a competent person at regular periods.
- Have an overview strategic plan and specific objectives and targets which are updated annually and monitored monthly.
- Continue to proactively encourage and manage good behaviours and ensure low stress levels through 1-2-1 appraisals, rewards and bonus scheme, open door policy, networking events, workforce activities.



K Brierley
Managing Director
1st April 2019