



Ai Automation Ltd.
14 Sheffield Street,
Manchester,
Greater Manchester,
M1 2ND

Health & Safety Policy

Latest Revision	January 2025
Next Due Revision	January 2026

Our Health & Safety Values

At Ai Automation, our Director and management team are committed to safety and professionalism. We acknowledge our responsibilities under the Health and Safety at Work Act 1974 and will ensure compliance with all statutory Health & Safety duties. Our goal is to provide a safe and healthy work environment, without risk to employees or visitors.

The director of the company understands their individual responsibilities regarding the health, safety and welfare of the company's workforce and anyone influenced by our work activities. All employees will also be educated about their own health and safety responsibilities. All work will be carried out in accordance with best practice principles, ensuring that health & safety matters are always given priority as far as reasonably practicable in the planning and day-to-day management and supervision of all work undertaken within the Company.

Purpose: The business will adopt a General Health, Safety & Welfare Policy, and where necessary this is complimented by specific documents relevant to the work being undertaken by its employee(s) and agent(s).

Scope: Applies to all employee(s) and agent(s) of Ai Automation

Responsibility: The Managing Director and designated representatives.

The management team of Ai Automation will endeavor to:

- Comply with all relevant statutory regulations and approved codes of practice and guidance as far as reasonably practicable
- Promote safety awareness by providing suitable information and instruction. Communication in this important area of management is maintained and documented where applicable
- Ensure all employees are competent to do their tasks and provide adequate training to personnel
- Consult in the most appropriate manner with employees and coworkers on matters relating to their health & safety
- Conduct pre-site meetings with the client to be made aware of any hazards involved with the task at hand. Suitable signage will be used to ensure other parties are not put at unknown risk

- To assist in the development and success of our Policy, Ai Automation will employ the services of an accredited safety consultant as and when required
- Comply with RIDDOR and ensure that all incidents are reported as legally required. Report all accidents to management and document them in the accident book
- Assess the risk of all fire hazards and will separate all combustible materials. In the case of an emergency, all staff will gather at the designated meetings points and emergency services will be contacted
- Provide first aid to all employees for their place of work or pre-arranged with the client for external premises
- Assess the risk of manual handling where relevant. Training will be provided to ensure safe working practices
- Provide and maintain safe plant and equipment
- Provide asbestos awareness training to ensure that asbestos can be identified if there is concern of asbestos being encountered. The asbestos register will be checked on client sites or will be made aware of its location before work commences
- Provide suitable and sufficient welfare facilities such as toilets, washing facilities with portable drinking water
- Conduct all risk assessments ensuring all associated hazards are identified with suitable control measures implemented. These risk assessments will be made available to all staff and reviewed amended as necessary
- Provide all necessary safety devices and personal protective equipment (PPE) to all staff that will be suitable for the work undertaken and training will be provided for its use
- Comply with COSHH requirements by ensuring safe handling, storage and use of all substances. An appropriate assessment will be made to ensure the risk of its use is measured
- Adhere to Construction, Design and Management (CDM) regulations for any construction related activities. Ensure that all works are sensibly planned, risks are managed throughout, engage with workers to oversee risk management, select the appropriate individuals to undertake the works, cooperate and coordinate the works with others and communicate all relevant information effectively
- Monitor activities which may endanger employee health and arrange for health surveillance when necessary
- Work within the safe Workplace Exposure Limits as advised by the suppliers on the Material Safety Data Sheets
- Ensure that any subcontractors used are competent to undertake the work, will be adequately monitored on-site and will always work under our direct supervision. Site manager employed will be competent and have a full understand of their duties, all contractors will receive a suitable site induction prior to the commencement of the works and on an on-going basis via toolbox talks if required
- Commit to this Policy in assisting to develop and maintain positive safety culture at all levels and throughout all activities conducted by the Company
- Ensure that employees are adequately trained in the proper use, maintenance and storage of the devices and equipment, and are aware of the defect reporting procedure

Employee/Agent Commitment

Employees/agents appointed by the Company must be aware that they have a legal duty under Section 7 of the Health & Safety at Work Etc Act 1974 to reasonable care for the health, safety and welfare of themselves and other persons who may be affected by their actions or omissions during the course of their work.

Policy Control & Review

The Policy will be regularly reviewed to ensure its performance and effectiveness and will be amended as deemed necessary to meet the Company's needs. Policy will be reviewed at least every 12 months.

Name: Grant Mullen

Date: 05/01/2025

Signed: *Grant Mullen*