

EHS Management System

RESPONSIBILITY FOR HEALTH AND SAFETY

Overall responsibility for health and safety belongs to ELYES BCHIR

Daily responsibility for managing this policy is given to LOTFI HAMDI

CONTROLLING THE HEALTH AND SAFETY RISKS AT WORK

ELYES BCHIR will do regular health and safety risk assessments.

The results of the risk assessment will be given to ELYES BCHIR and will be included with this policy.

ELYES BCHIR should agree any action needed to manage the risks that have been found.

LOTFI HAMDI will carry out the agreed action points.

ELYES BCHIR will check that the actions taken have reduced the risks.

Assessments will be carried out every 6 months or when there is a change to the way we work.

RISK ASSESSMENTS

Identify the hazards

Identification of anything that could be potentially hazardous everything is written down in a list. Anything with a potential risk is included. Two people will undertake the risk assessment separately and will compare lists afterwards, in case either has missed anything out.

Consider invisible hazards or physical assault. Invisible hazards often include fumes - for example, photocopiers and laser printers emit ozone when in use.

Identify who is at risk

Once all the hazards are listed, an identification of what the specific risk is, and who is particularly at risk takes place.

Evaluate the risks and decide on precautions

Moves are taken to remove the risk (use of experts). The main purpose of doing a risk assessment is to be aware of the risks, so that actions are taken to eliminate or at least reduce the risks.

Assessment Review

Assessments are reviewed if there are major changes in the workplace, such as the introduction of new machinery, or new ways of working.

INVOLVING EMPLOYEES

The employee health and safety representative is ELYES BCHIR.

Employees will be involved in health and safety through representatives and staff meeting.

Any decisions made at Management Committee concerning health and safety will always be available to staff.

MAKING SURE THAT THE WORKPLACE AND EQUIPMENT ARE SAFE

LOTFI HAMDJ will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.

ZOHAIR ALOUI will be responsible for checking to see if any equipment is being used for work, or parts of the workplace, need maintenance.

ELYES BCHIR will be responsible for making sure that all the necessary maintenance is done.

Any problems with work equipment or the workplace should be reported to ELYES BCHIR.

Before buying any equipment or changing where people work, ELYES BCHIR will check that health and Safety standards are met.

HEALTH AND SAFETY INFORMATION AND SUPPORT

People using any equipment for the first time will be supervised by ZOHAIR ALOUI.

Health and safety advice is available from ELYES BCHIR.

ELYES BCHIR is responsible for making sure that employees working away from the workplace are given relevant health and safety information

TRAINING AND INDUCTION

General health and safety induction training will be provided for all employees by ELYES BCHIR.

Health and safety training for the particular job will be provided by LOTFI HAMDJ.

Training and induction records are kept by ELYES BCHIR.

Any training that is needed will be arranged by ELYES BCHIR.

RELATED HEALTH PROBLEMS

The appointed person/first aider is ELYES BCHIR.

Accidents and work-related health problems should be recorded in the accident book by ZOHAIR ALOUI.

CHECKING WORK CONDITIONS ARE SAFE AND HEALTHY

To make sure that we are working safely and that this health and safety policy is being followed we will carry out inspections, investigate accidents and near misses, collect reports, and meet with representatives.

ZOHAIR ALOUI is responsible for investigating accidents at work.

LOTFI HAMDJ is responsible for investigating work-related causes of absence.

ELYES BCHIR is responsible for acting on the results of the investigation to stop the same problem happening again.

FIRE AND EVACUATION

ELYES BCHIR is responsible for making sure that the fire risk assessment is done and any action points are carried out.

Alarms are tested every month a verification will be done regarding alarm systems to make sure they are installed everywhere it is needed.

Emergency evacuation will be tested every month.

The evacuation procedure is :

- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building
- Do not put yourself at risk