

# Health and Safety Policy

Intelligent Data Collection (IDC) is committed to continually improve health and safety standards and performance. To this end we endeavour to ensure that all relevant statutes, regulations and codes of practice are complied with. The minimum standards that are adopted by the company are those required by law, although we will always seek to exceed these where there is a demonstrable benefit. The Chief Executive has overall responsibility for the executive management of health and safety, but it is the responsibility of all management to ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the company, and to liaise and work with all necessary persons to ensure high standards of health and safety.

The company also ensures so far as is reasonably practicable that adequate arrangements are in place for ensuring the health, safety and welfare of visitors, members of the public and other businesses that come into contact with our operational activities. The Safety Management System is designed to ensure that all relevant health and safety risk management issues are properly addressed within IDC.

Therefore health and safety is an integral part of every function undertaken and performance is monitored on a regular basis. Managers have specific duties and responsibilities to comply with company safety policy. Furthermore, IDC educates all employees and expects them to recognise that there is a clear duty on them to exercise self-discipline and accept responsibility to do everything they can to prevent injury to themselves, to others and loss to the company, and to co-operate with management in achieving the standards required. This duty is additional to the employee's legal duty to take reasonable care of their own health and safety and that of others who could be affected by their acts or omissions.

Appropriate monitoring and review of the implementation of this health and safety policy will be carried out. An appropriate audit process forms part of the overall management system with the audit results being reviewed by the Board of Directors. This Health and Safety Policy is formally reviewed on an annual basis, however, amendments may be introduced at any time.

## Health and Safety Objectives

- ▶ 1. To maintain the occurrence of accidents, injury, and cases of work-related ill health at the current zero (0.0) level;
- ▶ 2. To provide all staff with the training, expertise and knowledge to carry out their work tasks with the confidence that the process they are being asked to achieve is safe and free of harm;
- ▶ 3. To have in place a robust accident, near-miss and incident reporting system, to be reviewed at least annually, that ensures the company can monitor trends and seek improvements;
- ▶ 4. To ensure that all staff are appraised of their safety responsibilities towards themselves, fellow employees, the company and its customers at induction and subsequently through annual refresher training;
- ▶ 5. To assess and manage risk of all operational and corporate activities and to actively avoid all undertakings that assess with a risk score greater than 11<sup>1</sup>;
- ▶ 6. To have an active safety component built into every company process.

<sup>1</sup> See Risk assessment criteria ATC, MCC [5X5 risk matrix appropriate to task]



**Paul O'Neill**  
Chief Executive

