



# Business Management System Document

<b>Legislation</b>	<b>The Health and Safety at Work Act 1974</b>	<b>Number :</b>	<b>H&amp;SP</b>
<b>Issue Level</b>	<b>P</b>	<b>Issue Date</b>	<b>13/08/2020</b>
<b>Description</b>	<b>Health and Safety Policy</b>		

## **SCOPE OF BUSINESS**

The Design and Manufacture of Brake and Clutch systems for OEM's, Race and High Performance applications.

## **INTRODUCTION**

The Managing Director recognises and accepts responsibility to provide a safe and healthy working environment and to prevent injury and ill health for all employees, sub-contractors and visitors who attend AP Racing premises and transient work sites and others (e.g. public, client workers) who may be affected by the conduct of our operations. By signing this Occupational Health and Safety Policy, the Managing Director gives approval to the Occupational Health and Safety Management System described in the Integrated Management System Manual and in supporting Company Procedures.

AP Racing recognises the social and economic importance of protecting the health and safety of those affected by its operations and is committed to leading by example in promoting health and safety in all its operations. Health and safety should never be compromised for any other objective.

This Occupational Health and Safety Policy is evaluated as part of the overall review of the Occupational Health and Safety Management System to ensure its stated objectives are met.

## **HEALTH AND SAFETY OBJECTIVES AND PRINCIPLES**

The objectives and principles of the Occupational Health and Safety Policy are:

- To establish and maintain an Occupational Health and Safety Management System which satisfies the requirements of ISO 45001:2018, all applicable statutory and regulatory requirements, industry best practice and any other Client specific requirements.
- To maintain workplaces to ensure that they are safe and without health risks, including means of access and egress, with adequate facilities and arrangements for employees' welfare.
- To provide and maintain working environments and safe systems of work for employees that are safe and free from health risks.
- To provide and maintain plant and equipment and operational controls that prevent injury and ill health.
- To ensure safety and absence of health risks in connection with the use, handling and storage of articles and substances.
- To consult with employees on issues relating to occupational health and safety.
- To promote and encourage a positive health and safety culture throughout the organisation through the provision of information, training, instruction and supervision.
- To provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of themselves and others whilst at work.
- To establish effective arrangements to draw the Occupational Health and Safety Management System to the attention of employees so that they are aware of their obligations and carry out communication so it is understood and implemented by all employees.
- To ensure all employees are aware of their individual occupational Health and Safety obligations under the Health and Safety at Work etc. Act. Management shall seek the support and co-operation of employees with respect to occupational health and safety.
- To operate a 'balanced blame' culture whereby employees are openly encouraged to report hazards, including near misses, without fear of reprisal to ensure the root causes of accidents are identified thus enabling measures to be put in place to eliminate recurrence.
- To ensure sufficient financial and physical resources are available to meet the objectives of the Occupational Health and Safety Management System, as well as all applicable statutory and regulatory requirements.
- To ensure occupational health and safety objectives are set, monitored and reviewed at regular intervals.
- To maintain continual improvement of occupational health and safety management and performance by regularly monitoring and reviewing the occupational Health and Safety Management System to ensure its effectiveness.
- To update operations in response to advances in technology, changes to industry best practice and new understanding in health and safety.
- To ensure that risk assessments are being carried out on an on-going basis, with employees participating in the risk assessment process.
- To arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures.
- To maintain records as objective evidence to show compliance with the Occupational Health and Safety Management System.

POLICY



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## RESPONSIBILITY

The Managing Director has the overall responsibility for the Occupational Health and Safety Policy and Occupational Health and Safety Management System including formulation, development, implementation and encouraging commitment by personnel at all levels of the Company. The Management Representative nominated in the Integrated Management System Manual is responsible for the co-ordination, implementation and monitoring of the policy throughout the organisation. All employees, contractors and visitors are responsible for policy implementation by cooperating, participating and contributing to its success through their actions and suggestions.

## COMMUNICATION

This Occupational Health and Safety Policy is communicated to all employees, contractors and visitors. A copy is displayed on employee notice boards and electronically on the "System manual".

All employees are encouraged to read it and communicate any queries to a Director.

Copies are made available to interested parties on request and a copy is published on the company website.

POLICY

David Hamblin  
Managing Director

SIGNED: DATE: 13/8/20.

This Policy is displayed in Reception and is available to all personnel, including Visitors, contractors and any interested parties. All employees are encouraged to read it and communicate any query to the Managing Director or the QSM.

A copy of the Policy can also be obtained, on request (to any interested parties) from our Head Office.