

Health & Safety Policy			CMS-P-301		
Health and Safety	Y	Environment		Information Security	
Quality		Business Continuity		CBS	Y

Health & Safety Policy Canon (UK) LTD & Canon (IRL) Business Equipment LTD

Statement of Intent

Canon (UK) Ltd & Canon (IRL) Business Equipment Ltd are committed to having an effective policy on the health and safety of their employees. The policy complies with all legislation and regulations and recognises that successful management of health and safety demonstrates Canon's responsibilities as an employer and determination to be recognised as an organisation committed to total quality management throughout its operation.

The allocation of duties for health and safety matters and Canon's arrangements for ensuring that the policy is implemented are set out in this Health and Safety Policy.

The policy will be reviewed regularly by the Health and Safety Committee in consultation with employees. The Company's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose. In addition, an overall commitment by the company to the prevention of and management for ill health, injury and damage.

Successful health and safety management:

- creates a culture in which every employee is involved in creating a safe working environment for themselves and others;
- contributes to business performance;
- ensures a systematic approach to the identification of risks and the allocation of resources to control them;
- supports quality initiatives aimed at continuous improvement.

An excellent company is by definition a safe company. Since Canon is committed to quality and excellence it is very aware that minimising risks to people is inseparable from other corporate objectives. The responsibility to ensure Canon continually achieves this extends to each and every employee.



Stephen Bates
Managing Director
January 2015

1. PURPOSE

This policy shall provide clear information on the commitment of Canon UK Ltd in Health & Safety.

2. SCOPE

This Policy covers all Canon Offices. Canon managed premises, Canon employees (both permanent and temporary) within the UK and Ireland, in addition to Contractors and Visitors

3. DEFINITIONS

3.1	RIDDOR-	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
3.2	3rd party individuals-	Visitors/Contractors/Public
3.3	FM	Facilities Management and Premises Department
3.4	Canon Location	Canon site in the UK or Republic of Ireland
3.5	S & MS	Sustainability and Management Systems Dept.

4. RISK

The company is required by Law to provide a safe working environment and safe systems of work. This Policy outlines key objectives and processes that, when followed, will create an active (and where necessary reactive) environment. Referencing to further systems is made throughout this Policy. Should the Policy and overall Health & Safety system not be adhered to there exists a strong potential for accidents, injuries and legal ramifications.

5. Procedure

5.1 Key Health & Safety Objectives

- 5.1.1 Ensuring the health and safety of Canon staff and others who may be affected by our activities.
- 5.1.2 Ensuring that safety-related incidents and accidents are reported, investigated and corrective and preventive actions taken.
- 5.1.3 Meeting the requirements of the Health and Safety at Work Act and all subsequent applicable legislation.

5.2 Responsibility for carrying out policy

In order for us to comply with the above we have established responsibilities as follows:

5.2.1 Directors

The Company's board of directors are ultimately responsible for health and safety. They shall:

- ❖ Take a direct interest in the Health and Safety Policy and support all managers and staff in implementing it;
- ❖ Ensure that appropriate staff and resources are made available;
- ❖ Periodically appraise the effectiveness of the Policy, review the progress and achievement of health and safety standards taking corrective action where necessary;
- ❖ Ensure that responsibility for health and safety is properly assigned;
- ❖ Ensure that specific legal requirements are complied with.

5.2.2 Key Individual Responsibilities (Planners, Implementers & Reviewers of Health & Safety)

5.2.2.1 Channel Director – Wide Format, Responsible Person-

Overall implementation of this policy and planning for Health & Safety.

5.2.2.2 All Department Managers-

Provide safe systems of work, staff selection, instruction & training, initiate document development/amendment and supervision as per this Policy that is necessary to ensure safety. Investigation/reporting of safety-related incidents & accidents.

Every Manager has responsibility for those people under his/her reporting

responsibility, irrespective of the locations from which those staff work or operate. In addition Managers are overall responsible for the health, safety and welfare of people (both staff and visitors and contractors) at locations which fall within their areas of operation, irrespective of whether those staff report to them. Consequently it is every Manager's responsibility to ensure that the Health and Safety Policy is implemented. *This includes:*

- ❖ arranging for risks assessments to be carried out as appropriate and that plans are put in place to eliminate, minimise or manage risks accordingly;
- ❖ arranging for the proper training of their employees and other people under their control to ensure that they are competent to work safely;
- ❖ adopting and maintaining safe systems of work;
- ❖ ensuring that, where appropriate, Location Health and Safety co-ordinators are appointed and that suitable arrangements are established for their effectiveness;
- ❖ ensure that staff under the managers control understand their responsibilities for health and safety and ensure that where their job role specifically includes such responsibilities that regular assessment of their performance in carrying these out is conducted;
- ❖ selecting contractors and suppliers that will meet the standards of health and safety required by the Policy;
- ❖ selecting and inspecting of equipment and operating standards to ensure identification and correction of deficiencies;
- ❖ assessing risks to health and safety and compliance with the procedure on Accident Reporting and Investigation;
- ❖ developing initiatives and plans for the promotion of health and safety awareness amongst all staff.

Managers are also responsible for ensuring that all activities under their control are carried out in accordance with the word and spirit of the Policy. In particular they are responsible for ensuring that:

- ❖ employees and other people under their control are aware of their individual responsibilities, accountabilities, tasks and targets for health and safety and environmental protection;
- ❖ employees and other people under their control are made aware of any health and safety hazards & risk control measures;
- ❖ employees and other people under their control are aware of the content of this Health & Safety Policy and any other health & safety matters which may affect them
- ❖ work under their control is conducted in a safe and responsible manner by appropriately trained and competent persons.
- ❖ Any unsatisfactory equipment or systems of work or if any incidents causing or having the potential to cause injury or damage are escalated appropriately through line management or the relevant Health & Safety Committee member.

5.2.3 **Health & Safety Committee-**

Refer to Health & Safety Committee Policy for responsibilities in planning, implementing, monitoring, reviewing and improving. Committee members can be found within the Health & Safety section on the company intranet.

5.2.4 **Health & Safety Advisers**

The Company is a member of the British Safety Council.

The company has two internal Health & Safety Professionals one maintains focus on Field based staff-activities and the second maintains office and Canon Business Service staff-activities.

In addition the Company has appointed an external safety adviser to assist and advise the Directors and Health and Safety Committee on all aspects of health and safety legislation and its practical implementation in the organisation - Stuart Blenard of J & S Blenard Associates of 25 The Knole, Faversham, ME13 7QG as the named person responsible for health and safety in respect of the corporate organisation.

5.2.5 **Site Senior Location Managers & Site Safety Coordinators (including CBS Sites)**

Day-to-day responsibility for Health & safety in each Canon Location lies with the Senior Location Managers and Safety Coordinator. These individuals are displayed on notice boards and are to;

- ❖ Assist in accident investigation and cause.
- ❖ Investigate potential hazards.
- ❖ Undertake risk assessments as per Risk Assessment policy
- ❖ Investigate health & safety complaints.
- ❖ Make health & safety representations to Management on behalf of Canon staff.
- ❖ Carry out site safety inspections as per Site Safety Management – Offices & CBS sites policy.
- ❖ Disseminate health & safety information to staff.
- ❖ Provide quarterly feedback to Corporate Health & Safety Committee on local health and safety performance

5.2.6 **Manager – Facilities and Premises**

Health & Safety within specialist activities, approval of sub-contractors, and national contracts relating to the maintenance or alteration of buildings and fixed equipment are negotiated by the Procurement Manager and are managed by the Manager of Facilities and Premises.

5.2.7 **Organisational Responsibilities**

- ❖ Assessing health & safety risks (risk assessments) and arranging for and implementing health & safety control measures.
- ❖ Recording significant findings and educate staff and 3rd party individuals.
- ❖ Appoint competent individuals for health & safety activities/responsibilities.
- ❖ Co-operate with other employers sharing the same workplace
- ❖ Develop & implement emergency procedures and providing adequate First Aid facilities.
- ❖ Ensure the workplace environment is safe and that work equipment is suitable, properly maintained and used.
- ❖ Provide control exposure to substances/processes, which may cause accidents/injuries.
- ❖ Establish precautions against all forms of hazards, including unnecessary manual handling hazardous.
- ❖ Identify and provide health surveillance as appropriate.
- ❖ Provide free personal protective equipment and clothing.
- ❖ Report injuries, diseases and dangerous occurrences to enforcing authorities.

5.2.8 **Employees Responsibilities**

The Health and safety at work Act 1974 and the Health & Welfare at work Act 1989 (Republic of Ireland) and the Health and safety at Work (NI) Order 1978 state that it is the duty of every employee while at work:

- a) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work; and
- b) as regards any duty or requirement imposed by their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

The duty is imposed on all employees at all levels including managers. The more senior the employee the more important this duty will prove to be.

Whilst the above duties are fairly general, the following are more specific:

- ❖ Every employee shall use any machinery, plant, equipment, substance, transport equipment, means of production or safety device provided to them by their employer in accordance with;
- ❖ Any training in the use of the equipment concerned, which has been received by them.
- ❖ The instructions respecting that use which have been provided to them by the employer. (in compliance with the requirements and prohibitions imposed on that employer by or under the relevant statutory provisions).
- ❖ Every employee shall inform their employer (either their line manager, the Health and Safety Coordinator or the Health and Safety Committee):
 - a) of any work situation which might represent a serious and immediate danger to health and safety; and
 - b) of any matter which represents a shortcoming in the employers arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that employee or arises out of or in connection with their own activities at work and has not previously been reported to their employer or any other employee in accordance with this paragraph.
- ❖ Every employee shall co-operate fully in implementing this Health and Safety Policy and shall take care of the health and safety of themselves and others.

To summarise:

1. Employees have a duty to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
2. Employees should use correctly all work items provided by their employer in accordance with their training and the instructions they receive to enable them to use the items safely.
3. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
4. Employees must co-operate with their employer to enable the employer to comply with statutory duties for health and safety.
5. Employees must inform their manager or their Health and Safety Coordinator (if applicable) without delay of any work situation which might present a serious and imminent danger. The danger could be to the employee concerned or, if it results from the employees work, to others. Employees should also notify any shortcomings in the health and safety arrangements even when no immediate danger exists so that employers can take such remedial action as may be needed.

5.3 Visitors

On arrival at a Canon office, all visitors must report to Reception to sign in. A Visitors pass (if applicable) is given which shall outline general Health & Safety rules and shall be worn at all times. While on Canon premises, a Canon staff member shall accompany the Visitor and when leaving, the Visitor is to return their pass to Reception. The Canon Staff member shall outline the emergency evacuation process.

Visitors are not permitted to enter any warehouse or area other than a showroom, meeting room or the office of the receiving employee unless with the prior permission of the department manager responsible for that area. Mandatory safety rules (e.g. Personal Protective Equipment) must be obeyed except where specific departmental rules permit variations for escorted visitors.

5.4 Contractors

Contractors must be approved by Facilities Management and must be in possession of the Canon Code of Safe Practice for Contractors' documentation.

Insurance and Risk Assessment shall be undertaken prior to commencement of all contract work.

Contractors are to report to reception on arrival where they are issued with a Contractors Pass, which must be worn at all times. While on site, a specific Canon employee shall be responsible for

supervising the work ensuring the health and safety of employees and others who may be affected by their activities is maintained.

All personnel working on Canon premises will be informed of the appropriate risk assessments and consequent control measures used displayed for staff to view.

5.5 Occupational Health, First Aid & Welfare Facilities

First-aid facilities are provided at all Canon offices. The Company encourages employees to obtain first-aid qualifications and ensures that a suitable number are trained where the size and nature of the locations deem it necessary. Employees at Facilities Managed sites and field staff attending Customer or supplier's premises have access to the facilities of their host organisations.

Where considered necessary or desirable for Health screening/monitoring, Line Managers shall contact S&MS and Human Resources. External provision of Occupational Health will be managed by Human Resources along with any agreed contact between the employee's and employee own General Health Practitioner.

5.6 Statutory Testing

Testing and maintenance required by law for plant and equipment shall be organised and controlled by Facilities Management – Premises and if required local Safety personnel (Senior Location Manager/Safety Coordinator). Records of such testing or maintenance shall be available for inspection and held on site. Safety personnel must liaise with Facilities Management – Premises as necessary to ensure that testing is carried out as required, certificates obtained, and remedial work carried out. Field operations will be managed by appropriate policy and S&MS Professional

5.7 Product Supply

Launch procedures for machines and supplies sold to customers shall include safety assessments for the potential for adverse health, safety and environmental effects to Canon UK staff, customers and statutory regulations. The relevant Marketing Product Manager is responsible for ensuring that each department has necessary information and has assessed and taken any required actions before release of the product.

5.8 Working Time Directive

Where relevant, departmental managers shall monitor and keep records of hours worked by each employee and ensure that permitted hours are not exceeded and statutory rest periods are taken.

5.9 Training

The company recognises that employees can provide a valuable resource when planning, implementing and improving Health & Safety performance. Each new staff member shall be taken through an induction programme as per Induction Training and that continuing training relating to Health & Safety issues will occur on an on-going basis.

For Field Service employees, additional Health & Safety training will relate to field activities and product safety.

5.10 Associated Processes

- Hazard Control & Risk Assessment
- Health & Safety Committees Policy
- Site Safety Management - Office, Field & CBS
- Health & safety information – Company Intranet
- Accident & Injury Reporting
- Personal Protective Equipment
- Control of Contractors
- Occupational Health
- Stress Management

5.11 Occupational Road Safety

The Company is conscious of occupational road safety and have included a module within the induction-training programme to cover road safety elements. Following this, each company hire car user is to undertake an online Road Safety Awareness course which identifies risk. High Risk employees are then placed on additional practice training.

The Management Committee reviews accident statistics annually with the data supplied by the Company Insurers and employee licence checks are to be undertaken through Fleet management.

5.13 Dissemination of Information

The company receives information from external sources including external consultant and this information is disseminated via internal memorandum and by email. The Company uses an intranet, which is the main source of providing employees with Health & Safety Policy, Procedure or general guidance.

6. CHANGE HISTORY

Version 01	October 2013 - Alignment of former process, approved and released.
Version 02	July 2014
Version 03	January 2015 – Signed by new MD
Version 04	July 2015 – Rebranding as required by Corporate