

Quintessa Health and Safety Policy

Owner: Managing Director

Document Id: QPUB-GEN-H&SPolicy

Version: 2.8

Review Frequency: At least every 12 months

Last reviewed: 19/7/24

Document History

Version	Date	Notes
1.0	1 Mar 2000	Produced by DPH
2.0	24 Jun 2011	Extensive revision by DPH and AP
2.1	1 Apr 2013	Minor revisions by DPH to account for issue of Health and Safety Manual (v1.3)
2.2	8 May 2017	Minor editorial changes by RHL
2.3	4 Sep 2017	Minor formatting changes by RHL
2.4	17 Oct 2018	Updates by RHL, reviewed by JAO
2.5	19 Jan 2022	Updates by RHL, reviewed by JAO
2.6	21 Jul 2022	Minor editorial change by RHL following review by Investors in People Consultant
2.7	1 Aug 2023	Minor revisions by VJN to cross-reference to Whistleblowing Policy.
2.8	19 Jul 2024	Minor editorial and formatting changes by RHL

1 Quintessa Health & Safety Policy Statement

The promotion of health and safety at work is a common objective of Quintessa Ltd (“the Company”) and all its employees, and is recognised as being of prime importance. It is the Company's policy to do all that is reasonably practicable to prevent risks to the health and safety of its employees, its clients, its agents and the public in so far as they come into contact with the Company. In particular, and so far as is reasonably practicable, the Company will undertake to meet the following objectives:

- ▲ to provide and maintain a working environment where risk to health and safety is minimised and actively managed, with facilities and arrangements for employees’ physical and mental health well being;

- ▲ to provide appropriate information, instruction, training and supervision as is necessary to ensure the health and safety of its employees;
- ▲ to provide and maintain all necessary safety devices and equipment; and
- ▲ to maintain in a safe condition, means of access to, and exit from the work place.

2 Company Commitment to Health and Safety

In order to achieve the objectives defined in the Health and Safety Policy Statement provided above, the Company is committed to:

- ▲ recognise health and safety as an integral part of Quintessa's business performance;
- ▲ achieve a high level of health and safety performance, with compliance to legal requirements as the minimum, and to achieve continual cost-effective improvement in performance;
- ▲ provide adequate and appropriate resources to implement the policy;
- ▲ set and publish health and safety objectives;
- ▲ place the management of health and safety as a prime responsibility of all company employees;
- ▲ ensure the understanding, implementation and maintenance of health and safety by all company employees;
- ▲ utilise employee involvement and consultation to gain commitment to the policy and its implementation;
- ▲ undertake periodic review of the policy, the management system and audit of compliance to policy; and
- ▲ ensure that all employees receive appropriate training and are competent to carry out their duties and responsibilities.

3 Employee Responsibilities towards Health & Safety

While working, employees have a responsibility for their own personal safety and health and for the well being of their colleagues, the Company's clients and agents, and the public. They must:

- ▲ not intentionally interfere with, or misuse anything provided in the interests of health, safety or welfare;

- ▲ comply with safety instructions and procedures at Quintessa offices and when visiting the premises of clients, collaborators and agents;
- ▲ report any damages, conditions or incidents that have led to, or might lead to, injury or damage;
- ▲ co-operate in the investigation of accidents and dangerous occurrences, and in measures to prevent recurrence; and
- ▲ suggest improvements to health and safety practices, as appropriate.

In situations where our employees consider that the health or safety of any individual has been, is being, or is likely to be, illegally endangered, they are encouraged to make a 'protected disclosure' as described in the Quintessa Whistleblowing Policy.