

HEALTH AND SAFETY POLICY

1 Policy Statement

It is the policy of the management of D.K. Holdings Limited to do all that is reasonably practicable to ensure a safe and healthy working environment. The Organisation operates an Occupational Health & Safety Management System that has gained ISO 45001:2018 accreditation, including aspects specific to the design, manufacture, supply and hire of industrial super abrasive tools and associated products worldwide.

The promotion of health and safety measures is regarded as a mutually beneficial objective for management and employees at all levels. Commitment to the elimination of hazards and reduction of OH&S risks arising from the Company's operational activities, services or products is of paramount importance.

The Managing Director is responsible for all applicable health and safety matters, which includes ensuring that the provisions of the Health & Safety at Work Act 1974 and all associated regulations and legislation are met and that the Company's organisation, arrangements and procedures are implemented. In the case of the self-employed and/or temporary workers, operating under a contract for services, the health and safety responsibilities are shared between the worker and client employer. D.K. Holdings Limited will pass on all relevant information on any qualifications and skills the temporary worker needs in order to carry out the work safely.

The Company is committed to the continual improvement of the OH&S management system as well as the consultation and participation of workers and, where they exist, workers' representatives to achieve good health and safety standards.

It is the duty of all management and supervisory staff to maintain a safe and healthy place of work to ensure that everything reasonably practicable is done to prevent personal injury or damage to property in the process of its activities.

The Company will provide appropriate instruction, training, supervision and information to enable all employees to perform their work safely and efficiently. Training will be provided to employees to ensure that they are aware of their duties and responsibilities and that health and safety is a prime consideration in all aspects of their work and the work of contractors, customers and visitors on the Company's premises.

D.K. Holdings Limited will emphasise in all health and safety matters the high degree of individual personal responsibility that must be accepted by each employee.

All employees and temporary workers have a duty to cooperate with management by:

- 1.1. Working safely and efficiently, taking all reasonable steps to safeguard his/her safety and that of any other person who may be affected by his/her actions.
- 1.2. Using equipment in accordance with operating instructions.
- 1.3. Using protective equipment provided and meeting statutory obligations.
- 1.4. Reporting accidents/incidents that have or could have caused injury or damage.

- 1.5. Adhering to the D.K. Holdings Limited health and safety policy and procedures for securing a safe place of work.
- 1.6. Assisting in the investigation of accidents with the objective of introducing measures for preventing recurrence.
- 1.7. Identifying potential hazards and reporting them for corrective action.

Neglect of health and safety requirements will be regarded as a serious disciplinary matter.

2 Organisation and Arrangements (See H&S Committee and Specific Responsibilities)

The Managing Director is responsible for the overall implementation of the Health & Safety Policy and shall arrange for funds and appropriate facilities to be available to meet the requirements of this policy and health and safety procedures. He is also responsible for fire safety.

The Health & Safety Coordinator has the day-to-day duty of ensuring compliance of this policy and health and safety procedures. He is supported in this role by the Health & Safety Administrator, the management and supervisory team and employee representatives on health & safety matters. Refer to Health & Safety Committee list displayed throughout company on notice boards.

Staff views and questions relating to health and safety matters are actively encouraged and should be raised with their department manager, employee representative, Health & Safety Coordinator or Managing Director.

3 Policy Communication and Review

A copy of this policy and all subsequent revisions will be brought to the notice of each employee. All new employees will receive a copy and a verbal statement on Health & Safety as part of their induction training.

The Company policy for Health & Safety will be appraised periodically (at least annually) to determine the need for alteration and revision. Expert advice will be obtained when required from appropriate sources/organisations.

A.J. Gentle.
Managing Director.