

Health and Safety Management Plan

Hazard (what is causing the risk)	Impact (what could happen)	Who could be affected	Current Controls	Hazard Rating	Monitoring & Measurement
Working with electrical equipment	Shock from electrical/office equipment, burns, death	Staff or Third parties conducting surveys and/or installation.	Any and all persons involved with any surveys and/or install works must carry the relevant accreditation and compliance certification, with checks done by internal team before any works are carried out on site. Supervised survey visits by Lead Engineer to alleviate any such risks.	Low	Every site survey and/or install shall have daily site logs with images pertaining to site condition, works completed so far and any other non-compliance issues, so these can be addressed and logs maintained for lessons learned.
Slips, trips, and falls - Poor housekeeping, inappropriate footwear, poor handling techniques, trailing cables, or spills	Injuries, twisted ankles, broken bones, muscle damage	Staff or Third parties conducting surveys and/or installation.	PPE must be worn to any live sites where a survey or works are required. Site must be reviewed to ensure any existing hazards are well marked and there is available first aid as well as suitable H&S Officer and/or Site Supervisor with the H&S Qualifications.	Low	Log Book to record and address any slips, trips, falls and accidents when on site is to be maintained.
Working on display screen equipment for long periods on a regular basis	Long term physical musculoskeletal related disorders, high sickness absence rate, long term absence of personnel, long term damage to eyesight (deterioration), electric shock from faulty equipment, high staff turn over, recruitment/induction/training costs.	Staff/Team	The team is to ensure that breaks are taken multiple times throughout the day to ensure excessive exposure to a display screen for a long period of time while sitting is prevented.	Low	Any issues reported on aches, pains, eyesight changes, etc. are considered seriously and will be followed up with a GP check-up and assistance for the relevant issues with suitable solutions, eg. a chair for better comfort/posture, "eye safe" display screens, etc.

Procedure Objective

The purpose of this procedure is to ensure ongoing and systematic identification of all hazards present in all processes, work activities, and work areas that are under the control of Soloarte Limited, and to identify and implement the control measures required to:

- eliminate the hazards and reduce the occupational health and safety risks;
- reduce, as far as is reasonably practicable, the potential for accidents to occur;
- comply with all relevant legal, customer, and other third-party requirements; and
- where practicable, meet best practices applicable to the work activities.

Scope

This procedure applies to all processes, work activities, and work areas that are under the control of Soloarte Limited.

Definitions

Accident: Any unplanned event that results in injury or ill health to people, damage to or loss of property, plant, materials, or the environment, or a loss of a business opportunity.

Control measure: Any means of managing risk to mitigate accidents and incidents, including use of policies, procedures, guidelines, work methods, training, supervision, equipment, or organizational structures, which can be of an administrative, technical, or legal nature.

Hazard: The potential of a material, activity, or process to cause an accident.

Near miss: Any event that could have resulted in an accident or incident, or any set of conditions or circumstances that have the potential to cause an accident or incident to occur.

Risk: The effect of uncertainty (i.e. the likelihood of an accident or incident occurring) and its severity, often in a negative context.

Risk assessment: A systematic method for identifying business risks and opportunities, hazards or threats, and vulnerabilities, by assessing likelihood and severity, identifying any control measures required, and prioritizing their implementation.

Risk rating: A qualitative measure of the risk identified that is used to determine the priority with which additional control measures need to be implemented to reduce the

risk, and that is used to determine the frequency with which a risk assessment should be reviewed.

Responsibilities

It is the responsibility of the Top Management; DiagramX and/or DiagramPlus to:

- ensure that this procedure is implemented, and any resources required are made available; and
- monitor the effectiveness of this procedure and report the results at management reviews.

It is the responsibility of all workers to:

- identify and report any hazards that have not been assessed as part of this procedure;
- identify and report any hazards for which the current control measures are not in operation, or are inadequate;
- proactively and positively participate in the completion of any risk assessments, where they are requested to do so; and
- comply with any control measures implemented as part of a risk assessment.

It is the responsibility of all Managers to ensure that:

- the hierarchy of controls is applied to all processes, work areas, and work tasks for which they have responsibility;
- appropriate risk assessments have been completed for the processes, work areas, and work tasks for which they have responsibility;
- the results of any risk assessments of processes, work areas, and work tasks for which they have responsibility are communicated to the employees who are involved in those processes, visit those work areas, and undertake those work tasks.
- any risk assessment of a process, work area, or work task for which they have responsibility is reviewed following any changes to the relevant process, knowledge, technology, equipment, or information, and/or where an accident, incident, or near miss may occur.

Hazard Identification and Risk Assessment Requirements

A risk assessment must be completed for every process and work area that is under Soloarte Limited's control.

A risk assessment must also be completed for all work undertaken by a Soloarte Limited employee at any site or location that is under the control of a customer or other third party. Where possible, this assessment must be completed before the employee commences work at the site or location.

The following practices must be applied when conducting a risk assessment:

- all work tasks covered by the risk assessment, including routine and non-routine tasks, must be considered and (if practicable) observed;
- the area in which the tasks are undertaken must be toured;
- any equipment, infrastructure, tools, and materials used must be examined in the state that they are used for the task that is being assessed;
- the task requirements and the capabilities of the individuals undertaking those tasks must be considered;
- all persons affected by the process or work tasks, and those who have access to the work areas covered by the risk assessment, must be identified;
- any legal requirements, including specific control measures relating to specific hazards, must be identified;
- any available Accident Reports, Near Miss Reports, or Incident Logs relating to the tasks must be reviewed;
- any other sources of relevant information relating to the tasks must be reviewed. This includes, but is not limited to:
 - customer contractual requirements;
 - operating instructions;
 - maintenance reports;
 - audit reports;
 - manufacturers' handbooks, equipment, or material safety data sheets;
 - approved Codes of Practice; and
 - Health and Safety Executive and Environmental Agency guidance notes.

The following persons must be involved in the completion of each risk assessment conducted, any subsequent reviews conducted, and the review of the results of those assessments/reviews:

- one or more individuals who have recent experience in carrying out the work tasks included in the risk assessment;
- one or more individuals with experience in health and safety management and training in the risk assessment methodology that is being used;
- one or more individuals with appropriate technical knowledge of the hazards present;
- one or more individuals who have appropriate knowledge of the legal requirements and acceptable control measures required for the hazards present; and
- the individual(s) with management-level responsibility for the process, work area, or work tasks that are included in the risk assessment.

In addition to the above, a fire risk assessment must be completed for every building or site that is under Soloarte Limited's control.

Monitoring and Review

Depending on their Risk Rating, all completed risk assessments and fire risk assessments must be reviewed at the following frequencies:

- Low Ratings: Annually
- Medium Ratings: 6 Monthly
- High Ratings: 3 Monthly

In addition, all completed risk assessments and fire risk assessments must also be reviewed:

- following any occurrence of an accident or near miss that involves the process, work area, or task the assessment relates to; and
- prior to the introduction of any change to a process, work area, work task, overall management system, or control measure, where that change may introduce a new hazard, increase the risk associated with an existing hazard, or reduce the effectiveness of any control measures currently employed.

Finally, the results of all risk assessments and fire risk assessments, and any subsequent reviews of those assessments, must be:

- communicated to the employees and any other individuals who are involved in the process, work in or visit the relevant work areas, or undertake the work tasks; and
- reviewed at least annually at management reviews.