

NGK Spark Plugs (UK) LTD (including NTK)

Health and Safety Policy

June 2021

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Health and Safety Policy

This section details the arrangements for the effective management of health and safety.

We ensure that the objectives of this statement are communicated to our employees, initially through our induction training. We also monitor progress towards these objectives at senior management level and review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid, etc.

We are aware that senior managers within the company are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to the QEHS & Compliance Manager. The Managing Director has overall responsibility for health and safety.

The Managing Director is supported by the QEHS & Compliance Manager who is responsible for managing health and safety matters on a day-to-day basis; the Managing Director may also be assisted by local Managers as required. The QEHS & Compliance Manager manages our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of all our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

We recognise that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities. To this end we have developed and implemented a training programme policy that clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments. Each individual's training requirements are identified in a training matrix, and this is supported by general responsibilities contained in the QEHS Employee Manual and individual work instructions for specific tasks and processes.

A copy of our current general statement of health and safety policy can be found in Part 1. This sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety in Part 2.

M Wowczyna
Managing Director

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Part 1 – General Statement of Health and Safety Policy



NGK Spark Plugs (UK) Ltd

Maylands Avenue Hemel Hempstead Herts HP2 4SD

Telephone: 01442 281000 Fax: 01442 281001

www.ngkntk.com/uk

Health and Safety Policy Statement

NGK Spark Plugs (UK) Ltd is committed to Health and Safety; we adhere to The Health and Safety Act 1974, and all applicable legislation and industrial standards, so far as is reasonably practical.

The policy and management systems in place ensure that we eliminate, reduce, and manage risk to protect all our employees, contractors, and visitors. We expect all employees, contractors, and visitors to comply with our health and safety standards at all times.

- In accordance with our commitment to the prevention of ill health, NGK Spark Plugs (UK) Ltd ensures that adequate welfare facilities are provided for our people at work.
- All equipment that is necessary to carry out work force tasks are provided and regularly maintained.
- All staff are provided with any training required to ensure that they are fully competent in their role.
- Personal protective equipment is issued individually and monitored for safety adequacy.
- The Policy Statement is reviewed on an annual basis or when change occurs.
- Top level management review monthly progress reports regarding health and safety matters within the business.
- Commitment of consultation and participation of workers.
- Emergency procedures are in place in case of fire or other significant incident(s).
- NGK Spark Plugs (UK) Ltd is committed to improving its Health and Safety management system on a continual basis.

The person with overall legal responsibility for health and safety is the Managing Director.

M Wawczyzna
Managing Director
25th June 2021

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Registered Office: c/o Fastfile Ltd,
Fivestock House, 2 Swan Lane, London, EC4A 3TT
Registered in England No: 1211088



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Part 2 – Responsibilities for Health and Safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

Marko Wowczynna – Managing Director

Overall responsibility for the Health and Safety of NGK Spark Plugs (UK) LTD and NTK Technical ceramics.

Claire Lowther – QEHS & Compliance Manager

Responsible for the day-to-day management of health and safety, and implementation and monitoring of the company Health and Safety Policy.

Enza Mantio – QEHS Auditor / Administrator

Responsible for the administration of Health and Safety.

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Managing Director

The Managing Director has overall responsibility for the formulation and implementation of the company's health and safety policy in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety;
2. Considering health and safety during the planning and implementation of business strategy;
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy;
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that any changes in relation to health and safety are communicated to them;
5. Including health and safety on the agenda of management meetings;
6. Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents and ensuring that the necessary amendments are made to relevant policies, procedures and processes, and;
7. Reviewing the objectives of the health and safety policy on an annual basis.

Signature:  Date: ...25/06/2021.....

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The QEHS & Compliance Manager

The QEHS & Compliance Manager is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Ensuring that health and safety is considered prior to the implementation of new processes;
2. Monitoring and reviewing the implementation of the health and safety policy;
3. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee;
4. Ensuring all employees comply with relevant health and safety legislation and follow approved procedures and systems of work;
5. Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees;
6. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented;
7. Ensuring that the health and safety management system is implemented;
8. Ensuring that relevant policies, procedures, and safe working practices are provided;
9. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed;
10. Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance;
11. Ensuring personal protective equipment is provided, worn and maintained;
12. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated;
13. Ensuring that the arrangements for communication, cooperation and consultation are maintained;
14. Investigating accidents and incidents, ensuring that any improvements identified in relation to working practices are implemented, and reporting these to the Directors.
15. Monitoring health and safety standards on site at regular intervals and ensuring remedial action is implemented;
16. Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities;
17. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy;

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18. Ensuring that there is a training policy in place so that employees are competent for their respective roles, and their health and safety responsibilities;
19. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety;
20. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid;
21. Ensuring suitable controls are in place for the effective management of contractors;
22. Ensuring that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay;
23. Monitoring performance in relation to health and safety, reporting to the Managing Director and the Board of progress against the objectives of the health and safety policy.
24. Informing the Managing Director of any situation which may affect or incur adverse publicity for the Company;
25. Promptly informing the Board and senior managers of any significant health and safety failure;
26. Providing the company management with regular reports on health and safety performance, including recommendations for improvements, and;
27. Ensuring that health and safety records and documentation are complete and are systematically stored.

Signature: Clawie Lowther Date: 28/6/21

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Fire Marshals

Fire Marshals are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, in particular:

1. Being familiar with the emergency procedures;
2. Taking appropriate and effective action if a fire occurs;
3. Identifying hazards in the workplace, and recording and reporting their observations;
4. Ensuring that escape routes and doors are kept clear, and are available for use;
5. Ensuring fire doors are kept closed, and;
6. Checking suitable and sufficient notices are displayed.

If a fire is discovered, the fire marshals should:

7. Ensure that the alarm has been raised;
8. Check that manufacturing processes have been made safe;
9. Collect roll call registers;
10. Evacuate staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned;
11. Ensure the fire service has been called;
12. Go to the designated assembly point;
13. Conduct a roll call;
14. Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise, and;
15. Report to the senior fire marshal to confirm all persons are accounted for and report any persons missing.

FIRE MARSHALS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

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First Aiders

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures;
2. Maintaining a valid first aid at work certificate issued by a HSE approved first aid training centre;
3. Attending appropriate additional courses to maintain their expertise as required to keep up to date on the latest treatments;
4. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary;
5. Taking charge when someone is injured or falls ill, and providing treatment or advice within the limits of their training and experience, and referring any cases of doubt to a hospital or doctor.
6. Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained;
7. Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained;
8. Recording details of all accidents and treatments in the appropriate incident log, and;
9. Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.
10. To provide Mental Health First Aid to all affected employees and third parties.

For all health and safety procedures please go to the company intranet – ‘Controlled Documents’ and then into either ‘Policies’ or ‘Procedures’

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