

[Aeroflex Hose and Engineering Ltd](#)

Guidance and Rules for Contractors and Visitors 2019-2020



Whilst on site as a visitor or contractor you are required to abide by our health and safety and environmental arrangements and guidance. Our policies are detailed in this document and if in doubt you should consult your host. By signing the visitor's book you agree to abide to them.

Within our manufacturing areas we have a requirement for toe and eye protection. We will provide goggles to all visitors but are unable to provide protective footwear.

Your host will provide you with instructions and guidance with regards to the activity and areas that you are visiting.

If you are going to carry out any work activity you must detail and have your method statement approved by your AHE contact prior to commencing work.

You are welcome to use our welfare facilities whilst on site, we would ask you to respect our provision for waste stream, as is detailed on the respective bins.

Environmental Policy

Aeroflex Hose and Engineering Ltd specializes in the design and manufacture of flexible hose assemblies and components for general engineering uses and specialized applications. Based in our headquarters; Winchester Hose on the Aviation Park West in Christchurch, UK.

Aeroflex Hose & Engineering Ltd will comply with all legal obligations with respect to the environment and so far as is possible with our customers and other interested bodies requirements that emanate from the environmental aspects. We are committed to continually improving our environmental performance and to the prevention of pollution and other likely negative environmental impacts. In order to do so we have established and maintain a Management System based on ISO 14001:2015.

We will actively encourage all our stakeholders including our suppliers, contractors, subcontractors and all of our employees to participate in our efforts to reduce the environmental impact of the business and its related activities and services.

In line with this strategic vision the company will set and work towards a number of Environmental objectives and goals these will be set and reviewed periodically by the Management Team and will be aligned with this strategic policy. These will generally be reviewed periodically to

ensure that the expected actions are in place and to determine if any additional resources need to be allocated. These objectives are usually set on an annual basis as part of our management review. In doing so the following factors will be considered. In operating the policy the following considerations will be put into place within the resulting Management System.

- Establish, consider and scrutinize the effect of all activities, products and processes on the environment and in so doing establish a list of aspects and impacts.
- To identify and control processes and procedures to control and minimise the potential for environmental pollution
- Reduce emissions to the environment to a minimum wherever possible.
- Minimise process waste, maximise the reuse and recycling and safe responsible disposal of waste.
- To select and assess suppliers as far as is possible with environmental credentials consistent with our own.
- Ensure all our contractors, sub-contractors and suppliers operate in line with the principles of this policy.
- Establish and maintain procedures to limit the effects of environmental incidents.
- Where possible to design products taking into consideration environmental aspects and sustainable development.
- To minimise where possible use of energy resources.
- Establish and monitoring processes and procedures to ensure compliance with this policy and, where measuring and testing is required, ensure that data records and results are regularly made and assessed to ensure ongoing compliance.

This policy and the supporting management system will be reviewed on an annual basis, and updated as required in line with our environmental targets and objectives. This review will be supported through the use of internal audits that will provide an input to the review it will give due consideration to the context of the business and the needs and expectations of interested parties. This policy is communicated and made available to all employees. Copies of this environmental Policy will be made available to all interested people and organisations on request to the Quality Director or his nominee.

Dave Murphy

Managing Director July 2018

AHE July 2019 version 6

Health and Safety Policy

Aeroflex Hose and Engineering Ltd specializes in the design and manufacture of flexible hose assemblies and related components for general engineering uses and specialized applications from our head office based in Christchurch.

With respect to health and safety Aeroflex Hose and Engineering have established a health and safety system based on OHSAS 18001:2007 to manage the risks associated with our premises, plant and activity. This is integrated within our Management System.

Aeroflex hose and Engineering recognises its obligations under the 1974 health and safety at work act and duties under the 1999 Management Regulations and all obligations derived therefrom.

Regular monitoring of our performance and ongoing review and audit of the Health and Safety Management System are necessary to ensure that we maintain and improve our arrangements and strive to continually improve our provision.

We will provide suitable and sufficient resources to meet the requirements of the applicable health and safety legislation. In doing so we will strive to achieve 'best practice' with regards to our products and activities.

To prevent injuries and ill health resulting from the operation or use of company products.

We will create and promote a culture of health and safety awareness within the work place and encourage staff to identify and report hazards so that they can be reviewed and where possible removed or controlled within the work place. In doing so reduce the potential for accidents and incidents at work.

Communicate this policy and the associated health and safety arrangements to all staff and people that can be impacted by our acts or omissions.

Provide adequate training for our staff to enable them to work safely and effectively, and to ensure that they are competent and confident to carry out their designated work tasks and activities.

Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.

Maintain our premises and related work environment to a standard that ensures that risks are effectively managed, and where possible and practical reduced.

Ensure that responsibilities for Health and Safety are allocated, understood monitored and fulfilled by all in the business.

To routine and emergency situations that will require special arrangements and to provide instruction and training to employees so that they will instinctively take the desired action.

Retain access to competent advice and assistance through the support of Ellis Whittam Consulting, thereby ensuring that we are aware of relevant changes in legislation and good practice.

It is the duty of all employees whilst at work to:

To take reasonable care of our own safety.

To take reasonable care of the safety of others who may be affected by what we do or fail to do.

To cooperate so that we can all comply with our legal duties.

To ensure we do not interfere with or misuse anything provided in the interest of health and safety.

The policy is subject to annual review and revisions in order to maintain the business commitments under health and safety, the business context and interested parties.

Dave Murphy
Managing Director
July 2019