

## 1. Health and Safety at Work Policy

### 1.1 Our health and safety policy is to:

- Prevent accidents, injuries and cases of work-related ill health.
- Manage health and safety risks in our workplace.
- Provide clear instructions, information, and adequate training to all employees to ensure every member of staff is equipped to carry out their duties competently and safely.
- Provide personal protective equipment.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe working environments and equipment.
- Ensure safe handling and use of equipment and substances.
- Maintain safe and healthy working conditions.
- Implement emergency procedures, including evacuation plans in case of fire or other significant incidents.
- Review and revise this policy regularly.
- Identify and comply with all applicable legal requirements and other requirements to which Invertek Drives Limited subscribes that relate to our OH&S hazards and risks.

### 1.2 Responsible Persons:

- The CEO has overall and final responsibility for health and safety.
- Day to day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Coordinator, and individual department managers.
- To ensure health and safety standards are maintained and continually improved, designated health and safety personnel have been appointed within their respective areas.
- All employees of Invertek Drives Ltd are required to:
  - Cooperate with supervisors, managers and health and safety delegates on matters

## Invertek Drives Limited

Offa's Dyke Business Park, Welshpool, Powys, UK, SY21 8JF

Tel: +44 (0)1938 556868 | Fax: +44 (0)1938 556869 | Email: sales@invertekdrives.com

Registered in England No. 3504834 VAT Number GB 712854929



relating to health and safety.

- Refrain from interference with any systems, equipment or procedures in place designed to safeguard their health and safety.
- Take appropriate and reasonable care of their own health and safety.
- Report all health and safety concerns, including near misses, to their manager or an appropriate person.
- Department Managers and the Health and Safety Coordinator are responsible for ensuring risk assessments are undertaken, and that the findings of risk assessments are reported to the CEO to ensure necessary actions are implemented. Any actions required, removed or implemented to control risks will be approved by the CEO.
- Health and Safety Risk Assessments will be reviewed no later than 365 days since the last review, or in the event work activity changes before the annual review is due.

### 1.3 Consultation with Employees:

- The designated departmental Health and Safety personnel will convene at regular intervals to discuss ongoing health and safety activities with the Health and Safety Coordinator.
- The representatives will bring forth the thoughts of their respective teams to the Health and Safety Coordinator. Consultation with employees is provided by the CEO.

## 2. Safe Plant and Equipment

### 2.1 The CEO will be responsible for:

- Identifying all equipment/plant maintenance required.
- Ensuring effective maintenance procedures are written.
- Ensuring that all effective maintenance activities are implemented and completed.
- Actioning reports of issues arisen with plant or equipment.
- Checking that new plant and equipment meets health and safety standards and aligns with our policy before purchase.

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### 3. Safe Handling and Use of Substances

#### 3.1 Individual Department Managers will be responsible for:

- Identifying all substances and which substances require COSHH Safety Data Sheets.
- Obtaining and storing COSHH Safety Data Sheets.
- Ensuring all actions identified in risk assessments are implemented.
- Ensuring that all relevant employees are appropriately informed about COSHH assessments.
- Checking that new substances can be used safely before purchase.

### 4. Information, Instruction and Supervision

- The Health and Safety Law poster is displayed in all communal canteen areas. Health and Safety advice is available from the Health and Safety Coordinator.
- Supervision of young workers and trainees is arranged and monitored by the Training Manager.
- It is the responsibility of Individual Department Managers to ensure that all employees of Invertex Drives Ltd working in locations under the control of other employers are given relevant health and safety information for the site they are attending.

### 5. Competency for Tasks and Training

- Induction Training for all employees will be provided by the Training Manager.
- Shop floor training will be identified, arranged, and monitored by the Production Managers. Specific activities requiring specialised health and safety training are:
  - Daily use/cleaning of flow solder machines.
  - Use of bench soldering equipment.
  - Use of equipment test facilities.
- Training records are kept by individual managers and the Training Manager.

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## 6. Accidents, Near Misses, First Aid and Work-Related Ill Health

- The First Aid Boxes are located in the R&D room, Sales Office, Production room, Unit 3 Shop Floor, warehouse, and express centre canteen.
- Appointed trained first aiders are detailed on site notice boards, television screens and booklets.



**Adrian Ellam**

Inverttek Drives Ltd  
Version 1, May 2026

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