

Canon OHS Management System	Canon
CEL, CUK & IE Health & Safety Policy	OHS-01-P

Canon Europe Ltd, Canon (UK) Ltd & Canon (IRL) Business Equipment Ltd

Statement of Intent

Canon Europe Ltd, Canon (UK) Ltd & Canon (IE) Business Equipment Ltd are committed to having an effective policy on the health and safety of their employees. The policy complies with all legislation and regulations and recognises that successful management of health and safety demonstrates Canon's responsibilities as an employer and determination to be recognised as an organisation committed to total occupational health & safety management throughout its operation.

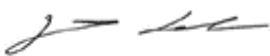
The allocation of duties for health and safety matters and Canon's arrangements for ensuring that the policy is implemented are set out in this Health and Safety Policy.

The policy will be reviewed regularly by the Health and Safety Committee in consultation with employees. The Company's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose. In addition, an overall commitment by the company to continual improvement in the prevention of and management of ill health, accidents, incidents, injury and damage by eliminating hazards and managing risk.

Successful health and safety management:

- creates a culture in which every employee is involved in creating a safe working environment for themselves and others
- contributes to business performance
- ensures a systematic approach to the identification of risks and the allocation of resources to control them
- supports commitment and quality initiatives aimed at continual improvement

An excellent company is by definition a safe company. Since Canon is committed to quality and excellence it is very aware that minimising risks to people is inseparable from other corporate objectives. The responsibility to ensure Canon continually achieves this extends to each and every employee.



Yuichi Ishizuka
27th January 2023



Yusuke Mizoguchi
26th January 2023

Canon OHS Management System	
CEL, CUK & IE Health & Safety Policy	OHS-01-P

Classification:	R3 – Internal Information	Next Revision Date:	Jan 2024
Owner:	Occupational Health & Safety Advisor	Approved by:	H&S Committee

1. Purpose

This policy provides clear information on Canon's commitment to Health & Safety throughout its operation. Canon will provide the systems, processes, facilities and assistance that employees might reasonably require in order to carry out their work activities in a safe workplace environment.

2. Scope

This Policy covers all Canon Offices, Canon managed premises, Canon employees (both permanent and temporary) working within the UK and Ireland, and to Contractors and Visitors.

3. Definitions

H&S	Health and Safety
Canon, CEL, CUK & IE, The Company	Canon Europe Ltd, Canon (UK) Ltd & Canon (IE) Business Equipment Ltd
Canon Location	Canon site in the UK or Republic of Ireland
3rd party individuals	Visitors/Contractors/Public
FM	Facilities Management
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

4. Risk

The company is required by law to provide a safe working environment and safe systems of work. This Policy outlines key objectives and processes that, when followed, will create an active (and where necessary reactive) environment. Referencing to further systems is made throughout this Policy. Should the Policy and overall, Health & Safety system not be adhered to there exists a strong potential for accidents, incidents, injuries and legal ramifications.

5. Process and Requirements

5.1. Objectives

The Key Health & Safety Objectives are:

- ensuring the health and safety of Canon staff and others who may be affected by our activities.
- ensuring that safety-related incidents and accidents are reported, investigated and corrective and preventive actions taken.
- meeting the requirements of the Health and Safety at Work Act and all subsequent applicable legislation.
- Certification to ISO 45001:2018 Occupational Health & Safety Management System as applicable.

Canon OHS Management System	
CEL, CUK & IE Health & Safety Policy	OHS-01-P

5.2. Responsibilities

5.2.1. Directors

The Company's board of directors for CEL, CUK & IE are ultimately responsible for health and safety.

Directors shall:

- take a direct interest in the H&S Policy and support all managers and staff in implementing it
- ensure that competent staff and resources are made available
- periodically appraise the effectiveness of the H&S Policy
- review the progress and achievement of health and safety standards taking corrective action where necessary
- ensure that responsibility for health and safety is properly assigned
- ensure that specific legal requirements are complied with.

5.2.2. Director

A Director is the General Responsible Officer for the overall implementation of this policy and planning for Health & Safety.

5.2.3. Department/Line Managers

Each Department/Line Manager is accountable for the health and safety of their staff and any premises over which they have control or occupancy.

Department/Line Managers shall ensure that:

- all new staff complete H&S Induction training
- employees and other people under their control are aware of their individual responsibilities, accountabilities, tasks and targets for health and safety and environmental protection
- employees and other people under their control are made aware of this H&S Policy and any H&S hazards and risk control measures
- any staff who have disabilities or temporary injuries are identified and suitable plans are in place to ensure their evacuation in the event of an emergency.
- In the event of a fire alarm, everyone in the areas under their control leaves immediately in an orderly manner. Checks are made to ensure the area is clear and reported to the fire service or responsible person at the Assembly point.
- work under their control is conducted in a safe and responsible manner by appropriately trained and competent persons.
- Regular risk assessments and safety inspections are carried out as appropriate and plans are put in place to eliminate, minimise or manage identified risks.
- housekeeping is of a high standard to prevent slips, trips, falling objects and fire hazards.
- training is provided to employees and other people under their control to ensure that they are competent to work safely
- location Site Safety coordinators are appointed for Canon Business Services (CBS) sites
- regular performance assessments are carried out for job roles with specific H&S responsibilities.
- the selection of contractors and suppliers meets H&S standards.
- equipment is inspected to identify and correct deficiencies and escalated appropriately through

Canon OHS Management System	
CEL, CUK & IE Health & Safety Policy	OHS-01-P

line management or the relevant H&S Committee member.

- Hours worked are managed in line with contractual working hours and the Working Time Regulations, where applicable. Additional days/hours worked should be discussed and agreed in advance between the employee and the line manager and where this results in time in lieu or overtime, then this should be registered and approved in the HR system, in line with H&S requirements
- company hire car users complete the online Road Safety Awareness course
- H&S initiatives are developed and promoted to increase staff awareness.

5.2.4. Employees Responsibilities

The Health and Safety at work Act 1974 and the Health & Welfare at work Act 1989 (Republic of Ireland) and the Health and Safety at Work (NI) Order 1978 state that it is the duty of every employee while at work:

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work; and
- as regards any duty or requirement imposed by their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

The duty applies to all employees at all levels including managers. The more senior the employee the more important this duty will prove to be.

Whilst the above duties are fairly general, the following are more specific:

- every employee shall use any machinery, plant, equipment, substance, transport equipment, means of production or safety device provided to them by their employer in accordance with any training in the use of the equipment concerned, which has been received by them.
- the instructions respecting that use which have been provided to them by the employer. (in compliance with the requirements and prohibitions imposed on that employer by or under the relevant statutory provisions).
- Each new staff member shall be taken through an induction programme as per Induction Training and training relating to Health & Safety issues will occur on an on-going basis as necessary.
- Follow housekeeping requirements and keep workstations and working areas tidy.
- For Field Service employees, additional Health & Safety training will relate to field activities and product safety.
- every employee shall inform either their line manager, the Site Safety Coordinator or the H&S Committee
 - of any work situation, which might represent a serious and immediate danger to health and safety
 - of any matter, which represents a shortcoming in the employer arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that employee or arises out of or in connection with their own activities at work and has not previously been reported to their employer or any other employee in accordance with this paragraph.

Canon OHS Management System	
CEL, CUK & IE Health & Safety Policy	OHS-01-P

5.2.5. H&S Committee

Refer to Health & Safety Committee Policy for responsibilities in planning, implementing, monitoring, reviewing and improving health and safety. Committee members can be found within the Health & Safety section on the company intranet.

5.2.6. OHS Advisors and Legislation

Canon is currently a member of the British Safety Council

Canon has two internal H&S Professionals (OHS Advisors) who are consulted on health and safety matters.

In addition, Canon has an appointed external safety consultancy service to assist and advise the Directors and H&S Committee on all aspects of health and safety legislation and its practical implementation in the organisation.

5.2.7. Site Senior Location Managers, Responsible Officers & Site Safety Coordinators

The Day-to-day responsibility for health and safety in each Canon Location lies with the Senior Location Manager and Site Safety Coordinator.

Details of current Site Senior Location Managers or Responsible officers & Site Safety Coordinators are displayed on notice boards

Each Site Senior Location Manager/Responsible officer shall assist with all aspects of health and safety duties as detailed below.

Site Safety Coordinators shall:

- assist in accident investigation and root cause analysis
- investigate potential hazards and H&S complaints
- conduct risk assessments as per Risk Assessment policy, including Display Screen Risk Assessments
- make health & safety representations to Management on behalf of staff.
- carry out site safety inspections as required
- disseminate health & safety information to staff.
- provide quarterly feedback to Corporate H&S Committee on local health and safety performance

5.2.8. Facilities Management

The Facilities Management Manager is responsible for the health and safety of specialist activities, approval of sub-contractors, and national contracts relating to the maintenance or alteration of buildings and fixed equipment.

The Facilities Management Manager shall:

- assess health and safety risks and arrange appropriate health and safety control measures
- develop, implement and maintain emergency procedures, fire safety and adequate First Aid facilities.
- provide measures to control exposure to substances or processes that may cause accidents/injuries
- establish precautions against all forms of hazards, including unnecessary manual handling of hazardous substances.

Canon OHS Management System	
CEL, CUK & IE Health & Safety Policy	OHS-01-P

- Identify and provide health surveillance as appropriate.
- provide free personal protective equipment and clothing.
- Report injuries, diseases and dangerous occurrences to enforcing authorities
- record significant findings and educate staff and 3rd party individuals on lessons learned.
- approve any Contractors before commencement of contract work
- manage and monitor Contractor activities in line with H&S policies and processes
- ensure plant and equipment is tested and maintained in accordance with statutory requirements
- ensure statutory testing records are available for inspection

5.3. Visitors

The Visitor H&S Policy explains how we manage visitors' Health and Safety at Canon locations in the UK. Visitors must report to Reception on arrival.

The responsible manager/host shall ensure that visitors are provided with adequate information, instruction and supervision whilst they are on-site and follow the requirements of the Visitor H&S policy.

5.4. Contractors

Contractors must be approved by Facilities Management and must be in possession of the Canon Code of Safe Practice for Contractors' documentation.

Contractors must report to reception on arrival where they will be issued with a Contractors Pass, which must be worn at all times. While on site, a specific Canon employee shall be responsible for supervising the work ensuring the health and safety of employees and others who may be affected by their activities is maintained.

Insurance shall be verified, and risk assessments undertaken prior to commencement of all contract work.

All personnel working on Canon premises shall be informed of the appropriate risk assessments and consequent control measures used.

5.5. Occupational Health, First Aid & Welfare Facilities

First-aid facilities are provided at all Canon offices. The Company encourages employees to obtain first-aid qualifications and ensures that a suitable number are trained where the size and nature of the locations deem it necessary.

Where health screening or monitoring is considered necessary or desirable, Line Managers shall seek the advice of the OHS Advisors and Human Resources.

External provision of Occupational Health shall be managed by Human Resources, subject to any agreed contact between the employee and employee's General Health Practitioner.

5.6. Statutory Testing of plant and equipment

Statutory testing and maintenance for plant and equipment shall be organised and controlled by Facilities Management.

Canon OHS Management System	
CEL, CUK & IE Health & Safety Policy	OHS-01-P

Statutory testing and maintenance for plant and equipment in field operations shall be managed by appropriate policy and internal Health & Safety Professionals.

5.7. Product Supply

Launch procedures for machines and supplies sold to customers shall include risk assessments for the potential for adverse health, safety and environmental effects to Canon staff, customers and statutory regulations.

The relevant Marketing Product Manager is responsible for ensuring that each department has necessary information and has assessed and taken any required actions before release of the product.

5.8. Working Time Directive

Managers shall ensure that employees take their statutory rest periods and register any time in lieu or overtime in HR Core and that this is approved in advance. Managers shall ensure that employees do not work excessive hours which could impact H&S or are in breach of the Working Time Directive (48 hours a week on average over 17 weeks) unless opted out. HR shall conduct periodic reviews of overtime and time in lieu to ensure that employees are not breaching the Working Time Directive or working excessive hours over an extended period.

5.9. Occupational Road Safety

Each person who drives on company business shall complete an online road safety awareness course which identifies risk. High risk employees are then placed on additional practice training.

The Management Committee reviews accident statistics annually with the data supplied by the Company insurers and employee license checks are undertaken through fleet management.

5.10. Dissemination of Information

Canon receives information from external sources and this information is disseminated via internal memorandum and by email.

Canon uses an intranet, which is the main source of providing employees with Health & Safety Policy, Procedure or general guidance.

6. Measure of Compliance

Periodic assessment during internal and external audits.

7. Supporting Documents

- OHS-02-G-02 – H&S Legal Register
- OHS-12-P - Site Safety Management Policy
- OHS-13-P - Site Safety Inspection Policy
- OHS-14-P - Accident & Injury Reporting Policy
- OHS-16-P - Risk Assessment Policy
- OHS-17-P - H&S Committee Policy
- OHS-19-P - Control of Contractors Policy

Canon OHS Management System	
CEL, CUK & IE Health & Safety Policy	OHS-01-P

- OHS-20-P - Personal Protective Equipment Policy
- OHS-22-P - Occupational Health Policy
- OHS-21-P - Stress Management Policy
- OHS-32-P – First Aid Policy
- OHS-41-P - Visitor Health and Safety Policy
- Health & Safety information – Company Intranet

Supporting documents are available on the [CEL, CUK& IE Health & Safety SharePoint site](#)

8. Revision History

Version	Date	Reason
01	Oct 2020	CMS-P-301V09 Reviewed and version control reset in line with OHS rewrite project
02	Dec 2022	Update the policy to include Canon Europe Ltd.