



SITE HEALTH & SAFETY POLICY

The Company recognises that under the Health & Safety At Work regulations, it has a legal duty to ensure so far as is reasonably practicable, the health, safety and welfare of all its Employees at work at Customers site premises on installation.

The Managing Director of the Company accepts this duty and it will be their policy to attach proper importance to these matters, recognising that safety is a management responsibility equal to that applying to other functions of management.

It is equally the legal responsibility of every employee to take proper care for the health and safety of *himself and other persons who may be affected by his acts or omissions at work and co-operate with management in ensuring the health, safety and welfare of employees as a whole.

The Directors believe that given due care and co-operation by all concerned, it is possible to conduct the Company's activities in such a manner that injuries to employees and loss or damage to property and equipment can be reduced to an absolute minimum. To achieve this objective the Company will make safety training available as and when required, participate in joint consultation, provide protective clothing and equipment where necessary and regularly check its safety organisation.

The Safety Organisation is under the control of the Managing Director who is directly responsible for the implementation of the Health & Safety Policy.

The person directly responsible to the Managing Director for Health & Safety Policy is:-

The Site Supervisor/Engineer who will ensure that the Company's Health & Safety Policy is carried out on the Customers site premises.

* In this statement and throughout the Health & Safety Policy the use of the Male gender shall apply to the Female gender.

All personnel attending Customers site premises are required to familiarise themselves with the contents of the Health & Safety Policy with respect to attendance at Customers site premises, and to conduct their activities in accordance with the requirements thereof.

Copies of the Policy are available for perusal at any reasonable time and can be located in the Administration office.



INTRODUCTION TO HEALTH & SAFETY POLICY WITH RESPECT TO WORK AT CUSTOMERS SITE PREMISES

PRINCIPLES

The Company's Health & Safety Policy with respect to work at Customers site premises is based upon the following principles:-

EMPLOYEES

Every Employee has the legal and moral right to:-

Be provided with a safe means of access to and egress from his place of work.

Be provided with a safe place of work.

Be provided with safe materials, substances, machinery, equipment and tools with which to carry out his work.

Be properly instructed as to a safe method of work.

Be properly supervised.

GENERAL PUBLIC

Members of the General Public have the legal and moral right to:-

Be protected against anything likely to cause them injury as the result of any of the Company's activities when working at Customers site premises.

Be protected against anything likely to endanger their health as the result of any of the Company's activities when working at Customers site premises..

VISITORS

Visitors to any of the Company's Customer site premises have the legal and moral right to:-

Be protected against anything likely to cause them injury as the result the Company's activities when working at the Customers site premises.

Be protected against anything likely to endanger their health as the result of the Company's activities when working at the Customers site premises.



INFORMATION

Both Employers and Employees have a legal obligation to comply with statutory regulations in respect of health & safety, and it is the policy of the Company to promote an awareness of such obligations.

LIGHTING

The Company recognises that poor lighting can be the cause of eye strain, poor workmanship, accidents resulting in injuries and/or damage to plant or equipment. It is therefore Company policy to provide in so far as is reasonably practicable, adequate lighting within the precincts of the Customers site premises and to take into account any plant, machinery, equipment or other circumstances which may require special lighting.

HEATING AND VENTILATION

It is Company Policy to provide and maintain so far as is reasonably practicable, adequate heating and ventilation within the precincts of the Customers site premises to take into account any special circumstances that may arise.

POLLUTION OF THE ATMOSPHERE

It is Company Policy to ensure, so far as is reasonably practicable, that pollution of the atmosphere as a result of the Company's activities within the precincts of the Customers site premises, be kept to an acceptable minimum and to take all reasonable measures to achieve this objective.

WELFARE

The Company will provide and maintain at extended Customer site visits the following facilities in accordance with the regulations:-

Clothing accommodation.

Drinking water.

Washing Facilities.

Facilities for the taking of meals.

Sanitation.

Employees are requested to co-operate with Management to ensure that such facilities are not abused.



CONSULTATION

It is Company policy to encourage constructive discussions between Management and Employees on all matters appertaining to health, safety and welfare and to encourage Employees to bring potential hazards to the attention of Management.

The Company believes that in many instances, accidents and consequential injuries and/or damage to plant and equipment can be reduced to an acceptable minimum given responsible co-operation by all concerned.

TRAINING

The Company recognises that personnel cannot be expected to perform their duties safely and efficiently without adequate training, it is therefore Company Policy to provide appropriate training for personnel at all levels as and when required.

It will be the responsibility of the Site Supervisor/Engineer to ensure that supervision is provided for all personnel under their jurisdiction and that such personnel are competent to carry out their work in a safe manner.

SAFE MEANS OF ACCESS

It will be the responsibility of the Site Supervisor/Engineer to ensure that a safe means of access to and egress from a place of work is provided and maintained in respect of all personnel under their supervision and to take into account the safety of any Visitors to the Company's Customer site premises.

It will be the duty of all Employees to co-operate in this matter by ensuring that their immediate workplace at the Customers site premises is kept tidy and clear of obstruction and refrain from doing anything either by their acts or omissions that is likely to endanger either themselves, their workmates or any other person.

SAFE EQUIPMENT

The Company will, so far as is reasonably practicable, provide and maintain such machinery, equipment and tools as is necessary to enable work to be carried out safely and without risk to health.

It will be the responsibility of the Site Supervisor/Engineer to ensure that machinery, equipment and tools so provided are maintained in good order and if found to be defective withdrawn from service until defects have been rectified.

It will be the duty of all Employees to co-operate by reporting defects to the Site Supervisor/Engineer immediately such defects have been observed. Guards or other safety devices provided for the protection of personnel must not be removed or interfered with by unauthorised persons or be abused in any way.



All machinery, equipment and tools so provided must only be used in accordance with the Manufacturers instructions or recommendations and must not on any account be used for any purpose other than that for which it was designed.

SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

SAFE METHOD OF WORK

It will be the responsibility of the Site Supervisor/Engineer to develop and maintain methods of work that are, so far as is reasonably practicable, safe and without risk to health in respect of all personnel under their supervision and to carry out regular inspections to ensure that such methods are being observed.

It will be the duty of all Employees to co-operate with their Site Supervisor/Engineer by carrying out their work in accordance with such methods and to refrain from taking short cuts or doing anything likely to endanger either themselves or others.

PROTECTIVE EQUIPMENT AND CLOTHING

Where risks to health and safety cannot be eliminated at source or reduced to an acceptable minimum, the Company will provide protective equipment and clothing and take such precautions as are practicable in accordance with the circumstances.

Where protective equipment and/or clothing is provided, it will be the duty of all Employees to use such equipment and clothing. Employees are reminded that protective equipment and clothing is costly and must not be subjected to abuse.

EYE PROTECTION

The Protection of Eyes Regulations places a statutory duty upon all Employers to provide approved eye protection for their Employees in accordance with such regulations.

The regulations also place a statutory duty upon all Employees to use the eye protectors that have been provided in accordance with such regulations.

The Company is very much aware of the need for eye protection and accordingly would bring to the attention of all personnel the various processes in which the use of eye protection is a statutory requirement.

The Company will provide eye protectors in accordance with the requirements of the regulations.



Where eye protectors are provided, the recipients will be required to give an undertaking to use such protectors.

The Company, upon application, will provided replacement eye protectors in respect of those lost of damaged, applications should be made through the Employees Site Supervisor/Engineer.

EAR PROTECTION

The Company recognises that long exposure to loud noise can lead to impaired hearing and occupational deafness, it is therefore Company policy to make every endeavour to contain the noise level within the prescribed limits of **90dB(A)** and where the noise level cannot be contained within such limits, the Company will provided appropriate ear protectors.

Ear protectors will be provided for all personnel working in, or whose official duties make it necessary for them to enter an area where the noise level is likely to affect their hearing.

Where ear protectors are provided, the recipients will be required to give an undertaking to use the protectors.

The Company upon application will provide replacement ear protectors in respect of those lost or damaged, applications should be made through the Employees immediate Supervisor.

BREATHING PROTECTION

The Company recognises that dust or other pollution of the atmosphere can endanger that health of persons exposed to such conditions, it is therefore Company policy to make every endeavour to reduce such conditions to an acceptable minimum and where this is impracticable, the Company will provide appropriate breathing protectors i.e., masks, respirators etc.

Where breathing protectors are provided, the recipients will be required to give and undertaking to use the protectors.

The Company will, upon application provide replacement breathing protectors in respect of those lost or damaged, applications should be made through the Employees Site Supervisor/Engineer.

ELECTRICITY

The Company recognises that there are many hazards associated with the use of electricity such as shock, burns, flash, fire and explosions etc., which could cause serious injury or loss of life.



To minimise such hazards it is Company policy that periodic inspections be carried out of all electrical gear, equipment, tools, lighting etc, by a competent Electrician. Unauthorised persons must not carry out repairs to, or interfere with any electrical appliance.

If any electrical appliance is found to be faulty, it must be disconnected from the supply line immediately and the defect reported to the Site Supervisor/Engineer.

FIRE PREVENTION

The Company recognises the need for and adequate fire prevention policy, accordingly, it will be the responsibility of:-

The Site Supervisor/Engineer to ensure that:-

Drains are not being used for the disposal of flammable or explosive liquids.

Waste paper of combustible materials are not allowed to accumulate at the Customers site premises but are disposed of in a proper manner.

Any flammable liquids on the Customers site premises are stored in a proper manner.

There are suitable safeguards on respect of heaters, fixed or portable.

Clothing is not deposited on or near electric heaters.

Electrical circuits are not being overloaded.

Electrical wiring is not in a perished condition.

Access to fire extinguishers and other fire fighting equipment is kept clear of obstructions.

Emergency fire exits are clearly marked and kept clear of obstructions.

It will be the duty of all personnel to co-operate in the carrying our of the fire prevention policy.

IN THE EVENT OF FIRE

The Company is aware that although all reasonable precautions may have been taken to prevent fire breaking out, nevertheless, it is always possible that a fire may occur, therefore, it would be imprudent not to be prepared for such an event.



The Site Supervisor/Engineer will act as Fire Officer who will:-

Formulate and implement the course of action to be taken in the event of fire based on the following principles:-

That the first consideration must be given to the safety of all personnel.

The second consideration, to initiate action to be taken by the use of fire extinguishers.

The third consideration, to the activation of fire alarms (where necessary).

The fourth consideration, to the notification to the local Fire Authority.

In addition to the foregoing, the Site Supervisor/Engineer must ensure:-

That the Customer has posted Fire Notices near every fire extinguisher, and at other strategic points, giving clear instructions to personnel regarding the procedure to be taken in the event of fire including:-

Escape Routes.

Routes to be taken to reach escape points.

Assembly points outside the vacated building.

Roll call to ensure that all persons have been evacuated.

That when regular fire drills are carried out by the Customer they include site personnel.

ACCIDENTS

It will be the responsibility of:-

The **Site Supervisor/Engineer** to enter:-

Details in the respective site accident books, and to complete any further documents as may be required by the regulations, and to forward such documents to the relevant Authority with copies to General Manager at Head Office.

DANGEROUS OCCURRENCES

A schedule of the type of dangerous occurrences required to be notified in accordance with the Notification of Accidents and Dangerous Occurrences Regulations 1980 can be located in the Accident Register.

In the event of a dangerous occurrence it will be the responsibility of:-

The **Site Supervisor/Engineer** to take the following action:-



Inform the Health & Safety Executive immediately by telephone, and the General Manager at Head Office.

To ensure details are entered in the Accident Book.

The General Manager will arrange for the form to be completed and forward Form to the Health & Safety Executive (**within three days**), and enter details in Accident Register.

Ensure so far as is reasonably practicable that the scene of the occurrence is not disturbed until clearance is given by the Health & Safety Executive Inspector.

FIRST AID EQUIPMENT

The Company will provide first aid equipment in accordance with the requirements of the regulations.

It will be the responsibility of:- **The General Manager** to ensure that:-

An adequate supply of first aid equipment is maintained and readily available to be taken to Customers site premises at all times.

First Aid Boxes are clearly marked **FIRST AID**.

First Aid Boxes are placed in the charge of the Site Supervisor/Engineer.

The name of such person is plainly indicated in a prominent place on or near the **FIRST AID BOX**.

On extended site visits where no such capability is available at Customers site premises stretchers are properly stored in a place easily accessible.

COMPANY VEHICLES

It will be the responsibility of all personnel supplied with company vehicles, to ensure that such vehicles are maintained in a roadworthy condition, and are driven in accordance with the Traffic Regulations and conditions as set out in individual Contracts of Employment.

VISITORS

It is Company policy to ensure so far as is reasonably practicable, the Health & Safety of all visitors to the Company's Customer site premises, accordingly, no Visitor is to be allowed to wander around any sections of the site alone.

Where it is necessary for visitors to enter a particular sections of the site they must obtain permission to do so and must be accompanied by the Site Supervisor/Engineer or person nominated by him.



Such members of Staff must ensure that Visitors do not inadvertently place themselves in danger, and if it is necessary for them to enter an area where protective equipment of clothing is required shall ensure that such equipment of clothing is issued and used.

MONITORING POLICY

It will be the responsibility of all Managers and Supervisors to continually monitor the effectiveness of the Company's Health & Safety Policy.

KEEPING OF RECORDS AT CUSTOMERS SITE PREMISES

ACCIDENT BOOK

Ensure that details of all accidents are duly recorded.

ACCIDENT REGISTER

Ensure that the following accidents are recorded in the Accident Register held at Head Office:-

All accidents resulting to death.

All accidents resulting to major injuries.

All accidents to Employees which result in more than **three days** consecutive absence from work.

5. CERTIFICATES OF TEST

5.1 The Site Supervisor/Engineer must examine and satisfy himself that Certificates of Test And Reports of Thorough Examinations readily available for perusal by authorised persons in respect of all equipment that Company employees are required to operate.

PROCESSES IN WHICH EYE PROTECTION IS A STATUTORY REQUIREMENT WHEN WORKING AT CUSTOMER SITE PREMISES

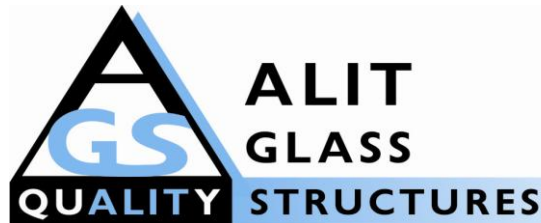
The cleaning of buildings or structures by means of shot or other abrasive materials propelled by compressed air.

Cleaning by means of high-pressure water jets.

The striking of masonry nails by means of a hammer or other hand tool or by means of a power driven portable tool.

Any work carried out with a hand-held cartridge operated tool, including the operation of loading and unloading live cartridges into such a tool, and the handling of such a tool for the purpose of maintenance repair or examination when the tool is loaded with a live cartridge.

The chipping of metal, and the chipping, knocking out, cutting out or cutting off of cold rivets, bolts, nuts, lugs, pins, collars, or similar articles from any structure or plant, or from part of any structure or plant, by means of a hammer, chisel, punch, or similar hand tool, or by means of a power driven portable tool.



The chipping or scuffing of paint, scale, slag, rust or other corrosion from the surface of metal and other hard materials by means of a hand tool or by means of a power driven portable tool or by applying articles of metal or such materials to a power driven tool.

The operation, maintenance, dismantling or demolition of plant or any part of plant, being plant or part of plant which contains or has contained acids, alkalis, dangerous corrosive substances, whether liquid or solid, or other substances which are similarly injurious to the eyes, and which has not been so prepared (by isolation, reduction of pressure, emptying or otherwise), treated or designed and constructed as to prevent any reasonably foreseeable risk of injury to the eyes of any person engaged in any such work from any of the said contents.

The use of a high-speed metal cutting saw or an abrasive cutting-off wheel or disc, which in either case is power driven.

The handling in open vessels or manipulation of acids, alkalis, dangerous corrosive materials, whether liquid or solid, and other substances which are similarly injurious to the eyes, where in any of the foregoing cases there is a reasonably foreseeable risk of injury to the eyes of any person engaged in such work from drops splashed or particles thrown off.

The driving in or on of bolts, pins, collars or similar articles to any structure or plant or to part of any structure or plant by means of a hammer, chisel, punch or similar hand tool or by means of a power driven portable tool, where in any of the foregoing cases there is a reasonably foreseeable risk of injury to the eyes of any person engaged in the work from particles or fragments thrown off.

Injection by pressure of liquids or solutions into buildings or structures or parts thereof where in the course of any such work there is a reasonably foreseeable risk of injury to the eyes of any person engaged in the work from any such liquids or solutions.

The breaking up of metal by means of a hammer, whether power driven or not, or by means of a tup, where in either of the foregoing cases there is a reasonably foreseeable risk of injury to the eyes of any person engaged in the work from particles or fragments thrown off.

The breaking, cutting, cutting into, dressing, carving or drilling by means of a power driven portable tool or by means of a hammer, chisel, pick or similar hand tool other than a trowel, of any of the following, that is to say:-

Glass, hard plastics, concrete, fired clay, plaster, slag or stone whether natural or artificial.

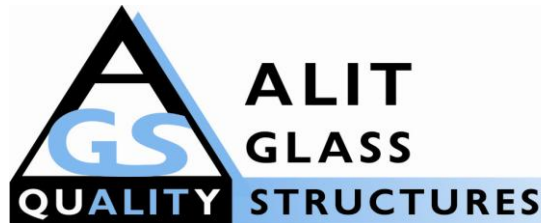
Materials similar to any of the foregoing.

Articles consisting wholly or partly of any of the foregoing.

Stonework, brickwork, or blockwork.

Bricks, tiles or blocks (except blocks made of wood).

Where in any of the foregoing cases there is a reasonably foreseeable risk of injury to the eyes of any person engaged in the work from particles or fragments thrown off.



The use of compressed air for removing swarf, dust, dirt or other particles, where in the course of any such work there is a reasonably foreseeable risk of injury to the eyes of any person engaged in the work from particles of fragments thrown off.

The cutting of wire or metal strapping under tension, where there is a reasonably foreseeable risk of injury to the eyes of any person engaged in any such work from flying ends of wire or flying ends of metal strapping.

PROCESSES IN WHICH APPROVED SHIELDS OR FIXED SHIELDS ARE REQUIRED

Any persons involving the use of an exposed electric arc.

Any process involving the use of an exposed stream of arc plasma

PROCESSES IN WHICH APPROVED EYE PROTECTORS OR APPROVED SHIELDS OR APPROVED FIXED SHIELDS ARE REQUIRED

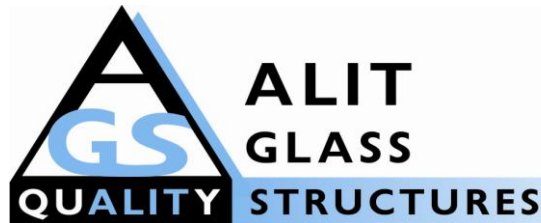
The welding of metals by means of apparatus to which oxygen or any flammable gas or vapour is supplied under pressure.

The cutting, boring, cleaning, surface conditioning or spraying of materials by means of apparatus (not being apparatus mechanically driven by compressed air) to which air, oxygen or any flammable gas or vapour is supplied under pressure excluding any such process elsewhere specified, where in any of the foregoing cases there is a reasonably foreseeable risk of injury to the eyes of any person engaged in the work from particles or fragments thrown off or from intense light or other radiation.

Truing or dressing of an abrasive wheel where in either of the foregoing cases there is a reasonably foreseeable risk of injury to the eyes of any person engaged in the work from particles or fragments thrown off.

The dry grinding of materials or articles by applying them by hand to a wheel, disc or band which in any such case is power driven or by means of a power driven portable tool, where in any of the foregoing cases there is a reasonably foreseeable risk of injury to the eyes of any person engaged in the work from particles or fragments thrown off.

The machining of metals, including any dry grinding process not elsewhere specified, where there is a reasonably foreseeable risk injury to the eyes of any person engaged in any such work from particles or fragments thrown off.



The welding of metals by an electric resistance process or a submerged electric arc, where there is a reasonably foreseeable risk of injury to the eyes of any person engaged in any such work from particles or fragments thrown off.

CASES IN WHICH PROTECTION IS REQUIRED FOR PERSONS AT RISK FROM, BUT NOT EMPLOYED IN THE SPECIFIED PROCESS

Any process involving the use of an exposed electric arc or an exposed stream of arc plasma.

The chipping of metal, and the chipping, knocking out, cutting out or cutting off of cold rivets, bolts, nuts lugs, pins, collars or similar articles from any structure or plant, or from any part of any structure or plant, by means of a hammer, chisel, punch or similar hand tool, or by means of a power driven portable tool where foreseeable risk of injury to the eyes of any person not engaged in any such work from particles or fragments thrown off.

Any process involving the use of an exposed electric arc or an exposed stream of arc plasma.

ACTION TO BE TAKEN IN THE EVENT OF AN ACCIDENT

FATAL ACCIDENTS

Inform the **Health & Safety Executive immediately by telephone, and the General Manager at Head Office**

Enter details in Site Accident Book.

Enter details in Accident Register (General Manager to arrange for relevant details to be entered at Head Office).

General Manager to arrange to forward completed **Form F2508** to the Health & Safety Executive within **three days**, failure to comply with the regulations (**RIDDOR**), The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, is a **criminal offence**.

The Site Supervisor/Engineer to ensure that the scene of the accident is not disturbed in any way until clearance is given by the Health & Safety Executive Inspector.

The Site Supervisor/Engineer to carry out an investigation of the accident taking care to ensure that written statements are obtained from all witnesses.

ACCIDENTS RESULTING TO MAJOR INJURIES

A major injury is legally defined as:-

A fracture of the skull, spine or pelvis.

Fracture of any bone:-

In the arm other than a bone in the wrist or hand.



In the leg other than a bone in the ankle of foot.

Amputation of a hand or foot.

The loss of sight of an eye.

Any other injury which results in the person injured being admitted into hospital as an in-patient for more than **24** hours unless that person is detained only for observation.

ACTION TO BE TAKEN

Inform the **Health & Safety Executive immediately by telephone, and General Manager at Head Office**

Enter details in Accident Book.

Enter details in Accident Register (General manager to arrange for relevant details to be entered at Head Office).

Forward completed **Form F2508** to the Health & Safety Executive within **three days**, failure to comply with the regulations (**RIDDOR**), The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, is a **criminal offence**.

Ensure that the scene of the accident is not disturbed in any way until clearance is given by the Health & Safety Executive Inspector.

MINOR ACCIDENTS - OVER THREE DAYS ABSENCE FROM WORK

The Site Supervisor to carry out an investigation of the accident taking care to ensure that written statements are obtained from all Witnesses.

Enter details in site Accident Book.

Enter details in Accident Register (General Manager to arrange for relevant details to be entered at Head Office).

MINOR ACCIDENTS - UNDER THREE DAYS ABSENCE FROM WORK

Enter details in site Accident Book - no further action need to be taken.

