

HEALTH AND SAFETY POLICY

The Company is committed to providing for the health, safety and welfare of all employees and to maintaining the highest standards.

The Company will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. The Company will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues and where appropriate will liaise with the Health and Safety Executive on particular health and safety issues which are of particular relevance to the Company.

This commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of the Company's directors to ensure that policy is upheld at all times and to provide the necessary resources required.

The Company will conduct its undertaking in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

The Company is responsible for:

- Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risk to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe place of work and providing a means of access both in and out of the building
- Promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.
- Monitoring and reviewing the management of health and safety at work.
- Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of employees.

The above policy needs the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, every employee must:

- Comply with any safety instructions and directions issued by the Company.
- Take reasonable care for their health and safety and the health and safety of other persons (eg other employees, contractors, customers, workmen, etc.) who may be affected by their acts or omissions at work, by observing safety rules which are applicable to you.
- Co-operate with the Company to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on the Company by or under any of the relevant statutory provisions is complied with.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment or protective clothing provided in accordance with the training they have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of the Company's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the Company as misconduct which will be dealt with under the terms of the Company's disciplinary procedure.

Although the final level of responsibility for ensuring health and safety at work lies with the Managing Director and each and every individual employee, certain members of management and staff have specific responsibilities to ensure that the Company's health and safety policy is maintained at all times.

The allocation of responsibility within the Company for health and safety matters is as follows:

- The Managing Director has overall and final responsibility for giving effect to this health and safety policy. The Directors in general are responsible for ensuring there is consultation on health and safety matters with staff as necessary.
- Managers are responsible for the implementation of the health and safety policies in the areas under their control.
- All employees have the responsibility to observe all safety rules and to co-operate with the manager charged with responsibility for the implementation of the Company's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- Any employee who suffers an accident on the Company's premises they (or someone on their behalf) must report that fact to their manager as soon as is practicable after the event. All accidents should be reported however trivial. The accident will be recorded in the Company's Accident Book.

Safety Rules

A. General

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority.
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed to work.
4. Practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Employees shall not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their duties, unless instructed to do so by their team leader or Manager.
6. No worker should undertake a job which appears to be unsafe.
7. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
8. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

B. Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded safely and efficiently.

C. Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway.

D. Tool and Equipment Maintenance

1. Company machinery and equipment is only to be used by qualified and authorised personnel. It is the responsibility of the team leader or Manager to determine who is authorised to use specific

- equipment.
2. It is the responsibility of all employees to ensure that any machinery or equipment they use is in a good and safe condition. Any equipment which is in any way defective must be repaired or replaced.
 3. All equipment must be properly and safely stored when not in use.
 4. No equipment should be used without the manufacturers recommended shields, guards or attachments.
 5. Approved protective equipment must be properly used where appropriate.
 6. Employees are prohibited from using any piece of equipment for any purpose other than its intended purpose.

E. Personal Protective Equipment

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided.

F. Display Screen Equipment

It is the Company's policy to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992. The Company will conduct regular health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. VDU screen users will be allowed periodic breaks associated with that part of their work. Eyesight tests will be provided for VDU screen users on request. Where necessary, VDU screen users will be provided with special corrective appliances such as glasses or contact lenses in the event that these are deemed necessary to correct vision defects specifically associated with the display screen work concerned.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.