



## Policy Statement

### *Environment, Health and Safety*

We believe that health and safety requirements are a management responsibility of equal importance to production and quality. High standards of health and safety performance can add value to our overall business performance. We further believe that all accidents and incidents are preventable. Effective health and safety management is based on a common understanding of risks and how to control them, brought about through good management. Our overall goal is zero accidents and incidents involving environmental, health and safety at all times.

The Responsible Partner will ensure that, as a minimum, applicable environmental, health and safety legislative standards are met.

Those involved in supervising company places of work will be held accountable for ensuring all personnel working within their area of authority continually adhere to the applicable safe working practices and procedures, acting in support of the Responsible Partner's overall responsibilities.

All personnel are responsible and accountable for:

- Implementing the requirements of this policy
- The safe execution of assigned activities and the safety of others around them
- Reporting all accidents or incidents to the Responsible Partner, through their line management, irrespective of their magnitude
- Becoming familiar with the first aid and fire actions as displayed in each office
- Ensuring all work and safety equipment is used in accordance with the manufacturers instructions
- Keeping their work areas clear of all tripping hazards e.g. boxes and trailing cables.

To ensure the objectives of this policy are met, the Responsible Partner will:

- Make arrangements for all personnel and contractors to have access to this policy and applicable safe working practices and be made aware of their individual responsibilities and accountabilities
- Make arrangements for the controlled disposal of all waste products and the cleaning / maintenance of facilities.
- Make arrangements for fire drills and emergency evacuations.
- Make arrangements for providing all personnel with suitable equipment, protective clothing, training and a safe working environment for the tasks they are to perform
- Investigate all reported accidents, incidents and near-misses involving company work activities and take the necessary action to prevent reoccurrence

- Identify deficiencies in environmental, health and safety performance and develop remedial environment, health and safety initiatives where appropriate
- Report environmental, health and safety performance to each board meeting.

### *Risk Assessment*

Within our company, risk assessment and analysis are important loss prevention tools in our pursuance of the protection of people, the environment and company assets.

All work activities will be subject to a Risk Assessment. Normal work activities in the depots and on site will be covered by Generic Risk Assessments. Where there is an abnormal, complicated, or hazardous task, a Specific Task based Risk Assessment will be produced, reviewed by senior management and where possible, the client.

### *Hazardous Substances*

The handling of hazardous substances is limited to general cleaning chemicals and propriety office supplies.

Before any new substance is purchased a Risk Assessment is required. All substances must be used in accordance with supplied instruction and for the designed purpose.

### *Manual Handling*

Reducing any package to the smallest practicable size controls manual handling of equipment. Assistance should be sought where required. Where necessary a Risk Assessment will be carried out.

### *Display Screen Users*

The Office Manager will carry out a Risk Assessment of each workstation and where significant findings are made, these will be recorded. All users of display screen equipment will make themselves familiar with the Display Screen Equipment Work Guidance (L26) and bring any problems to the attention of the Office Manager.

Following discussions with the Office Manager, eyesight tests will, where necessary be arranged for designated users.

### *Drug and Alcohol Abuse*

Our company will provide counselling where necessary to employees subject to drug and alcohol abuse.

Drug and Alcohol testing of company personnel will be carried out where it is suspected that an employee is under the influence of drugs or alcohol, and has been approved by the Partners.

**The co-operation of all employees in these matters is vital to the success of the policy.**

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Responsible Partner

1<sup>st</sup> February 2008