



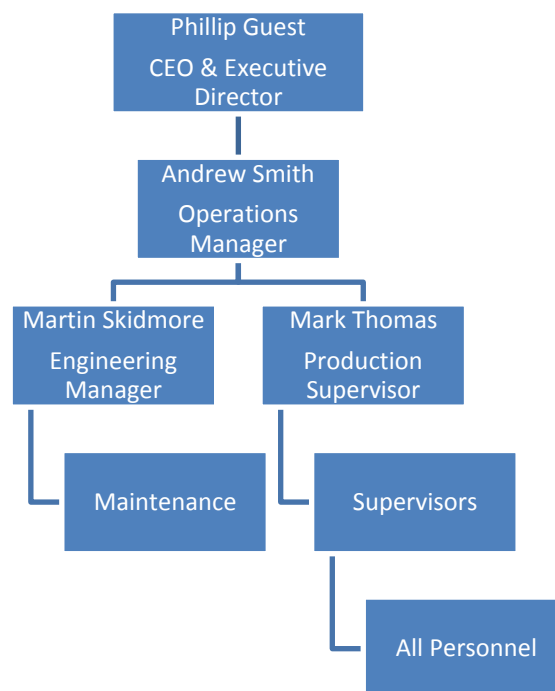
INCORPORATING SERVO SOLUTIONS LIMITED

HEALTH AND SAFETY POLICY

ORGANISATION FOR HEALTH AND SAFETY

Mr Phillip Guest, CEO & Executive Director

Has overall responsibility for health and safety throughout the company. The company structure is attached and outlines clear lines of communication for reporting defects and health and safety issues.



Introduction.

This introduction booklet contains the basic guidelines for safety in the various types of work undertaken within Servosteel.

This booklet should be studied and understood by every employee. It should always be borne in mind however, that safe operation is a result of following safe working practices. The health and safety at work act imposes a clear duty on every employee to take utmost care for the health and safety of himself/herself and of other persons who may be affected by what he or she does or does not do at work. This duty implies not only avoiding recklessness, silly or unsociable behaviour, but by taking positive steps to understand the hazards in the work place, to comply with safety rules, safe working practices and procedures, and to ensure that nothing he or she does, or fails to do, puts himself/herself or others at risk. Failure to comply with this duty lays the individual and the company open to prosecution and civil claims for damages. Therefore safety starts with oneself and concerns everyone. Safety is discussed in every management team meeting, during every morning meeting and within the health and safety committee. The minutes of the health and safety committee are placed on the notice boards for your information. If you have any comments or observations, please contact one of the committee members who will bring it to the next meeting.

Safety is an ongoing issue. Comments on safety or potential hazards shall be forwarded immediately through your supervisor or manager to the CEO & Executive Director or brought forward during the review meeting or health and safety meetings.

Responsibilities.

The CEO & Executive Director has overall and final responsibility for health and safety and will ensure that adequate resources are made available to fulfil the statutory obligations of the company.

The Management Team is responsible for supporting the company policy on health and safety and ensuring its full implementation at their locations, ensuring that individuals are aware of their responsibilities and carry them out.

Stimulating interest in health and safety amongst every employee.

Giving assistance in the light of experience at their location in the regular review of this policy.

Ensuring that health and safety matters are given consideration at all meetings dealing with future planning and policy.

Carrying out inspections to ensure policy is being followed.

Ensuring that new staff is familiarized with policy during their induction together with completion of all required forms etc. and compliance with statutory reporting procedures and other statutory requirements concerning health and safety.

Arranging training/retraining for first aiders in accordance with statutory requirements.

Managers

Each Manager is responsible for:

1. Ensuring that he and his staff are familiar with contents of this policy and that it is conformed to/complied with.
2. Ensuring that all plant and equipment is properly maintained and repaired by competent persons and that records are maintained of this work.
3. The conduct of all contractors coming on site and ensuring that they have adequate Public and Employers Liability Insurance.
4. Ensuring other visitors follow laid down procedures.

5. Ensuring that all his staff are properly trained and a competent person supervises them and that staff under instruction on any piece of equipment at all times supervised.
6. Maintaining a register of which staff are trained for which equipment and ensuring staff are aware of which tasks they may carry out unsupervised.
7. Ensuring statutory notices are displayed.
8. Ensuring that his staff are fully aware of and follow operating procedures. Ensuring the accident book is properly entered and maintained.
9. Ensuring adequate fire fighting equipment is available and properly maintained.
10. Organising and logging regular checks on fire alarm systems and evacuation procedures.
11. Ensuring first aid boxes are provided in accordance with statutory requirements and the contents are replaced as required.

Supervisors

Each Supervisor is responsible for:

1. Ensuring that their staff are familiar with the contents of this Policy and that it is conformed to/complied with.
2. Ensuring that only properly trained staff operates equipment and those they do so in a safe manner.
3. Ensuring staff under training are properly supervised.
4. Regularly inspecting plant and equipment ensuring that faulty equipment is not used, that any faults are reported and remedial action taken.
5. Ensuring that safety clothing/equipment/devices provided are available and worn/used as required.
6. Ensuring locations for first aid facilities and the identity/location/phone number or first aider(s) are known.
7. Maintaining a good standard of housekeeping at all times.
8. Ensuring accidents or dangerous occurrences are reported immediately in accordance with the procedure outlined.

Employees

All employees:

1. Should make themselves familiar with and conform to the Health and Safety Policy at all times.
2. Shall observe all safety rules.
3. Shall make proper use of any safety equipment or devices provided by the Company in addition to those required by legislation.
4. Will conform to all instructions given by Supervisors and others with a responsibility for Health and Safety.
5. Will report all accidents/dangerous occurrences and damage, whether persons are injured or not.
6. Will be encouraged to participate in Health and Safety matters.
7. Must report all (potential) hazards to their supervisor.
8. Will at all times work in a safe manner and keep their area of work clean, tidy and hazard free.

Contractors and Permits to Work

Contractors working on site are to be instructed:

1. To observe the Company Safety Rules and any instructions relating to safety given by any employee on behalf of the Company.
2. Not to work on the premises until authorized by the relevant Manager and issued with a "permit to work".
3. Not to work on the premises unless covered by insurance against risk.
4. The person engaging the contractors should ensure that these instructions have been complied with.

Visitors

Visitors should:

1. Be instructed to report to the reception and be issued with badge and any necessary safety equipment.
2. Should not be allowed to walk around unescorted unless approved by a member of the Management Team.
3. Be instructed in any necessary safety regulations prior to entering the area concerned.

Safety Committee

The site has a Health and Safety Committee. This is chaired and run by volunteers; however the Operations Manager participates as a responsible person. The names of the persons in the Safety Committee are displayed on the notice boards.

First Aid

The following information is displayed on the notice boards. The names, locations and telephone numbers of trained First Aiders and the person responsible for maintaining the First Aid Boxes.

GENERAL GUIDANCE

Personal protective equipment (PPE) must be used wherever the Company has so stated. Whatever operation, function or duty employees are carrying out for the Company it must be done in accordance with the safety working procedure laid down by the management team and in accordance with national and local Health and Safety regulations.

Horseplay, skylarking and throwing of any article is dangerous and is strictly forbidden.

Unsafe conditions must be reported promptly to your immediate superior.

Good housekeeping is essential to the maintenance of safe and healthy conditions. Work areas must be kept clean and free from rubbish. This is the responsibility of the person working in the said area.

If illness is felt, or any other condition that may affect your safety or the safety of others, your immediate supervisor must be informed.

All injuries at work, however slight, must be reported immediately to your supervisor. A person who has been suitably trained should treat injuries.

Make sure you know the location of emergency equipment such as fire extinguishers, fire alarm points and telephones in your area and that you are aware of the correct procedure to adopt in any likely emergency.

Always use the recognised aisles and gangways. Short cuts can often lead to danger and should not be used.

Do not climb on the steel stock.

Only approved means of entrance and exit may be used. Fire doors should remain closed.

Glass of any description shall not be placed in waste paper baskets.

Do not experiment with unfamiliar equipment.

All spillages (coffee, teas, water, oil or solvents, etc.) must be cleaned up immediately.

Animals could be dangerous in our working environment; therefore employees shall not bring animals into the workplace or encourage a stray. Any animals introduced by the Management into the workplace (e.g. guard dogs etc.) will be the responsibility of the Management. Any employee who introduces an unauthorised animal into the workplace will be liable for any accident, injury or damage caused by or attributed to the animal.

Children are only allowed on site with the specific permission of the CEO & Executive Director or a member of the Management Team. If permission is granted they must be supervised at all times.

Working on site or driving Company vehicles whilst unfit to do so because of alcohol or drug usage is dangerous and will result in disciplinary action being taken.

Local instruction will be given regarding the requirement to use protective equipment and the areas in which various items must be used.

Drivers of Company vehicles will comply with Road Traffic legislation requirements and drive in a proper and safe manner.

No one may work alone on the site other than for the purpose of carrying out management/administration functions in the offices area only, however, one person in Security is permitted anywhere on the site.

Lifting and Handling, including fork lift trucks

Many injuries are caused by the use of improper lifting methods. Make sure of proper balance by correct positioning of the feet, bent legs and a straight upright back. Lift without twisting the body. (See safe working procedures regarding manual operations regulations 1992 from your respective manager).

Do not attempt to lift a load that is too heavy ask for assistance. Unauthorised equipment must not be used for lifting.

Lifting equipment must not be altered, modified or repaired, except by the manufacturer, a professional repair company or personnel authorised by the Works Manager/Supervisor.

Lifting equipment must not be used to lift loads in excess of the marked weight.

It is essential that any defect observed in any item of lifting machinery or tackle should be reported without delay to your immediate superior.

Every 6 months the Company's Insurers will carry out a full inspection on all lifting equipment. Once inspected it will be coded for that period of 6 months.

Transport

Drivers are responsible for the safe loading of their lorries, and the state of load chains, etc.

It is the responsibility of the driver or operator of any Company vehicle to report defects in that vehicle to his/her supervisor without delay.

Petrol/diesel spillages must be cleaned up immediately and reported to the Environmental Supervisor.

Drivers should ensure their lorry is fitted with a reversing buzzer and only reverse into loading bays when instructed to by an authorised person.

Electrical Equipment

Only professional electricians or personnel authorised by the Engineering Manager may install, alter or repair electrical equipment or installations. Danger cards or safety cards placed by electricians must not be removed except by the person who placed them.

Instructions and conditions of any danger card must be strictly observed. All portable electrical equipment will be tested according to current regulations. Do not allow electrical cables to cross the floor over gangways etc.

COSHH

Fuel and chemicals such as bleach, cutting oils etc. should be handled with caution in accordance with the manufacturers instructions. If you have any doubts about the procedure to be followed ask your supervisor before handling.

Means of Access, Gangways, Ladders and Stairways

All gangways and stairways are clearly defined and must be kept clear of obstruction.

Material and equipment must not be placed in a position where they obstruct any part of the aisle or gangway.

Unsafe conditions on gangways, Stairways or other means of access should be reported without delay to your immediate superior.

Ladders, stepladders etc. whether fixed or portable, must be kept in good condition.

Ladders with obvious defects such as missing rungs, cracks in rungs or uprights must not be used. The defects must be reported to your immediate superior without delay. No person should climb a ladder other than one, which is securely fixed to a building or structure unless it is well positioned and firmly held by another person. Properly constructed creeper ladders or crawling boards must be used for access and works on roofs are sloping or made of fragile materials.

Guards and other Safety devices

Guards and safety devices are provided for your protection. Make sure you know how safety devices operate, how to check their operation and report any defect to your immediate superior.

Always check that guards and safety devices are in position and in good order starting work; Guards and safety devices must not be removed from any machine whilst in motion. Guards and safety devices must not be altered, modified or re-positioned except on the instructions of a suitable qualified person and authorised by the Operations or Engineering Manager.

Personal Protective Equipment (PPE)

Suitable and correct clothing for your job should be worn. Loose clothing can be caught in machinery. Long hair must be covered on controlled near moving machinery. In certain areas and for defined operations, PPE (e.g. helmets, goggles, ear defenders, gloves etc.) is provided and must be used. Safety shoes and boots are issued to all employees and must be worn. Do not enter such area unless you are using the correct PPE.

Compressed Air

It can be dangerous if it is improperly used.

It must never be used for practical Joking. Any such misuse will be regarded most seriously and may result in instant dismissal.

Compressed air lines should not, in any circumstances, be pointed at another person.

Compressed Gases

Compressed gases used for cutting, such as oxygen and propane, must be carefully handled and treated with respect and only by authorised personnel. They must be properly identified and fixed to the wall or caged. Ensure valves, regulators and pipes are kept free from grease as this condition can cause ignition and explosion. No smoking is permitted in the vicinity.

Appropriate safety equipment, as defined locally, must be used. Misuse will result in instant dismissal.

Fire Precautions

Good housekeeping and tidiness are essential parts of fire prevention. All employees are requested to keep work areas clean and tidy and to avoid unnecessary accumulations of rubbish

In departments where an accumulation of waste occurs it must be placed in the receptacles provided.

Fire exits must be kept clear at all times. They must not be locked shut whilst people are present on site.

Highly flammable substances and liquids must be handled with care and in accordance with instructions.

If there is cause to use a fire extinguisher you must ensure that your immediate superior is aware that it needs re-charging.

Do not return it to its station empty your life may depend on it in the future. Learn how to handle fire-fighting equipment correctly read the instructions. Fire extinguishers must always be clearly visible. Do not hang garments etc. on the extinguishers.

No smoking where it is forbidden.

No naked/open flames are allowed near any flammable or explosive substances. In the event of fire, the alarm should be raised by the person discovering the fire, all staff should leave the building quickly and calmly by the quickest safe means.

Do not stop to collect personal possessions. No one should take any risk in attempting to extinguish the fire. Do not return to the building until advised that it is safe to do so.

Do not use fire extinguishers to prop open doors.

Warning Signs

Signs and notices are displayed for your protection, **OBEY THEM AND BE ON YOUR GUARD.**

Accident Investigations

The reasons for investigating accidents are legal, humane and economic. The results will be applied to improve this Health and Safety policy so as to prevent re-occurrence of similar accidents. The objective of an investigation will not be to apportion blame so please cooperate.

The scene of any accident will be visited immediately by the supervisor together with the relevant Manager to take statements from any witnesses and to make a thorough investigation of the circumstances of the accident, with a view to recommending means of avoiding further similar accidents. All accidents must be reported to the Operations Director as soon as possible.

Accident Reporting

In the event of accidents which result or may result in injury and which may result in a person being absent from work, procedures laid out in the current Report of Injuries, Diseases and Dangerous Occurrences Regulations must be followed, a copy of these regulations will be held in the Health and Safety File. Copies of all records must be held on file.

The measures taken to ensure Health and Safety at work do not completely eliminate every hazard and prevent all injuries. Accidents that do occur, whether they cause injury or not will be investigated to prevent recurrence. Employees are instructed in the interest of their own, and other people's Health and Safety to report all accidents and hazardous situations to their supervisors.

Office Safety

1. Keep all working areas clean and tidy.
2. Do not put cables or telephone leads across the floor where they could become a trip hazard.
3. Before plugging equipment into the mains, ensure that the plug and cable are in good condition. Do not use unauthorised equipment, e.g. heaters which may overload the circuits.
4. Do not attempt to repair electrical equipment unless you are properly qualified but report it to your manager.
5. Always unplug equipment before leaving the office (except for certain equipment e.g. computers etc., which requires to be run overnight).
6. Unauthorised electrical equipment must not be used.
7. Do not overload shelves and cupboards so that the contents are likely to fall. Have one drawer only of a filing cabinet open at any time to prevent it from tipping over.
8. Do not leave papers, boxes, equipment etc. lying on the floor as a trip hazard.
9. Do not leave drawers open unattended.
10. Waste paper is a fire hazard and should be properly disposed of from the offices on a daily basis.
11. Keep fire exits clear at all times. Do not store flammable material close to fire exits.

Display Screen Equipment

The use of all computer equipment must comply with the display screen equipment directive. Do not operate DSE unless authorised to do so by the appropriate Manager/Supervisor.

In working with DSE it is important to get the environment right, and to ensure that the DSE is correctly adjusted. Any work which involves staying in the same position and concentrating for a long time can cause problems. The risks can be minimised in work with DSE by following these instructions:

1. Screen: readable and stable image, adjustable, glare free.
2. Keyboard: usable, adjustable, key tops legible.
3. Surface: allow flexible arrangement, spacious, glare free, document holder as appropriate.
4. Work chair; appropriate adjustability. Footrest if required.
5. Leg Room and Clearances: to facilitate postural change.

6. Lighting: provision of adequate contrast, no direct or indirect glare or reflections.
7. Distracting noise minimised.
8. No excessive heat: adequate humidity.
9. Software: appropriate to the task and adequate to user capabilities, provide feedback on system status, no clandestine monitoring.

Storage of Material

1. Ground stored material must only be placed on firm level ground. Timbers used as dunnage must be of adequate size and strength for the weight imposed and in sound condition.
2. Material should only be stacked to a height that is safe. This will vary according the type of material. Safe heights will be defined locally for each product group.
3. Unsafe stacks must be immediately notified to the Production Supervisor and the surrounding area cleared of personnel. Rectification work should be carried out under his instruction and supervision.

Operation and Material Handling by Crane

Do not operate cranes unless you are authorised to so by the Operations Manager or Supervisor.

Ensuring the following:

1. In all lifting operations, care should be taken to ensure that the safe working load capacity of the equipment is not exceeded.
2. Care should be taken to ensure that in all stages of lifting a load it remains in a stable condition.
3. Where an operation requires more than one person to handle the sling or guide the load, it is good practice that one person gives signals to the driver. This does not apply in the case of the emergency stop signal, which can be given by anyone. It is essential that everyone on a particular site use the same signals to avoid confusion.
4. Do not place any part of your body underneath a load. Make sure you have control over the load and keep other people away for it at all times.
5. It is not permitted to travel on loads or equipment unless the equipment is specifically designed for this purpose.
6. Equipment is to be used in the matter specified by the manufacturer. No modifications may be made to equipment unless allowed by the manufacturer. In particular, bolts etc. should not be placed between links to shorten chains.
7. Do not use the banding wire to lift a bundle of steel.
8. On large bundles keep the chain around the bundle while breaking the binding. Break the centre band first, then the outside, stand clear and lower then bundle
9. Ensure that you will not be trapped against an adjacent stack should something untoward happen.
10. Loading onto vehicles should be carried out by two people, one to operate the crane, the other to be the driver of the vehicle to place the material load on the vehicle.
11. Special care should be taken to avoid collision where two or more cranes are operating on the same track.
12. Where additional equipment such as vacuum or magnet lifting equipment is fitted to a crane local instruction will be issued for its safe usage
13. Report any problems or defects immediately to your Supervisor.

Remote Control of Cranes

Do not use remote control equipment unless you have been authorised to do so by the Operations Manager or Supervisor. Ensure that you understand the following in addition to the section on crane operation and material handling.

1. When controlling a remote control crane, always watch where it is going. Do not turn away to look at something else or allow yourself to be distracted.
2. Ensure that loads moving down a bay under a remote controlled crane are hoisted high enough to clear any obstacle, which they have to pass over.
3. Do not move a crane unless you are in the same bay as it is.
4. Do not lower a load to the ground or a lorry deck unless you are in the position to see that it will be landed safely.

Fork Lift Trucks

Do not operate forklift trucks unless authorised to do so by the Operations Manager or Supervisor.

Ensure you understand the following:

1. All Fork Lift Truck operators to be tested and certified.
2. At the start of each shift, carry out the checks recommended by the equipment manufacturer.
3. Be careful to avoid pedestrians. Sound your horn at every possible danger point, but remember this does not give you the right of way. Also do not run over unprotected cables etc.
4. Drive with the forks down, approximately 6"/150mm from ground level and the mast tilted slightly backwards.
5. Do not pick up a load when anyone is standing nearby. Do not allow people to walk underneath the load.
6. Do not exceed the safe working load of the equipment. The use of attachments, e.g. fork extensions may alter the characteristics of the truck. This should be checked with the equipment manufacturer. Unauthorised attachments must not be used,
7. On slopes take care to ensure that the load will not slide off the forks. Sometimes it may be necessary to travel in reverse to ensure this. Do not stack and un-stack on inclines as the truck may become unstable.
8. Passengers must not be carried unless the equipment is so designed.
9. When not in use the equipment should be parked in the designated area with the engine off and brakes on.
10. Report any problems or defects immediately to your supervisor.

Coil Processing Equipment

Do not operate equipment unless authorised to do so by the Operations Manager/Supervisor.

Ensure you understand the following:

1. Before starting equipment ensure all guards are in place and working correctly.
2. Ensure you have all the relevant safety equipment and clothing.
3. Check all hydraulic and pneumatic pipe work for leaks.

4. Keep working area clear of obstructions and maintain a good standard of housekeeping.
5. Check data sheets for oil used on steel surface. Avoid skin contact.
6. Follow safe working procedures as laid down by Operations Manager and in accordance with National and Local Health and safety Regulations.
7. Report any problems or defects immediately to your supervisor.

Repairs and Maintenance to all equipment except computer hardware which is under the jurisdiction of the Financial Director.

Do not carry out repair or maintenance work unless authorized to do so by the Operations Manager. Ensure you understand the following:

1. Do not work on equipment that you do not understand or are not competent to repair.
2. All work must be carried out to the standards required by the manufacturer of the equipment using good quality spare parts.
3. On completion of work, all safety equipment such as guards must be in place and functioning before a machine may be put into service.
4. It is a requirement of the Factories Act that when a person is working on a crane track no-one may bring a crane within 6 metres of them. Therefore, you should ensure that there are blocks on the tracks of that the cranes are disconnected from the power prior to commencing work and that this continues until the work is completed.
5. When working on electrical equipment, ensure that the power is isolated before starting work. You should ensure that it is not possible for someone else to reconnect the power until you have finished.
6. Use the proper tools and equipment.
7. Do not use unsteady or damaged ladders. Ensure that ladders are properly secured prior to using them.
8. Observe all instructions/recommendations from the manufacturer of the equipment
9. When working with someone else, ensure that all communication is clearly understood. If unsure, ASK, especially in situations where, for example, you think, but are not certain, that your colleague has asked you to turn on the power or start up a machine.

Power Tools

Before using power tools ensure you understand the following:

1. Only 110-volt appliances to used.
2. Tools may only be used for the tasks for which they are designed and in accordance with the manufacturer's instructions.
3. Do not use power tools in damp environments. Keep the equipment & leads dry.
4. Avoid using extension cables if possible. If they are essential, ensure they are of the correct rating, in good condition & not placed so as to expose to the possibility of damage.
5. Tools should be properly serviced & repaired to the manufacturer's specification.
6. When not in use, tools should be properly stored.
7. Appropriate equipment, as defined locally, must be used.
8. Report any problems or defects immediately to your supervisor.

Hand Tools

1. All hand tools (Knives, spanners, etc.) must be kept in good & safe conditions.
2. Defective hand tools & similar equipment must be repaired or replaced.
3. Hand tools must only be used for the purpose they were designed & intended.
4. Hand tools must be used in a safe & proper manner.

Risk Assessments.

1. Risk assessments will be carried out on any new equipment or process (including movement of display screen equipment).
2. Risk assessments will be reviewed to identify risks & to monitor standards & procedures together with any necessary follow-up action.

Training.

In accordance with the HASAW 1974, Servosteel provides both instruction & basic job training with follow up training when changes occur & for periodical awareness updates.

Environmental

The management of this site is committed to:

- An ISO 14001 Environmental Management System

This has the ultimate aim of:

- Preventing pollution
- Controlling our environmental impacts
- Continuous improvement
- Complying with our applicable legal requirements

Applicable legal requirements for this site include:

- Environmental Permitting Regulations / Integrated Pollution Prevention Control permit for our pickling activity
- Consent to discharge to sewer for trade effluent
- Consent to discharge to controlled water for surface water
- Duty of care for waste
- Hazardous Waste Regulations

It is essential and a contractual obligation that you act in an environmentally responsible manner for the duration of your visit.

Waste Management

Servosteel takes its environmental responsibility very seriously, and this includes control and disposal of waste from the site. As a visitor to our site, it is your responsibility to dispose of any waste materials, which **should only be disposed of in our waste skips if permission has been granted by the Management.**

All skips on site are labelled with acceptable waste types. A summary of the receptacles in use on this site is listed below:

Oil Contaminated Waste (IBC's) For any waste which has or is suspected to be, contaminated with oil.
Commercial Waste For disposal of general, non hazardous waste, which is suitable for landfill.
Filter Cake For metal hydroxide filter cake only.
Paper For office paper, leaflets and envelopes.
Metal Scrap For steel banding, steel off cuts, steel scrap bobbins and any other metallic waste.
Waste Oil For disposal of waste oil and water/oil mixtures.
Roll on Roll Off For bulk disposal of non hazardous waste, including site clearance.

Spillages

This site borders the Fens Pool Site of Specific Scientific Interest (SSSI), which is protected by law. All surface water from this site (car park drains and building drains) drains to the Fens Pool SSSI, so anything spilt on our roadways has the potential of contaminating surface water draining to the Fens Pool SSSI. In order to mitigate any accident hazards, we have:

- Emergency Drain Covers, located in our weighbridge and in the Effluent Treatment Plant
- Emergency Spill kits located around the exterior and interior perimeter of the factory.
- Emergency Shut Off Valve to Fens Pool Outlet.

Should you have or witness a spillage of any kind, contact a member of staff immediately. Protection of the drainage network is of paramount importance!

Litter

Please ensure that all items of litter are safely deposited in waste bins located around the site. If you are unable to find a waste bin, please contact a member of our workforce and they will point you in the right direction. Be advised, we operate a "zero tolerance" policy for offences of fly tipping and unauthorised waste disposal.

Do's and Don'ts

Do act in an environmentally responsible manner.

Do clear up any waste/debris that your activities create.

Do inform management of any spillages as soon as possible.

Do wear adequate personal protective equipment

Do ensure that you have assessed the risks both environmental and health safety prior to conducting any work

Do not empty any substance into any site drains

Do not dispose of any waste without permission from a senior manager.

Do not light fires or burn waste

Do not drop litter

Emergency procedure.

In the event of an accident requiring emergency treatment, go to any internal telephone.

Dial 9 followed by 999, ask for Ambulance or any other emergency service required.

Safety starts with oneself & concerns everyone.

It is the company's policy that all aspects of the working environment, in each work area throughout the site, together with the key business processes, be maintained to an excellent standard.

The CEO & Executive director ensures that this high standard is upheld & carries out formal audits on areas such as noise, lighting, housekeeping & environmental issues together with reviewing any safety hazards on all sites. The results of all audits, together with appropriate actions are discussed by the health & safety committee & by the management team.

Last, but not least, all the safety procedures & practices mentioned in this policy must be complied with at all times & any breach of this may result in disciplinary action being taken.

Remember, safety begins with oneself & concerns everyone.



Phillip Guest

Executive Director