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Statement of Health and Safety Policy

(in accordance with
Health and Safety at Work Act 1974)



Document: H&S Full
Updated: 01.01.2008

Directors
J Elliott MD
M McGregor
C Lee

Temporary and permanent recruitment solutions in the UK and Europe

Head Office, Price House, 37 Stoney Street, Nottingham, NG1 1LS, Tel : 0115 910 6666, Fax : 0115 910 6660,
Regional Office, 2 Sheriff's Orchard, Coventry, CV1 3PP Tel: 02476 493400, Fax 02476 493401
Linsco Ltd. Registered Office: 4 Millicent Road, West Bridgford, Nottingham. Reg No. 1370096 (ENG) VAT reg 385 4918 09



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Part 1: Statement of intent

It is the firm policy of this Company to take all practicable steps to safeguard the health, safety and welfare of all employees and other persons arising from work activities.

The Company will provide adequate and proper facilities to safeguard the health and safety of employees and will maintain close cooperation with clients, subcontractors, suppliers and other persons as appropriate to reduce inherent risks to an absolute minimum.

Employees will be encouraged to co-operate with the management of the Company in the promotion of the safety policy and of the Company safety rules. Each employee is reminded that he has a legal responsibility not to endanger himself or others by his acts or omissions whilst at work.

The management have the final responsibility for any matter affecting health and safety, including a responsibility for the provision of safety training.

The Company will permit such representation as prescribed under the safety representatives and safety committee's regulations 1977 and will consult with such safety representatives on all matters appertaining to health and safety, as will be required by future legislation.

It is of particular importance that all employees involve themselves in matters relating to health and safety by the very nature of the operations of the Company, and in those situations which appear to have a high risk; reasoned reporting to the supervisor is encouraged. This active involvement refers to equipment, tools, working practices and conditions. All constructive suggestions will be actioned to continue our commitment to health & safety, quality of service and customer satisfaction.

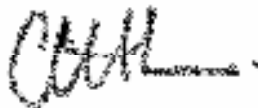
All Company employees, including sub-contractors and labour-only sub-contractors, will be required to abide by the Company safety rules. A copy of the Company safety rules will be distributed to all sites.

All employees and all sub-contractors are responsible for ensuring that any and all accidents are reported to head office, that details are entered in the statutory accident book that day or as soon as practical the following working day and if working on a contracted site that the main contractor is advised. Dangerous occurrences must be similarly reported.

The Company is a member of the H. & G. (Construction Safety Association) Ltd. And the association's safety officers are appointed to advise on all safety matters and to ensure that the Company is in full compliance with all safety regulations.

Signed

C Lee, Director



1st January 2010

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STATEMENT OF SAFETY POLICY

Part 2 : Organisation and control

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The Managing Director, Mr C Lee, will be responsible for the implementation of the Company's Health and Safety policy and will ensure that all employees and sub-contractors engaged by the Company, observe the Company safety rules and:

1. General

1.1 will ensure that the objectives of the Company's Health and Safety policy are fully understood and observed by all levels of management and employees.

2. Communication

2.1 will ensure that adequate communication channels are maintained within the Company so that information concerning Health and Safety matters, which may affect any or all employees, is communicated and any matter concerning Health and Safety brought up by any employee is directed to the appropriate member of management.

3. Training

3.1 will delegate responsibilities for Health and Safety matters to all levels of management within the Company and ensure that they are adequately trained and instructed to undertake those responsibilities.

4. Funds

4.1 will sanction adequate funds, materials and equipment to meet the Health and Safety requirements of the Company.

5. Insurance

5.1 will evaluate all risks in the Company relating to matters concerning Health and Safety and, in particular, accidents, loss or damage to Company property or risks to members of the public through any Company activity and ensure that the Company's liabilities are adequately covered by insurance.

6. Safety equipment

6.1 will ensure that correct, adequate and sufficient safety equipment is provided and properly maintained in all areas within the Company and will ensure that all items of first aid are under the control of the appointed person for each site.

7. Systems of work

7.1 will ensure that safe systems of work are carried out on construction sites in accordance with statutory regulations and the Company's safety rules.

8. Noise

8.1 will ensure that assessments are carried out to monitor the levels of noise on site to ensure compliance to noise Regulations.

9. Control Of Substances Hazardous To Health (C O S H H)

9.1 will ensure that assessments are carried out on all substances used by the Company prior to their use.



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- Each operation when hazardous substances or materials are used or stored (including waste products) require the completion of a COSHH assessment to identify and evaluate the risks associated with its use storage and disposal.
- COSHH assessments should be carried out by the relevant Head of Department and recommendations implemented, this may include the use of personal protection equipment
- All employees with a responsibility for ordering such materials must ensure that the suppliers of all hazardous materials or substances provide a Hazard Data Sheet for substance and produce an inventory
- The more hazardous substances used are classified under the Classification Packaging and Labelling (CPL) Regulations as very toxic, toxic, irritant, harmful or corrosive. Substances falling within either one of the categories should have on their containers, a black symbol on an orange background, with the appropriate pictogram and hazard warning written underneath.

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Having identified hazardous substances

- Gather appropriate information about the detrimental effects and risks to health from exposure to it
 - Introduce appropriate measures to prevent or control the risk from bodily contact, the 3 main routes into the body being, ingestion, inhalation of fumes or dust, or through the skin.
 - Ascertain and implement the necessary controls needed ;-
1. Take into account the form and substance of the substance, how might it affect people and who could it affect?
 2. Can the amount of substance needed be reduced, or can it be replaced with a less hazardous substance?
 3. Can the procedure be enclosed; can a local exhaust ventilation system be used?
 4. Does exposure time need to be limited and maximum exposure limits set?
 5. Personal Protective Equipment, such as respirators or protective clothing may be needed, and its use monitored

Health surveillance may be needed and records kept

10. Workplaces, after the workplace (Health, Safety And Welfare) Regulations 1992

10.1 will ensure to the best of practical ability and by instruction to employees to keep all escape routes and emergency exits clear, workplaces clean rectify faults quickly and maintain safety equipment.

11. Work equipment, after the provision and use of work equipment regulations 1992

11.1 will ensure that all equipment is maintained properly adapted and suitable for hazards which are foreseeable and all measures are taken to minimise the risks.

12. Personal protective equipment after the PPE at work regulations 1992

12.1 a suitable assessment of the risks presented will be carried out and suitable provision made if mechanical systems are impractical.

13. The manual handling of loads

13.1 will carry out an appraisal of the work presented to employees and by this assessment will reduce the risk of injury by introducing mechanical aids and methods of work to suit the task.

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14. Head protection

14.1 will ensure that helmets are worn by all persons on all sites when not involved in site office duties or when eating in the mess facility provided. Dispensation will only be condoned following site foreman approval and issue of written consent to the relaxation.

5. Accidents

15.1 will ensure that all incidents and/or dangerous occurrences requiring notification to the Health and Safety executive are reported on the appropriate forms and a copy of the accident report form is forwarded to the association's safety officer.

16. Safety meetings

16.1 will liaise with the association's safety officer with regard to safety training and the arrangement of any other meetings organised on Health and Safety matters.

17. Forward planning

17.1 will ensure that safety is a prime consideration in all forward planning in the hire of plant and equipment used on construction sites and the installation of machinery used in the office and workshop premises.

18. Working on major/main contractor sites

18.1 will ensure that adequate detail of any specific requirements of the major/main contractor are fully reviewed and passed directly to the labour force as applicable.

18.2 detail of risk assessments, COSHH assessments and manual handling practices will be requested of the major contractor or detail as to the location and site procedure for such information instruction and training as may be required by the major/main contractor.

Company Safety Rules

The construction worker, having responsibility for safety matters in his immediate work are on site will comply with the following items and Company safety rules as applicable to the site and nature of the contract: -

1. General

1.1 will ensure that all employees under his control fully understand and observe all aspects of the Company safety policy.

2. Safety equipment

2.1 the employee will make sure that he and other employees use the safety equipment that is provided, where it is kept and are familiar with its use. The construction worker will make every effort to ensure that employees use safety equipment as and when necessary and report any loss or damage.

2.2 will ensure that all personnel under his control know what first aid and fire equipment is provided, where it is kept and what to do in an emergency.

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2.3 when supervising work in occupied factory or office premises will ensure that all fire escape doors, equipment and alarms are kept clear of obstruction and easily identified at all times.

3. Communication

3.1 will ensure that any authorised information related to Health and Safety is communicated to all personnel under his control including risk assessments as necessary.

3.2 will ensure that any matter concerning Health and Safety brought up by any of the personnel under his control is communicated to the construction worker, so that the necessary remedial action can be taken.

3.3 will advise the site management and possibly Linsco managing director, of any breach of statutory requirement or any item considered to be unsafe which is under his control and which cannot be effectively dealt with.

4. Systems of work

4.1 will ensure that all personnel under his control are instructed concerning safe systems of work.

5. Training

5.1 will ensure that all employees have been trained and instructed to perform all tasks required of them and are made aware of the known hazards which may exist within the operation of those tasks.

5.2 will ensure that new employees fully understand the safe operation of plant and tools or equipment used at the direction of the Company and that a valid risk assessment is undertaken and made available.

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6. Accidents

6.1 will report all incidents and dangerous occurrences including damage accidents direct to the managing director responsible for safety.

6.2 will ensure that details of accidents, regardless of the nature of the accident, are entered into accident book

6.3 will ensure that the association's accident report form is completed for all lost time accidents and any dangerous occurrences or damage accidents.

7. Safety checks

7.1 will constantly be aware of the risks in his area of work.

7.2 excavation work - the employee will confirm that the site foreman has:-

- A) acquainted himself with the position of all underground services in relation to the proposed excavation.
- B) briefed all relevant personnel as to the position of such services and post cautionary signs.
- C) ensured that an adequate supply of access ladders of suitable length and in good condition are available.
- D) ensured that an adequate supply of shoring material is available.
- E) satisfy himself that the personnel who carry out the work are competent to do so.

7.3 scaffolding - will take note of any site direction and will not misuse, or abuse, alter or modify any scaffolding structure.

7.4 hoists - will not operate unless he has been specifically trained and instructed and is competent for the operation of the specific hoist type.

7.5 electrical appliances - all electrical appliances used on site will:-

- A) be installed by competent electricians.
- B) be operated through 110 volt transformers with a centre tap to earth.
- C) be connected to electrical systems by means of correct sockets and plugs which comply to British Standard Specification 4343.
- D) be properly protected from adverse weather conditions.
- E) be properly supported above head height and not allowed to trail along floors or stairways.
- F) be repaired by competent electricians.

8. Facilities

8.1 will ensure that all areas of the site are maintained in a safe condition and any defective plant, machinery, tools or equipment is reported to the managing director or site agent., When necessary, taken out of use until repaired or replaced.

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9. Safety helmets

9.1. Will ensure that safety helmets are worn by all personnel on all construction sites as laid down by the head protection regulations.

Sub-contractors have a duty to provide their own safety helmets to comply with all standards of accepted Health and Safety practice.

10. Foot wear

10.1 the Company expects every individual employed on site or visiting the site to provide themselves with adequate footwear for the site conditions.

On no account will trainer type soft shoes be accepted as adequate and persons must be aware that access to site may be barred.

Employees and sub-contractors

All employees and sub-contractors: -

1. Must fully observe the rules of the Company safety policy.
2. Must report all safety hazards noticed on site or malfunction of any item of tool or plant immediately to the supervisor.
3. Must conform to all written or verbal instructions given to them to ensure their personal safety and the safety of other is.
4. Must be sensibly and safely dressed for their particular working environment.
5. Must provide and wear safety helmets unless formally directed otherwise.
6. Must conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
7. Must use all safety equipment and all protective clothing as may be provided.
8. Must avoid any improvisation of any form which could create an unnecessary risk to their personal safety and to the safety of others.
9. Must maintain all tools and equipment in good condition and report defects to the supervisor immediately they occur.
10. Must report all accidents to the supervisor, whether injury is sustained or not.
11. Must attend any training designed to further the needs of Health and Safety.
12. Must become acquainted with all processes, materials and substances used in connection with the work.
13. Must become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst on construction sites or working on clients or customers premises)

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14. In liaison with the immediate supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities.

In addition to the above responsibilities the Health and Safety At Work, Etc. Act 1974 places legal duties and statutory responsibilities on all employees. These are: -
Section 7 of the Health and Safety At Work, Etc. Act 1974 states: -

A) to take all reasonable care for the health of himself and of persons who may be affected by his acts or omissions whilst at work.

B) to co-operate with his employer to enable the employer to carry out his legal duties or any requirement as may be imposed.

Section 8 of the Health and Safety At Work, Etc. Act 1974 states:-

No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety or welfare.

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The Health & Safety Advisory Service

The association safety advisor

The Company is provided with safety services by the Health & Safety Advisory Service Ltd. The association safety officer is appointed to advise on all safety matters and to ensure that the Company is in full compliance with all safety regulations.

1. General - when requested to carry out an inspection of a site, the association safety officer will:-

1.1 carry out a complete inspection of the site, taking into account all working activities, including the activities of supply-and-fix sub-contractors and, when appropriate, activities of occupiers of adjacent premises when such activities are likely to affect the safe working of the site.

1.2 note all defects on the site safety report form.

1.3 send a copy of the report to the Company head office within 24 hours of the inspection being carried out; If urgent by facsimile.

1.4 leave a copy of the report form with the site foreman.

1.5 when he finds defects of a recurring nature he will indicate this on the site safety report form.

2. Incidents, diseases and dangerous occurrences - in the event of reportable injury disease or dangerous occurrence, the safety officer will attend the site and will:-

2.1 carry out a thorough investigation of the accident and/or dangerous occurrence.

2.2 obtain written statements from witnesses and the supervisor.

2.3 take photographs when and where necessary.

2.4 make out a written report and forward a copy to the managing director.

2.5 ensure that records of all notifiable injuries, diseases and dangerous occurrences are retained for a period of at least three years after the accident has occurred.

2.6 ensure that the HSE Incident Contact Centre has been notified as soon as possible for major incidents and within 10 days for all other notifiable incidents.

2.7 the safety advisers will not divulge any information to any person unless authorised by the managing director responsible for safety.

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STATEMENT OF SAFETY POLICY

Part 3 : Safety Rules Abbreviated

General

The purpose of this document is to define the safety rules which apply to all employees and sub-contractors in accordance with the requirements of the Health and Safety At Work, etc. Act 1974. It is the duty of every employee to observe the following rules and behave in a manner that it is safe and reasonable towards fellow employees, the Company, its suppliers, customers and visitors.

Failure to comply with the following general rules will render employees liable to disciplinary action such as warnings and where no improvement, possible dismissal. This list is not exhaustive.

1. Working practices

1.1 employees must not use any machinery, plant or equipment for which guards have been provided, without those guards being in the authorised position and in full working order. Any faults or damage to guards must be reported to supervision immediately.

1.2 employees must not clean any machinery, plant or equipment whilst it is in motion.

1.3 employees must not leave any machinery, plant or equipment running whilst unattended, unless specifically instructed to do so.

1.4 employees under the age of 18 years must not operate any dangerous plant, machinery or equipment, unless they have been trained or are being trained under supervision. The names of designated ; excavator; forklift; dumper; hoists, etc. operators must be displayed in the site office.

1.5 employees must not use any damaged or faulty tools, machinery, plant or equipment. Any damage or faults must be reported to the supervisor immediately. Employees may not make temporary or running repairs.

1.6 employees must use all highly flammable liquids in accordance with the instructions and return them to safe storage after use.

1.7 employees must not attempt any electrical repairs or maintenance to any machinery, plant or equipment unless qualified and authorised to do so.

1.8 employees must not attempt any repairs to any machinery, plant or equipment unless qualified and authorised to do so.

1.9 all access equipment must be maintained in good order, employees must check ladders, crawling boards, trestles, etc. For defects prior to use.

1.10 ladders which rise in excess of 10 feet must be secured at the upper resting place and, when this is not possible, at the lower reaches of the ladder.

1.11 whilst carrying out work from elevated working platforms such as tower scaffolding or other forms of scaffolding, guardrails and toeboards must be in position when the height of the working platform exceeds 6 feet 6 inches.

1.12 all temporary working platforms, regardless of height, must be mounted on to a sound footing.



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1.13 when portable electrical tools and appliances are used on site, only 110 volt equipment must be used, in connection with a C.T.E. transformer.

1.14 all plugs, sockets, connector's and coupler's used in connection with portable tools must comply to B.S. 4343 and be of a weatherproof design and construction. The use of ordinary domestic type fittings is not permitted.

1.15 working areas and access to working areas, including gangways, stairways and entrances must at all times be kept clear of materials, tools and equipment. In particular, upstanding nails must never be left protruding from timber and other items with sharp or jagged edges must be stored so as not to be a source of danger.

2. Observance of notices and written instructions

2.1 employees are expected to read all authorised Company notices on matter's concerning Health and Safety.

2.2 employees must observe and comply with any safety instructions displayed on Company premises and construction sites.

2.3 employees must only operate machinery, plant and equipment in accordance with the appropriate manufacturer's or the Company's operating instructions.

2.4 employees must only handle and use hazardous substances in line with the appropriate manufacturer's operating instructions.

2.5 employees must observe all relevant traffic controls when working on clients' premises and, when applicable, on construction sites,

3. Accidents and dangerous occurrences

3.1 employees must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. Upon returning from treatment they must report the incident to the site foreman.

3.2 employees must report all accidents or dangerous occurrences to the supervisor as soon as is practicable.

3.3 employees must notify the supervisor of any incident in which damage is caused to the Company's or customers property.

4. Protective clothing and equipment

4.1 employees must use all items of protective clothing and/or equipment as may be provided by the Company as required by manufacturer" s instructions, on all necessary occasions. This protective clothing and/or equipment must be used as instructed and returned to a place of safe keeping at the end of the day. All faults, damage or loss must be reported to the site foreman immediately.

4.2 safety helmets must be worn by all personnel on construction sites as laid down by the head protection regulations.

5. Fire precautions

5.1 employees must familiarise themselves with the Company fire evacuation procedure and the appropriate assembly point. When working in occupied factory or office premises, employees must ensure that they are aware of fire exits and assembly points.

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5.2 employees must not obstruct any fire-fighting appliance, fire exit, fire hydrant or' any fire escape route.

6. Fire precautions - head office

6.1 upon discovering a fire an employee shall:-

- A) raise the alarm.
- B) extinguish the fire if possible to do so without endangering himself.
- C) if it is not possible to extinguish the fire without danger', vacate the premises after first ensuring that the alarm has been raised and assemble at the designated fire assembly point.

7. Housekeeping

7.1 employees must keep gangways and work areas clear and in a clean and tidy condition.

7.2 employees must clear up all rubbish, scrap or waste materials which should not be allowed to accumulate within the work area.

7.3 employees must clear up any spillage of liquid as soon as is practicable.

8. Working conditions

8.1 employees must wear clothing suitable for the job they are doing. Where long hair can become a safety hazard it must be contained.

8.2 employees must not run except in an emergency.

9. Company vehicles

9.1 before attempting to drive any Company vehicle, employees must satisfy themselves that it is in a safe and roadworthy condition. Any faults or apparent potential hazards must be reported to the foreman immediately. A visual check should be carried out to ensure that the vehicle is not obstructed before moving off.

9.2 employees must not drive any Company vehicle for which they do not hold the appropriate driving license or for which they are not authorised to drive.

9.3 employees must not drive their vehicle recklessly or at a speed likely to cause danger to their fellow employees or' themselves.

9.4 employees must observe all speed restrictions, traffic controls, road signs, parking restrictions and any other road regulations.

9.5 employees must keep their vehicle in a clean and tidy condition.

9.6 employees must not carry unauthorised loads.

9.7 any authorised driver proven to be in an intoxicated condition will be suspended immediately.

9.8 Staff are prohibited from making or taking mobile phone calls while driving except when a hands-free kit is fitted. If there is no one in the vehicle with the driver who can take telephone calls, then the phone should be set to the answer facility while the vehicle is in motion and any missed calls responded to when the vehicle is safely parked

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10. Hot work - heat precautions

10.1 electric and ox-acetylene or similar welding and cutting plant: -

- a) the area in which the operations are to be carried out must be free from removable combustible material. And shielded off with fire resistant material throughout the course of the operations.
- b) combustible floors in the area must be covered with sand or protected by overlapping sheets of incombustible material.
- c) portable fire extinguishing appliances in full working order must be kept available for immediate use.
- d) before applying heat to metal work built into or projecting through walls or partitions an examination must be made to confirm that the concealed metal is not in hazardous proximity to combustible material.
- e) the stub ends of welding rods must be disposed of so that they do not come into contact with combustible material..
- f) use of welding and cutting plant must be discontinued at least one hour before leaving the site.
- g) in addition to the men engaged on the work the site foreman shall act as fire watcher for the period of operations.
- h) an examination to ensure that there is no indication of fire breaking out must be made in the vicinity of the work after termination of each operation.

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10.2 blow lamps and blow torches

- A) the area in which operations are to be carried out must be clean' and free from combustible material before operations commence.
- B) portable fire extinguishing appliances in full working order must be kept available for immediate use.
- C) blow lamps must be filled only in the open.
- D) blow lamps must be lighted immediately before and extinguished immediately after operations.
- E) lighted blow lamps must not be left unattended.
- F) use of blow lamps and blow torches must be discontinued at least one hour before leaving the site.
- G) an examination to ensure that there is no indication of fire breaking out must be made in the vicinity of the work after termination of each operation.

11. Lone Working

The Company has assessed there to be a risk to employees working on site or the Company premises alone, therefore the following rules must be complied with. Any person working alone must:

Be medically fit

Not carry out any hazardous operations

Ensure all doors are locked and windows secured

Ensure that suitable and sufficient procedures are in place for obtaining assistance in the event of an emergency.

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12. Alcohol & Drugs

Alcohol and drug misuse affects performance, behaviour and relationships at work and at home. There is overwhelming evidence of links between alcohol misuse and social and psychological disturbances, medical problems, accidents and violence. The Company has a duty and a desire to ensure the health, safety and welfare at work of its entire staff and accordingly views the promotion of good health as an integral part of its employment policy.

The policy applies to all members of staff, regardless of contractual status.

Alcohol consumption must be managed by all staff such that:
no member of staff presents for work under the influence of alcohol, nor consumes alcohol during the working day (including when off-site during lunch breaks, etc.);

Alcohol consumption in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and visitors, and will be regarded as a disciplinary matter.

Drug misuse by staff is strictly prohibited such that:

- ❖ no member of staff may present for work under the influence of misused drugs, nor may any member of staff misuse drugs during the working day (on the premises or off-site);
- ❖ drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff, other contractors and members of the public, and will be regarded as a disciplinary matter.

It should be noted that individuals considered as incapable of performing duties safely or competently due to consumption of alcohol or drugs, will be immediately removed from work and will face disciplinary procedures.

13. Worker Placement (General)

Agency workers can face particular problems due to unfamiliarity with workplaces, their particular hazards and activities thereby placing them at '*greater risk*' than permanent workers.

The Company and the Client shall agree at the start of the contract the practical arrangements for day-to-day supervision, direction and control of agency work. Agency work should be assessed for specific hazards including unfamiliarity with the workplace and activities taking account of special cases such as: -

- lone workers
- young persons
- night workers
- pregnant women and new mothers
- people with disabilities
- people who do not speak/understand well the language used day-to-day in the workplace

Co-operation between the Client and our Company is essential. The Company and the worker shall be provided with relevant information about risks and the procedures to control those risks before the placement starts, which can help us offer a candidate with appropriate training, qualifications and experience.

The Placement Manager shall assess the agency workers' suitability and competence at the outset of the placement. Consideration should also be given to: -

- what health and safety training the worker needs
- who will provide it
- who will provide personal protective equipment (PPE) if required
- checking that workers have understood the training and are continuing to
- follow procedures correctly

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Agreement will be made with the Company and the Client as to the provision of PPE for agency workers prior to placement.

Co-operation shall continue throughout the placement, neither the Company nor our Client should 'assume' that one or the other is taking care of health and safety communications.

The Company shall be consulted on the working times of agency workers so they receive their entitlement to rest breaks and holidays and their working times are not exceeded in accordance with the Working Time Regulations.

We shall agree at the beginning of the placement with the Client who will be responsible for any RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), accident reports in respect of agency workers and ensure that information will be exchanged so that the relevant forms can be completed.

Migrant Workers

The Company recognises that migrant and foreign workers are more vulnerable and at risk than resident workers and will endeavour to ensure that they are treated equally and with the same rights as other employees.

Management will ensure that workers who speak little or no English fully understand safety procedures and precautions. In order to help such employees we will take one, or a combination of, the following steps:

- Using a co-worker who already has a good understanding of the information as an interpreter;
- Translating the information by someone who speaks the worker's language;
- Providing audio tapes or videos if workers have reading difficulties;
- Using internationally understood pictorial signs where possible;
- Using simpler training materials, providing visuals where possible and allowing time for questions when running training courses in English.

The Company will endeavour to ensure the health, safety and welfare of migrant workers by:

- Ensuring new migrant workers are supervised and wherever possible, paired with an experienced worker who speaks their language;
- Providing English-language courses for long-term migrant workers; and
- Monitoring migrant workers to see how much they have understood, taking action to re-train or provide information in a different way where necessary.

Control Of Substances Hazardous To Health - appendix to general Statement Of Safety Policy

General

1.1 the Company will not carry out any work which is liable to expose any employee to any substance hazardous to health unless an assessment has been carried out by a competent person.

1.2 will introduce such measures which are appropriate to prevent on control the risks by means of revision of the work premises, substitution of substances for less harmful ones or' design means to reduce exposure.

1.3 take steps to ensure that control measures are used and equipment is designed, situated and properly maintained with all procedures being observed.

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Safety equipment

1. The Company will ensure that adequate protective clothing and Equipment will be provided and properly maintained for all employees using such substances.

Communication and training

- 1.1. Will ensure that any Health and Safety information concerning substances will be communicated to all those using the substance.
- 1.2 will provide adequate instruction and training for each employee to ensure that they are fully aware of the risks and the precautions to be taken and what to do in cases of emergency.

Monitoring and health surveillance

- 1.1 will make the necessary arrangements and will, where necessary, arrange for monitoring to be carried out by competent personnel and health surveillance to be undertaken with regular records kept.

Assessment

the Company will not carry out any work which is liable to expose any employee to any substances hazardous to health unless an assessment has been carried out by a competent person.

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