



Health & Safety Policy

1. STATEMENT OF POLICY

The Board of Directors of Red Industries Ltd (Board) considers that Health and Safety are of paramount importance. Although the company operates in an industry which is considered to be not free from hazard, it is the Board's objective to reduce the incidence of work related injuries and illnesses to an absolute minimum by providing working conditions which comply with its duties under current relevant legislation. It is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable and to continually improve standards of health and safety as an integrated part of responsible management. To achieve these objectives the Company has appointed the Technical Manager to be responsible for Health & Safety, to keep processes procedures under constant review, to liaise with the Health & Safety Executive when required, to keep the Company and the Board abreast of new legislation and directives to ensure ongoing compliance with the law and to set objectives to monitor and improve the Health & Safety management system.

The Company will comply with its duties towards employees under the Health & Safety at Work Act and the management of Health & Safety at Work Regulations 1999(as amended), so far as is reasonably practicable, in order to;

- Provide and maintain plant and systems of work that are safe and without risks to health
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of substances
- Provide information, instruction, training and supervision as necessary to ensure the health and safety of its employees
- Make risk assessments available to employees
- Take appropriate preventive measures
- Appoint competent personnel to secure compliance with statutory duties.

Every company employee has a responsibility to make the company safer and healthier; and is positively encouraged to be part of the consultation process. This policy and its associated supplementary policies have been produced so that every employee of the company can be made aware of the role they have to play in the safe operation of the organisation.

As the organisation develops and grows, this policy will be reviewed at regular intervals.

This policy has been prepared in compliance with Section 2(3) of the Health & safety at Work etc Act 1974 and binds all Directors, Managers and Employees, in the interests of Employees and Customers. We request that Customers and visitors respect this policy, a copy of which is available on demand.

Name: Adam Share **Title:** Chief Executive **Sig:**

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Health & Safety Policy

2. Organisation

This section details the position and responsibilities of key personnel within the Company.

Chief Executive

- ◆ The Chief Executive has overall responsibility for matters of Health & Safety within the Company.
- ◆ The Chief Executive has a responsibility to provide the resources necessary to fulfil the requirements of the Health & Safety at Work Act 1974.
- ◆ The Chief Executive is required to satisfy himself that the Health & Safety System is being effectively operated and he shall ensure that regular audits and inspections of the system are carried out. The findings recorded and where necessary reviewed and amended.
- ◆ In the absence of the Chief Executive a responsible person shall be nominated to act as deputy to ensure that the operation of the system is maintained.

Technical Manager

- ◆ To undertake the necessary measures to comply with the requirements imposed by the relevant legislation.
- ◆ The Technical Manager will ensure that all persons act in a safe and responsible manner and follow all instructions issued by Management with regard to Health & Safety Procedures.
- ◆ The Technical Manager shall measure, appraise and correct the safety performance of the operations.
- ◆ The Technical Manager shall ensure that the responsibility for carrying out the Policy and the Health & Safety Management System is correctly assigned.
- ◆ The Technical manager shall ensure that the system is maintained and that regular audits and inspections of the system are carried out, the findings recorded and where necessary reviewed and amended.
- ◆ Maintenance of statutory records and liaison with the relevant authorities and maintenance of company records
- ◆ To keep the company and Board of Directors abreast of changes in legislation and directives.

Operations Manager

- ◆ The Operations Manager has a responsibility to maintain the Company Health & Safety Policy in all aspects of the operations carried out.
- ◆ The Operations manager also has a responsibility to ensure the safe operation of equipment in their care and under their control
- ◆ The Operations manager shall ensure that personnel under their control are competent to carry out the work and are aware of all the hazards that may be associated with it.
- ◆ The Operation Manager shall ensure that all equipment under their control is handled in the correct manner and that all company procedures are adhered to at all times.
- ◆ They shall report all defects and/or incidents of bad practice at the work place to the Operations Director, Technical Manager, or in their absence, the Chief Executive.

All other Employees

- ◆ They shall make themselves familiar with, and conform to, the Company Health & Safety Policy at all times
- ◆ They shall obey the company safety rules at all times.
- ◆ Protective equipment shall be worn where required
- ◆ All safety devices fitted to equipment shall not be abused or misused
- ◆ They shall report all accidents to management
- ◆ They shall report any hazards encountered in their normal working environment and also carry out their duties in a tidy and safe manner.
- ◆ They shall maintain a high standard of housekeeping in their work area at all times



Health & Safety Policy

3. Risk Assessment

Risk, Manual Handling, CoSHH, Noise & Display Screen Equipment assessments are carried out by the Technical Manager. Results are made available to the management team and any other interested parties. Assessments will be reviewed no later than 12 months after the initial assessment or if a change in legislation, work practices or control measures takes place.

4. Consultation

Consultation with employees takes place at regular Health & Safety meetings. The employees will be required to nominate a representative to attend the meeting. The minutes of the meeting will be published. The meeting will be chaired by the Chief Executive, the Technical Manager or other nominated management representative.

5. Plant & Equipment

The site manager and/or the transport manager maintain a list of plant and machinery used on site. This equipment in accordance with manufacturer's recommendations and a record is kept. Maintenance of the equipment is only carried out by trained and competent personnel.

6. Use of substances

The nature of the business entails the handling and use of hazardous substances. Detailed CoSHH and risk assessments are carried out on these materials by the Technical Manager. The details are recorded and results are made available to the management team and any other interested parties. Assessments will be reviewed no later than 12 months after the initial assessment.

7. Safety Information

Safety instruction boards are situated at various places around the site. The Health & Safety law poster is situated in reception. All other documentation relating to health & safety matters are kept in the Technical Managers office. All visitors and contractors are required to sign in and out at reception and comply with the sites rules.

8. Training

Training records are maintained by the Technical Manager. New employees undergo a comprehensive induction program. Training for specific tasks and is carried out by the Site Manager or the employees' immediate superior. Further training may be carried out when there are changes in work practices or when identified by risk assessment.

9. First Aid Arrangements

First aiders will be appointed in accordance with the Health & Safety (First Aid) Regulations 1981, as modified and amended 1989, 1997, 1999, 2001, 2002. The first aid box is stored in the main reception along with the accident book. The Chief Executive or Technical Manager is responsible for reporting major accidents to the enforcing authorities.

10. Safe Working Practices

The operation of the Health & Safety system and procedures are monitored by the Technical Manager with regular reporting from other management team members. All accidents and occurrences are recorded and investigated and an assessment of measures to be taken to reduce the risk of recurrence. Reports are compiled for the Chief Executive.

11. Emergency Procedures

An emergency procedure is in place which details actions to be taken in the event of an emergency, including the location of the fire extinguishers, alarms and fire reporting points.

A fire risk assessment is carried out by the Technical Manager and is reviewed at regular intervals of not more than 12 months.

A regular and random testing of the fire evacuation procedure is carried out to test the effectiveness of the system