

 <b>Policy Statements</b>	<b>INTEGRATED MANAGEMENT MANUAL</b>	Issue Date: 16/07/2006 Revision Number: 0 <b>Appendix 2</b> Page 1 of 6
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## Health and Safety Policy

The Director and Senior Management of HYDRO SUB LTD recognise that Health and Safety is a fundamental part of effective and efficient management. The company acknowledges its responsibilities as an Employer for providing, so far as is reasonably practical, a safe and healthy workplace and working environment for our employees and others, who may be affected by our operations.

### **Objectives**

At all levels of management, HYDRO SUB LTD will take the necessary measures to meet its responsibilities by paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe and without risk to health.
- Safe assessments for the use, handling storage and transport of articles and substances.
- Sufficient information, instruction training and supervision to enable employees to avoid hazards at work and contribute positively to their own, and others safety and health.
- A safe place of work and safe means of access and egress.
- A safe and health working environment.
- Adequate welfare facilities.

Health and Safety objectives will be established to implement this policy. These objectives will be regularly reviewed to ensure their implementation, and new objectives set as necessary.

### **Information, Advice and Standards**

Without detracting from their primary responsibility as Directors and Managers for ensuring safe conditions and systems of work, HYDRO SUB LTD will maintain the provision of competent technical advice on occupational health, safety and medical matters.

Existing published codes of safety practice will, where appropriate be generally adopted. This includes guidance notes published from time to time by the H.S.E.

At all times HYDRO SUB LTD will comply with relevant legislation and agreed client requirements.

### **Duties of the Employee**

Every employee has the duty to co-operate in implementing this policy by:

- Acting in the course of their employment with due care for the health, safety and welfare of themselves, their colleagues and other persons.
- Complying with the instructions and procedures issued from time to time for safe working, and making proper use of protective clothing and safety equipment provided.
- Reporting to their management any defect in plant structures, and equipment which comes to their notice.
- Reporting to their management any incidents, which have led, or might have led, to injury or damage and by co-operating with any investigations, which may be undertaken with the object of preventing accidents or their recurrence.

### **Organisation and Arrangements**

The Director is responsible for the implementation of safety policy and safety management arrangements.

The responsibility in matters concerning health, safety and welfare, is as detailed in the management structure.

The Director shall review at least annually the statement of safety policy, and the organisational structure and arrangements.

### **Consultation**

The company encourages a participative approach to health and safety, and an employee representative will be appointed to represent employees on safety committees, which will meet at least every three months. The management is committed to follow up suggestions or at least respond with reasons where ideas are not adopted.

### **Smoking**

The company has a no smoking policy, which applies to all personnel whilst on company premises. This policy applies equally to employees, visitors, drivers and delivery personnel.

Signed:



Paul Reynolds, Director

Date: 16/07/06 – Revision 0