

Jarvie Plant Ltd	Health & Safety Manual	Section 1
HEALTH & SAFETY POLICY		
Revision: 04		Date: 8 November 2007



INTRODUCTION

This statement is in three parts:

- Part 1** General Policy Statement
- Part 2** Organisational Responsibility
- Part 3** General Arrangements

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PART 1

GENERAL POLICY STATEMENT

1.1 The Managing Director of Jarvie Plant Ltd accepts their legal responsibilities under the Health and Safety at Work Act 1974 and associated legislation and Codes of Practice, and gives their full commitment to doing everything reasonably practicable to protect the safety, health and welfare of all its employees and any other persons whose health and safety may be affected. The promotion of health and safety is a mutual objective for the Jarvie Plant Ltd its Directors, Managers and employees.

1.2 It is the intention that all affairs and business of the Company will be conducted and carried out in a manner, which will not cause risks to the health and safety of its employees, customers or members of the public.

1.3 Jarvie Plant Ltd recognises that people are a vital resource, and priority will be given to the effective prevention of risks supported by safe working practices and arrangements. In doing so, the continuing support of all employees is required in avoiding accidents and ill health, and associated cost and disruption.

1.4 All employees are reminded of their personal legal responsibilities and are required to do everything to prevent injury to themselves and to others.

1.5 Adequate resources will be made available to ensure the effective implementation of this policy. Monitoring procedures will be established to monitor health and safety performance and ensure good communication and co-ordination, throughout the Company.

1.6 It is the policy of Jarvie Plant Ltd, so far as is reasonably practicable to:

- Provide to our customers plant and equipment that are safe and without risks to health.
- For our own employees, provide and maintain machinery, equipment and systems of work that are safe and without risks to health.
- Ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
- Maintain all places of work under the Company's control, including means of access and egress, in a condition that is safe and without risk to health.
- Provide and maintain a working environment that is safe and without risk to health, and to provide appropriate facilities for welfare.
- Ensure suitable and sufficient risk assessments are in place to eliminate or control risks under the relevant statutory provisions.
- Establish, maintain and develop arrangements for effective consultation with employees on health and safety.

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- Comply with the statutory requirements as a minimum standard for health, safety and welfare of employees at work, and all others towards whom Jarvie Plant Ltd has statutory obligations.
- Ensure that effective arrangements exist to deal with any emergency.
- Ensure that the responsibilities of management are clearly assigned at all levels and that their roles are defined.
- Recognise the link between efficiency and safety and health, and to minimise the costs, losses and disruption which arise from accidents, ill health and dangerous occurrences.
- Ensure that contractors and agency workers employed in connection with the business are competent with respect to all necessary health and safety requirements.
- Ensure that employees are aware that they are required to work safely and to co-operate with managers in all matters which affect their health and safety at work.
- Ensure that the organisation is committed to the continual improvement of safety management, health and safety performance, and associated objectives and targets.

1.7 In order to achieve the above, a systematic health and safety management plan is implemented by:

PLANNING: Elimination of risks or adequate control in the workplace by the careful selection and design of facilities, equipment and processes in conjunction with effective control measures.

ORGANISATION: Continuing review of organisation, including organisational changes to ensure that responsibilities health and safety are clearly defined at all times.

CONTROL: Ensuring that safety requirements are being implemented throughout the company.

MONITORING: Safety inspections and audits will be regularly conducted to monitor and review all safety requirements and risk assessments, in order to achieve the highest possible standards for health and safety.

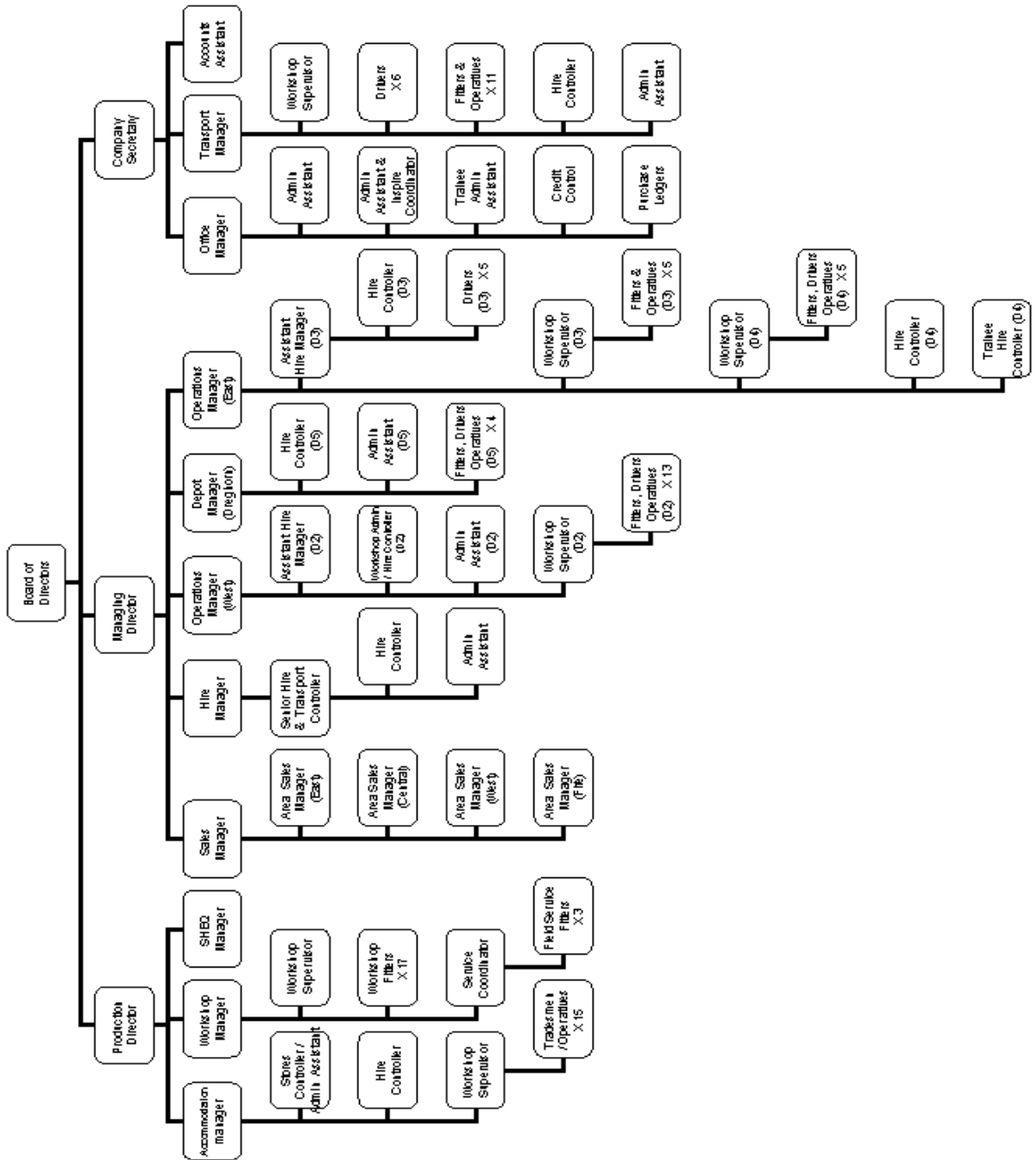
1.8 This Policy Statement will be reviewed at least annually taking into consideration any reorganisation, management change, new work methods and identification of new risk and hazards.

Signed:

Date:

John Jarvie
Managing Director

Organisation Chart



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PART 2

ORGANISATIONAL RESPONSIBILITIES

INTRODUCTION

2.1 Health and safety is primarily a line management responsibility and every manager and supervisor within the Company is responsible for ensuring that activities undertaken by them, or under their control, are co-ordinated in such a way so as to ensure the highest reasonably practicable standards of health and safety.

2.2 No manager or employee of the Company is authorised to initiate or continue any process, operation or activity, which places employees or others at risk, or is in breach of statutory or Company standards.

RESPONSIBILITIES:

The Managing Director:

2.3 The Managing Director has overall responsibility for ensuring compliance with all health and safety legislation pertinent to the operations and undertakings of Jarvie Plant Ltd, at all locations under company control. In addition he has overall responsibility to ensure that company employees deployed / dispersed to locations external to the company, do not endanger themselves or others, during the undertakings conducted on behalf of Jarvie Plant Ltd.

2.4 Executive control, production and implementation of this Health and Safety Policy are delegated by the Managing Director to the Production Director.

The Production Director:

2.5 The Production Director is responsible to the Managing Director for the implementation of the Health and Safety Policy, in all the undertakings of Jarvie Plant Ltd.

2.6 Ensuring continuing development and review of the health and safety 'Organisation and Arrangement Document' as is necessary, taking into consideration new work methods or identified risks, and ensuring that such arrangements are effectively implemented.

2.7 Chair of the health and safety management committee, ensuring a continuing commitment to health and safety through managers, supervisors and employees.

2.8 Annually reviewing the performance of the company in relation to the duties and responsibilities assigned by statute, and company standards, and production of an annual report on health and safety.

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2.9 Ensuring that any breaches of health and safety by individuals within the company are fully investigated and, where appropriate, disciplinary proceedings instigated.

2.10 Identifying any resource and financial requirements for ensuring the effective management of health and safety.

2.11 Ensuring that procedures are in place and practised to deal with any site emergencies.

2.12 Ensuring that Line Managers are fully aware of their responsibilities for the implementation of health and safety management within their area of control.

The Company Secretary:

2.13 Ensuring that the provision of adequate financial resources are available through the business planning procedure in order to meet statutory and company requirements relating to health and safety.

2.14 Ensuring that adequate financial provision is made to promptly remedy the deficiencies identified through any assessments undertaken, with regard to the above.

The Managers:

2.15 The Managers are responsible to the Production Director for the implementation of the Health and Safety Policy, in all the undertakings of Jarvie Plant Ltd.

2.16 Ensuring that all work activities are adequately assessed to identify risk and where practicable risks are either eliminated or controlled.

2.17 Ensuring that health and safety training needs are identified and training implemented in consultation with the Production Director.

2.18 Ensuring that all near-miss incidents are reported, investigated and any identified remedial action is put in place.

2.19 Ensuring that all accidents are thoroughly investigated and any identified remedial actions are taken to prevent a re-occurrence.

2.20 Ensuring that any work undertaken by contractors on site is periodically monitored for the purpose of compliance with health and safety standards and statutory requirements.

2.21 Ensuring that systems and procedures are in place for monitoring health and safety standards and procedures.

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2.22 Ensuring that any breaches of health and safety by individuals within the company are fully investigated and where appropriate disciplinary procedures instigated.

2.23 Ensuring that duties defined in the Jarvie Plant Ltd, "Health and Safety Policy Statement" are effectively implemented.

2.24 Ensuring, that health and safety documents and specific records are kept relating to statutory examinations and maintenance of plant and equipment.

Supervisors:

2.25 Co-operating with the Line Managers on all matters relating to health and safety.

2.26 Reporting to the Line Managers any serious danger to health, near miss, defective plant and structure, equipment or safety procedures that are likely to impact upon the safety of employees or other persons.

2.27 Reporting to the Line Manager any breaches of health and safety initiated or conducted by any employee(s).

2.28 Ensuring that identified duties assigned in the 'Organisation and Arrangement Document' are implemented.

Safety, Health, Environmental & Quality Manager

2.29 The Safety, Health, Environmental and Quality (SHEQ) Manager, is responsible to the Production Director for the implementation of the Health and Safety Policy, in all the undertakings of Jarvie Plant Ltd.

2.30 Communicating the requirements of new legislation, providing advice to the company directors and line managers on health and safety related issues and assisting in the implementation of the same.

2.31 Assisting the Production Director, on the development and promulgation of company standards relating to health and safety, and exercising effective communication to all employees on such matters.

2.32 Ensuring that regular review and progress meetings take place with the Production Director and the Line Managers on matters concerning health and safety.

2.33 Liaising with external authorities on behalf of Jarvie Plant Ltd in matters relating to health and safety.

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Employees Have The Following Responsibilities:

2.34 Acting in the course of their employment with due care for the health, safety and welfare of themselves, their colleagues and other persons.

2.35 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.

2.36 Reporting to their manager/team leader any serious danger to health or defect in plant and structure, equipment or safety procedure which come to their notice.

2.37 Reporting to their manager/team leader any incidents which have led or might have lead to injury or damage and co-operating with any investigation which may be undertaken with object of preventing accidents or their reoccurrence.

2.38 Using any plant, equipment or substances in accordance with any information, instruction or training provided.

2.39 Co-operating with their employer in all aspects of health and safety.

PART 3

GENERAL ARRANGEMENTS

3.1 This part of the Policy outlines general arrangements for the implementation of health and safety standards and arrangements within Jarvie Plant Ltd.

STANDARDS

3.2 Mandatory common standards for health and safety are contained in Jarvie Plant Ltd Health and Safety Manual or in specific Company publications and strategy statements as periodically updated by the Safety, Health, Environmental and Quality Manager.

IMPLEMENTATION OF STANDARDS

3.3 The implementation of mandatory standards, together with the development and implementation of site specific safety arrangements and those persons allocated responsibility for implementation are contained in Part 4 (Appendix), Organisation and Arrangement Document.

ACCIDENTS, DANGEROUS OCCURRENCES AND ILL HEALTH AT WORK

3.4 All accidents, dangerous occurrences and occupational ill health will be reported to the HSE through the Safety, Health, Environmental and Quality Manager.

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EMERGENCY AND INCIDENTS

3.5 Arrangements for dealing with emergencies and incidents are contained in Section 8 (Fire) and section 10 (First Aid) within the Health & Safety Manual. SHEQ Manager can be contacted for advice and/or assistance as necessary.

HEALTH AND SAFETY TRAINING

3.6 Enquiries regarding health and safety training should be routed through the Line Manager in the first instance.

3.7 Managers requiring assistance on health and safety training should discuss the requirements with the Safety, Health, Environmental and Quality Manager and/or Production Director.

RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK

3.8 General risk activities of the Company have been assessed and will be reviewed periodically or as work methods or new risks are identified.

3.9 Hazards not covered by general risk assessments, i.e. process or work activities, are produced for specific risks and supported, when necessary, by safe systems of work.

CONTRACTORS AND VISITORS

3.10 Arrangements for the control of contractors and visitors and for ensuring effective exchange of information are provided in the Health and Safety Manual.

COMPETENT PROFESSIONAL SUPPORT AND ASSISTANCE

3.11 In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations, a Safety, Health, Environmental and Quality Manager/Consultant has been appointed to provide such professional support to Jarvie Plant Ltd

CONSULTATION

3.12 Jarvie Plant Ltd also recognises the rights of Employees to Formal consultation on health and safety, in accordance with the 'Health & Safety (Consultation with Employees) Regulations 1996'. This will take place through a Health and Safety Committee, and business will be conducted in accordance with the terms and reference of that committee.

3.13 Employees will then be consulted directly through Team Briefings conducted by individual Line Managers.

COMPLAINTS AND ENQUIRIES

3.14 Any employee wishing to raise any matter relating to health and safety at work should, in the first instance, approach their Supervisor or Line Manager.