

# HEALTH AND SAFETY POLICY

## HEALTH AND SAFETY AT WORK ACT 1974

### POLICY STATEMENT

#### **Employers Responsibilities**

- 1) Ashdown Site Investigation Ltd attaches the greatest importance to Health and Safety of its employees. It is the policy of the Company to do all that is reasonably practicable to ensure a safe and healthy working environment by the provision of advice, training, supervision and appropriate facilities.
- 2) In pursuance of this policy it is intended to:
  - a) Provide and maintain working conditions so that they are fundamentally safe and healthy. Statutory requirements in these respects will be regarded as basic minimum standards to be exceeded wherever possible.
  - b) Regard safety matters as of considered importance in the interests of the Company and employees alike and in this spirit maintain a continuing concern about all aspects of safety.
  - c) Foster and encourage employees to discuss safety and health problems with their immediate manager.
  - d) Ensure that regular formal safety inspections are made by the Safety Officer together with appropriate manager(s) to identify action needed to be taken to rectify any shortcomings noted during these inspections.
  - e) Keep abreast of the latest techniques and procedures for ensuring health and safety at work and introduce these into the Company where and when appropriate.
  - f) Provide facilities for training employees in safety matters.
  - g) Provide statutory safety devices and protection equipment and endeavour to ensure that these are used properly at all times.
  - h) Take all reasonable practical steps to protect those persons, whether employees or members of the public, affected by any part of its undertaking.
- 3) The Company encourages joint consultation and participation between management and all levels of staff to promote and maintain the health and safety of all employees.

## Employees Responsibilities

- 4) By their work. They should also assist and co-operate with the Company fulfilling its statutory requirements.
  
- 5) No safety policy can be 100% effective unless there is a full collaboration by staff. All employees are therefore expected to:
  - a. Observe statutory safety and health obligations at all times by using the protective equipment provided and if anything is missing or defective, report it immediately to the appropriate manager.
  - b. Report any accident or near-accident, however minor, to the appropriate Director who will have a duty to advise the Safety Officer. This must be done immediately after the occurrence so that any urgent action can be taken without further delay.
  - c. Also advise their immediate manager accordingly.
  - d. Report any potential hazard so that action can be taken before any accident occurs.
  - e. Adhere to any publicised Company procedure designed to promote health and safety and jointly agree on its behalf.
  - f. Collaborate with the Safety Officer in the investigation of accidents of “near misses” with the object of determining what additional safeguards might be desirable or necessary to prevent any recurrence.
  - g. Collaborate with the Safety Officer where appropriate, to ensure that no safety problems which should be discussed are overlooked.
  - h. In the event of any employees being required to carry out work with unusual hazards, advise the appropriate manager well in advance so that they can ensure that adequate safety measures are taken.
  - i. Co-operate fully with the Health and Safety Executive Inspectors in Respect of investigations.

## NOTIFICATION PROCEDURE

- 6) Employees who have an item which they wish to bring to attention of management appertaining to Health and Safety will follow the procedure set out below:
- a) Any safety matter should, in the first place be brought by the person raising the matter to the attention of their immediate manager.
  - b) If the matter is not satisfactorily resolved within a reasonable time, the Safety Officer should be informed by the employee. The Safety Officer will then raise the matter with the immediate manager.
  - c) If the matter is not resolved the Safety Officer should refer the matter to the Managing Director informing them of the details of the action so far. The Managing Director will take the appropriate action.
  - d) It is emphasised that the correct method of dealing with safety matters must operate through normal lines of supervision. Only when, for some reason or another, this procedure fails to achieve the desired result should the Safety Officer be called upon to take action.

**Review Date: 7 May 2008**

**Signed:**

A handwritten signature in black ink, appearing to read "J. Bewick". The signature is written in a cursive style with a large initial "J" and a period at the end.