

## **VST Ltd**

### **Company Personnel Manual**

#### **Section 25. Health & Safety Policy**

NOTE: This policy statement must be read in conjunction with the company's local safety arrangements, advice and information.

It is the Company policy to ensure and recognise that the health, safety and welfare at work of all employees, whether on the Company's premises or carrying out Company business elsewhere is primarily the Management's responsibility and that, further a duty of care extends to other persons whilst they are on the Company premises.

Managing Director, has ultimate authority and responsibility in relation to health and safety topics. Everyone in the organisation responsible for other people carries as a primary job function, the duty to safeguard their welfare, health and safety whilst at work.

The Management team will do all in their power to ensure as far as is reasonably practicable:-

The provision, and maintenance, of a safe place of work, with proper access.

The provision of equipment, materials, clothing and methods of work, incorporating safety precautions, which are without risks to health.

That the processing, handling, storage and transport of materials and equipment, can be achieved, without hazard.

Periodic checks are carried out to monitor and control adherence to statutory requirements, codes of practice and Company standards relating to safety, health and welfare in the work place, taking any necessary steps to eliminate potential or actual hazards.

The provision of such information, instruction, training and supervision necessary, to ensure the health and safety at work of employees.

The thorough investigation of all accidents and near misses with a view to preventing their recurrence.

The contractors and other visitors to the Company premises are made aware of, and comply with, the Company's safety policy, standards and regulations.

That first-aid facilities, fire-precautions, fire-fighting equipment and the emergency evacuation procedure are regularly examined and, if necessary, improved.

## **EMPLOYEES:**

Each employee is expected to conform to Company policy and regulations on health & safety topics and to recognise their responsibility in law for their own safety and that of colleagues. Further, employees are expected to help and co-operate in achieving safe hazard-free working areas and operations.

Specifically, employees must comply with the following:

All precautions, protective clothing and equipment prescribed in an approved method of work must be applied as directed.

Only personnel who are trained and authorised to use equipment, machinery or vehicles may do so, provided always that it is safe and proper working conditions, and that all guarding and other precautions are operating.

All equipment, work and storage areas, gangways and staff facilities should be maintained in a clean and tidy condition. All emergency exits, stairs and corridors must be kept free of obstruction.

All equipment, machinery, power supplies and materials must be left in a safe condition when unattended or when work ceases.

Repairs and adjustments to equipment or machinery may only be carried out by those who are authorised to do so.

Any dangerous or injurious incident or “near – misses” must be reported at the earliest opportunity to a Manager and appropriate details recorded in the treatment / accident book.

Misuse or interference with any item provided in the interests of safe and healthy working conditions will be treated as serious misconduct.

Practical joking, horseplay or reckless behaviour endangering others is forbidden.

The rest room / kitchen and toilets / wash room are to be kept as clean and tidy as possible.

While working away from the office, employees must comply with all local safety policies, procedures, rules or precautions.

In conclusion, each employee is required to conform to Company policy on Health & Safety topics and to be responsible for his / her own safety at work and that of colleagues.

This policy will be reviewed as often as appropriate.