

To All Viamed employees

21 May 2001

Health & Safety Policy and procedures.

Viamed has an enviable record for Health & Safety which has resulted in 25 years of major accident free employment. I therefore firstly need to thank all those employees who over the years have been diligent and conscious of safety and have helped us to achieve our current record.

We have also always tried to be a safe company proactively and reduce risks. Being in the Health industry has always carried with it the potential risk that our customers may not be following the correct procedures when shipping used products back to us, so Health & Safety has always been a factor in our procedures.

However, the law is continually changing and Health & Safety has become a major national issue. Looking to the future this can only increase and the drain on our resources and can become excessive so that panic implementation of new regulations makes our overheads too high and our product un-saleable

In order to reduce the effect of this I have instituted a major re-evaluation of our Health & Safety policy with the view to making provision for future extensions and requirements. Unfortunately this has placed a huge burden upon you as you have to read a large amount of documentation and fill in a questionnaire on risks of which I require your replies by the 1st June 2001.

Please read carefully the “ Code of Practice”

The HSE documents and books are spread around the building and should be read by everyone.
The information is on the computer in the Paperport format under HSE and will be accessible to all.
Please read the existing HSE notices spread throughout the building and read the new ones as they appear.

Fire is a particularly important section.. Please read the “ In event of a fire “ notice and be aware that very soon the we will be extending the building and have agreed with the Fire department to install an alarm system. Exit maps have been strategically placed throughout the building and have the fire extinguishers marked

Electricity at work is a special topic and you need to read “ The responsibilities of an employee” before you complete our questionnaire.

I have enclosed “ General Overview Risk Analysis”. This document is a short form version of the comprehensive Risk Analysis that I have compiled. It will remind you of the main risks in the main areas you may find yourself

The Personnel Questionnaire HSE must be completed by everyone and will be placed in the personnel files. A copy of this will be on Paperport HSE.

Finally I have enclosed a copy of the blank form “ HSE Risk Reporting.” Further copies can be found on Paperport HSE.

Please remember it is your safety and that of your colleagues is at risk.

Treat this exercise very seriously and give the most honest answer possible. I would also remind you that we are now due a visit from the HSR and I would like this project completed by mid June.

I also require you to read and sign the form “HSE General Knowledge”

Please return your completed forms by June 1st 2001

Many Thanks

John S Lamb