

VIAMED Ltd

DIRECTOR **YOUR RESPONSIBILITIES for HEALTH & SAFETY**

You are required to:

CORPORATE: AS MEMBERS OF THE BOARD

1. Be aware of all relevant legislative requirements with regard to all aspects of Health & Safety as recognised by the Health & Safety Executive.
2. Formulate and keep up to date, the company's policy for Health & Safety.
3. Review the company's Health & Safety policy.
4. Appoint a Safety Director for the Health & Safety policy.
5. Appoint and manage a Safety Officer to administer the Health & Safety policy.
6. Arrange all relevant training required by these two personnel.
7. Arrange for funds and facilities to meet the requirements of the company policy.
8. Delegate the day-to-day operations of the Health & Safety policy to the Safety Officer, but it is still the responsibility of all Directors to see that these duties are carried out.

These Safety duties are as follows:

- a. Prepare instructions for the organisation and methods for carrying out the company policy.
- b. Ensure that the Health & Safety policy is brought to the attention of, and is understood by, all personnel.
- c. Create and maintain the company's Safe Systems of Work.
- d. Ensure that appropriate training is arranged for all members of staff as necessary.
- e. Institute investigations, reporting and costing of injury and damage. Promote analysis of investigations to discover trends, and eliminate hazards.
- f. Liaise with appropriate bodies to ensure compliance with requirements.
- g. Arrange for regular meetings to discuss accidents, prevention, performance, possible improvements etc.
- h. Ensure that there is liaison on Health & Safety matters between the company and others i.e. – Sub-contractors, maintenance etc. working on the premises.
- i. Bring to the attention of senior management when members of staff fail to discharge satisfactorily their responsibilities for Health & Safety.
- j. Report any difficulties experienced with the overall operation of the Health & Safety system, to the Board of Directors.

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Personal

1. Read and understand the company's Health & Safety policy and carry out your work in accordance with its requirements.
 2. Ensure that the clothing and footwear you wear at work is suitable from a safety viewpoint.
 3. Do not use, repair or maintain any equipment or machinery for which you have not received full instructions or training.
 4. Report any defects in equipment or machinery immediately to the Board.
 5. Keep all tooling and equipment you use in good condition.
 6. Plan and maintain a tidy and safe working area.
 7. Report any personal injury, which results from an accident at work, even if the injury does not stop you working.
 8. Report any accident or incident, whether damage has occurred or not, however minor to the First - aider.
 9. Ensure that you know the location of the First aid point and the First aider.
 10. Ensure that you know the relevant procedures in the event of fire.
 11. Ensure that corridors, floors, doorways etc. are kept clear and free from obstructions.
 12. Do not lift or move, on your own, articles or materials so heavy as likely to cause injury. If you do lift objects, use the correct manual handling techniques.
 13. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up: do not improvise or climb.
 14. Suggest ways of eliminating hazards and improving working practices.
 15. Warn new employees, particularly young people, of known hazards.
 16. Work in a safe manner at all times and in accordance with the company's "Safe Systems of Work". Do not take unnecessary risks, which could endanger yourself or others. If possible remove site hazards yourself.
 17. Do not play dangerous or practical jokes, or indulge in horseplay.
 18. Discipline those who refuse to conform to these rules.
 19. Ensure that everyone knows where the First aid point is and who the First aider is
 20. Nominate others to act, and know what to do, in an emergency.
 21. Ensure that COSHH data sheets are available on all relevant substances connected with the work you control.
 22. Co-ordinate the work of sub-contractors and ensure they know the company's Health & Safety policy.
 23. Do not allow visitors to enter the work areas unless accompanied by a responsible member of staff.
 24. Organise the workload so that it is carried out to the required standard with the minimum of risk.
 25. Ensure that operatives receive precise instructions on their responsibilities and follow the company's Safe working methods.
 26. Arrange safe delivery and storage of materials.
 27. Set a personal example at all times, particularly by using the correct working methods and personal protective equipment.
 28. Ensure that all your staff meet the requirements for Health & Safety /Product & process training. If not then bring this to the attention of the relevant management personnel.
 29. When arriving on customers, or suppliers, premises report your presence immediately and ask if there are any specific Health & Safety instructions concerning your presence.
 30. Ensure that if you are driving a vehicle it has been serviced and that you have carried out the daily safety checks.

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- 31. Ensure that your staff understand and conform to their own “Personal Responsibilities”.**

I have read and accepted that the above
Are my personal responsibilities

For and on behalf of
VIAMED LIMITED

14 April 2003

DIRECTOR