

## 1.1.1 HEALTH AND SAFETY POLICY

### General Statement of Policy

The Board of Directors of Edocuments Limited believe that the promotion and preservation of Health and Safety is of primary importance in the management and execution of the company's operations.

It is the declared policy of the company to ensure so far as it is reasonably practicable, the Health, Safety, and Welfare of all employees and others who may be affected by the company's operations, and to provide and maintain a working environment for employees that is safe, without risk to health and adequate as regards to facilities and arrangements for their welfare at work.

The company will actively seek to maintain and improve a good record of safe responsible activity by careful planning, organisation, monitoring, control, education, training and the application of the best trade practices and codes of conduct.

It is the function of management to provide the right circumstances under which work may be carried out safely. However, all employees must be aware that they have a legal duty, not only to work in a safe manner but also to co-operate in efforts made to create safe working conditions.

This policy will be subject to yearly reviews to accommodate changes in legislation, working practices or key personnel and management will ensure that all employees are consulted on matters of health and safety and will encourage positive employee participation.

The company expects all persons who are employed by the company, sub-contracted to the company, visiting the company's premises, sites of operation or to whom the company owes a duty of care or over whom the company exercises control to conform to the Safety Policy of the Company and comply with the arrangements made to implement the Policy.

Edocuments (Managing Director) is the person appointed as responsible for the Health, Safety, and Welfare Programme of Edocuments Limited.

### 1.1.1.1 Organisation – Duties and Responsibilities

The Company's Safety Policy has been designed to achieve the following:

1. The prevention of injury and disease to all persons affected by Company operations, damage to all property and waste.
2. The observance of the of the Health and Safety at Work Act. 1974 and all incorporated and subsequent legislation which affects the operations, premises and staff.
3. To ensure that employees at all levels are consulted on health and safety and receive adequate and appropriate training.
4. To insist that employees observe safe working practice at all times, in particular by reference to any relevant Code of Practice.
5. To institute proper reporting, investigation and cost of injury, damage and loss with a view to achieving a reduction in accident rates by analysing accident causes and trends.

### 1.1.1.2 Action/Arrangements Overview

#### **The Managing Director :-**

Is responsible for all company activities and will report to the Board of Directors on health and safety matters at regular intervals.

#### **Directors :-**

Will oversee their Managers and ensure the adoption and maintenance of proper standards of safety, health and welfare in all areas of activity under their control to meet the requirements of the Company Health and Safety Policy, the Health and Safety at Work etc, Act 1974 and all relevant Acts, Regulations and Codes of Practise

#### **The Company Safety Officer :-**

Will be responsible to the Managing Director and is the person appointed as competent to provide health and safety assistance and will establish, maintain and monitor health and safety procedures in accordance with company policy and advise management on legal requirements and good practise to ensure the health, safety and welfare of employees and all other persons affected by company activities.

#### **Employees :-**

Are required to exercise reasonable care for the safety of themselves and others, during work activities and must report any dangerous situations to their Manager or Supervisor. Use of machinery and equipment by employees must be in accordance with any training and instruction provided.

### 1.1.1.3 Managing Directors' Action/Arrangements

1. Ensure that there is an effective policy for Health and Safety within the Company.
2. Periodically appraising the effectiveness of the policy and ensuring that any necessary changes are made.
3. Acting as Chairman for meetings of the Safety Committee.
4. Reviewing Safety Officer's reports and taking action to reduce unfavourable trends.
5. Reviewing accident investigation reports and ensuring that corrective action is taken.
6. Demonstrating personal interest in safety matters by occasionally accompanying the Safety Officer on tours of inspection.
7. Ensuring that Managerial staff, Managers and Supervisors are involved in promoting safety and are informed of the results of inspections.
8. Ensuring that the activities and amenities of the Company are in conformity with all current and new regulatory requirements.
9. The Managing Director will ensure that sufficient financial, time and management resources are allocated to provide adequate health and safety facilities, training, instruction and supervision to comply with all the legal requirements for health and safety and will regularly report to the Board of Directors on matters of health and safety and recommend further allocation of resources when necessary.
10. The Managing Director will produce a Plan for Safety which will include, identifying training needs and analysis, training programmes, Safety Audit Programmes and a Plan to review all Procedures at regular intervals.

11. The Managing Director in association with the Safety Officer will produce regular statistics for presentation to the Board of Directors and Health and Safety Committee.

#### **1.1.1.4 Directors Action/Arrangements**

The Directors will:

1. Oversee their Managers and ensure the adoption and maintenance of proper standards of safety, health and welfare in all areas of activity under their control to meet the requirements of the Company Health and Safety Policy, the Health and Safety at Work etc, Act 1974 and all relevant Acts, Regulations and Codes of Practise
2. Implement the policy for the prevention of injury, damage or wastage, and to ensure the correct disposal of waste, particularly waste which is hazardous in nature or has implication for the environment
3. Arrange for adequate funds to meet the requirements of the policy
4. Ensure that all levels of staff receive adequate and appropriate safety training
5. Ensure that Company Policy for plant and work equipment is fully implemented
6. Monitor accident reporting procedure and accident incident rates
7. Ensure adequate and appropriate provision for welfare and first aid and that these facilities comply with legislation
8. Ensure, through the medium of operational managers of departments, that adequate arrangements are made and maintained, in all company departments', for the necessary contract initiation details to be sent to the Company Safety Officer.

#### **1.1.1.5 The Company Secretary's' Action/Arrangements**

1. Ensuring that specific legal requirements are adhered to and that steps are taken to comply with changes in these requirements.
2. Evaluating all risks in the Company relating to accidents at work, health risks at work, loss or damage to Company property and risks to the public through Company activity.
3. Periodically reviewing insurance and loss record and advising when action is necessary to correct adverse trends.
4. Ensuring that the Accident Register is properly maintained.

#### **1.1.1.6 Managers' Action/Arrangements**

1. Ensuring that all work activities are carried out, in accordance with the Company Health and Safety Policy, and those risk assessments are executed for all work operations in accordance with the Management of Health & Safety at Work Regulations 1999, to identify the risks to employees, contractors and members of the public from the work activity.
2. Ensuring that all personnel within his department are competent to carry out their work and are fully aware of all hazards.
3. Ensuring that statutory regulations are observed.

4. Attending Safety Committee Meetings and ensure that all necessary training programmes are discussed and implemented.
5. Ensuring that First Aid facilities are adequate and meet statutory requirements and ensure that protective clothing and equipment is used by employees as necessary.
6. Ensuring that Managers and Supervisors with responsibility for safety receive adequate training.
7. Assisting in the induction and safety training of new employees.
8. Inspecting accident records, investigating causes and recommending corrective action and ensure that the relevant enforcing authority is notified of any reportable accident or illness.
9. Liaison with all senior personnel concerned with Health and Safety to ensure that they are fully informed concerning accidents and potential hazards.
10. Ensure that it is a condition of all sub-contractors' orders that all sub-contractors carry out their work in accordance with the requirements contained in the Company's Health, Safety and Welfare Policy.
11. Carry out assessments of all Subcontractors to ensure their competence with regards to Health and Safety and request that all Sub- Contractors provide Risk Assessments and Method Statements and also evaluate any Contractors whom they may employ.
12. Ensure that all Work Equipment is properly maintained and correctly selected to be suitable for the task and that adequate training is provided for operatives in the use of Plant and Work Equipment.

#### **1.1.1.7 Employees Action/Arrangements**

All employees will ensure that:

1. They are fully conversant with the requirements of this Policy and associated Procedures.
2. In all activities in which they partake, they will take due care of themselves and others who may be subject to the results of their acts or omissions.
3. They will immediately notify their immediate supervision of any Health and Safety issues which they identify.
4. They will co-operate with the Company in the implementation and observance of this Policy and Procedures.
5. They will not knowingly misuse any plant, machine or substance etc.
6. Where identified special rules are applicable, full observance will be made.
7. All accidents, Dangerous Occurrences and 'Near Misses' are reported.