

HEALTH AND SAFETY POLICY

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide the information, training and supervision that they need for this purpose. We also accept our responsibilities for the health and safety of other people who may be affected by our activities.

Our general policy is:

- To provide appropriate control of the health and safety risks arising from our work and activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction, and supervision for employees
- To ensure all employees are competent to do their tasks and to give them training that is necessary
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions

This policy document will be reviewed on a regular basis, no less than once every 12 months.

Responsibilities

Overall responsibility for health and safety:
Dr Hayaatun Sillem, Chief Executive.

Day to day responsibility for health and safety:
Mr Chris Boyle, Chief Operating Officer.

In his absence:
Mr Ritchie Hepburn, Senior Facilities Manager will act as his deputy.

All employees have the responsibility to cooperate with health and safety officers, and their deputies, to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They have a responsibility not to interfere with anything provided to safeguard their health and safety and to take reasonable care of their own health and safety.

Whenever an employee, supervisor or manager notices a health and safety problem, which they are not able to put right, they must straightaway tell the appropriate person named above.

Mr Chris Boyle, Chief Operating Officer is responsible for:

- Providing consultation between management and employees
- Investigating accidents

Mr Ritchie Hepburn, Senior Facilities Manager is responsible for ensuring the following are carried out:

- Safety inspections
- Safety training
- Monitoring plant and other equipment in conjunction with equipment maintenance contractors where appropriate

Signed by Dr Hayaatun Sillem, Chief Executive

Date