



HEALTH AND SAFETY POLICY STATEMENT

1. Statement of Policy of Health and Safety at Clearsite Building Services is made in accordance with section 2(3) of the Health and Safety at Work Act 1974.

Responsibilities

2. Mr Karl Lubieniecki (Partner) to be responsible for safety management and will advise all employees on the Health and Safety Policy aspects of Clearsite Building Services and will audit Health and Safety Performance as required.
- 2a. The applicable Site Foreman chosen for each individual Contract is to be responsible for Health and Safety Management at particular contracts, will advise Mr Karl Lubieniecki of any Health and Safety aspects he should be aware of, and will audit Health and Safety performance as is required.
3. Mr Karl Lubieniecki of Clearsite Building Services will, where appropriate, approve the Health and Safety Policy and will review its operations and effectiveness at not less than 12 months intervals.
4. Mr James Theobald (Partner) of Clearsite Building Services will be responsible for ensuring the Health and Safety Policy is implemented.
5. Persons identified in note 2a will each be responsible to Mr Karl Lubieniecki for performance of the Policy on the contracts they are running in their areas of accountability.

GENERAL POLICY:

6. Clearsite Building Services is committed to the highest standard of safety design, Construction, operation maintenance and demolition of plant and apparatus, and to the provision of safe and healthy working conditions, equipment and system of works for all staff and other persons affected by Clearsite Building Services activities.
7. In order to improve safety performance and create a new safety culture, Clearsite Building Services will introduce a safety committee consisting of Mr Karl Lubieniecki and all applicable employees listed in Note 2a. Other staff may refer health and safety related issues to any of the above for resolution by Safety Committee.

8. A safe and healthy working environment can only be achieved through active participation of all Clearsite Building Services staff. The Partners and Management instructs its staff to comply with Health and Safety requirements, and to do all they can to prevent injury or illness to themselves or other persons. Avoid damage to plant, equipment and property, and to make proper use of protective clothing and equipment. Clearsite Building Services staff and contractors employees are cautioned that they must not attempt to carry out activities for which they are not competent. Supervisors should assist staff in this and escalate problems for resolution to management where required.

9. The Partners instruct all staff to exercise constant vigilance to ensure that safety awareness is maintained. This responsibility for Health and Safety ranks equally to any other action necessary to develop and maintain an efficient and commercial successful company.

IMPLEMENTATION

(i) Role of Health and Safety Committee

10. The Safety Committee, reporting to Mr James Theobald will provide advice to Clearsite Building Services Management on the effective implementation and monitoring of the Health and Safety Policy.

11. The Safety Committee will be responsible for the issue of safety policy documents, and or the independent monitoring of implementation and effectiveness of the Safety Policy on behalf of Mr James Theobald.

12. The Safety Committee, reporting to Mr James Theobald will conduct a programme of inspections to evaluate safety management performance.

13. The Safety Committee will
 - a. Keep under continuous review, examine and report on developments in health and safety as they affect Clearsite building Services.

 - b. Use as required expertise on health and safety available from inside and outside the Company.

 - c. Promote good health in all staff.

 - d. Seek to avoid ill health arising in staff or other personas as a result of Clearsite Building Services activities.

(ii) Role of Managers

14. Managers and Supervisors are required to comply with Clearsite Building Services Health and Safety Policy, and with statutory requirements and will:-
 - a. Apply and Safety Statements issued setting out how policy is to be applied and safety managed in their area of responsibility.

- b. Allocate sufficient resources to provide and maintain conditions and places of works that are, so far as is reasonably practicable, safe and healthy.
- c. Take all reasonably practicable steps to ensure that plant apparatus and premises on which works carried out, are operated and maintained so as to ensure safe and healthy systems of working.
- d. Ensure that adequate instruction and information is given to staff on all aspects of work.
- e. Keep Health and Safety Policy and systems or works under review so that, where necessary, revisions can be made in light of up to date knowledge and experience.
- f. Ensure the effective participation of all staff in health and safety matters.
- g. Effectively coordinate, implement and maintain safe systems of work whilst engaged in the activities of Clearsite Building Services so as to ensure that both Clearsite Building Services and contractors staff can fully comply with their obligation in regard to health and safety.
- h. Seek appropriate advice on health and safety matters where necessary.
- i. Responsibility will be delegated to the most senior member on site in the case of an accident/incident.

(iii) Consultative Arrangements

- 15. Clearsite Building Services Safety Committee will comprise of members of staff which Will have the remit to consider, advice, and make recommendations up on matters relating to health and safety at work.
- 16. Clearsite Building Services will maintain an effective internal consultative process on on health and safety issues, designed to ensure that all staff are kept aware of their responsibilities for health and safety in the most effective way possible.

(iv) Communication

- 17. This statement of health and safety policy will be issued to all staff, and a reference copy will be retained by Mr Karl Lubieniecki. Any revisions will similarly be brought to the notice of all staff
- 18. Detailed safety instructions will be issued to appropriate staff for specific activities. These documents will be subject to the same standard and controls as the policy Statement and records will be maintained of the revisions and re-issues.
- 19. Comprehensive safety rules, procedure and codes of practice relating to particular activities will be issued to guide Clearsite Building Services staff. The documents must be observed by all staff, and by contractors employees working on Clearsite Building Services site or contracts.

20. All staff and employees of contractors are required to work and act in a responsible manner, and take reasonable precautions to maintain safe systems of work to prevent risk to themselves and others. Generally in accordance with guidelines set down in Appendix A.

APPENDIX A: GENERAL SAFETY RULES

1. Follow instructions, rules and signs.
2. Do not take chances. If you don't know ask.
3. Report dangerous conditions or practices.
4. Use the correct tools and equipment for the job, and use them safely.
5. Report all accident and near misses promptly to allow proper investigations.
6. Use, adjust and modify equipment only when authorised.
7. Wear approved personal protective equipment as directed. Maintain the equipment in good and serviceable condition.
8. Do not engage in Horseplay.
9. Ensure that all equipment and material is returned to its proper place after use.
10. Ensure that your work area is kept clean and orderly at all times

Signed

Karl Lubieniecki
14/05/07