I.S.T.L. Engineering Ltd

Health and Safety at Work

Policy Statement

1. Introduction

1.1 This Statement sets out the policy of I.S.T.L. Engineering Ltd (The Company) in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected by our work activities. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.

1.2 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that all Clients and other persons who may come into contact with this Company or its premises or its activities (whether or not work-related) are not adversely affected with regard to their health and safety.

1.3 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to health and safety at work.

1.4 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work or at head office. Personal copies of the Policy may be obtained on request from Head Office.

2. Definitions

2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.).

2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.

3. Policy

3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible consequences in the event of any breach of this Policy.

3.2 The Company recognises its obligations under Section 2(1) of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy.

3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.
3.4 The Company will undertake, so far as is reasonably practicable, the following:-

a). The provision and maintenance of plant and systems of work that are safe and without risks to health.

b). Arrangements for ensuring safety and absence of risks to health in connection with the supply, use, handling, storage and transporting of articles and substances.

c). The maintenance of premises and places of work which are safe and without risks to health, and safe access to and egress from such places.

d). The provision and maintenance of a working environment for employees without risks to health and adequate as regards facilities and arrangements for their welfare at work.

e). The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.

f). Adequate arrangements to ensure that employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.

g). Systems and procedures which will ensure that all operations and activities are executed at all times in such a manner that persons not in our employment who may be affected by such operations are not exposed to risks to their health and safety.

4. Supporting Documentation

4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-

a). Documents Directly Associated With This Policy
   These comprise the allocation of health and safety responsibilities within the Company and the general arrangements for implementing the policy.

b). Safe Systems of Work
   These comprise the rules and conditions for carrying out specified activities.

c). Health and Safety Information
   Information about matters such as noise at work, manual handling techniques, risk assessment, first aid procedures etc.

d). Other Policies
   In addition to this general policy on health and safety, the Company has prepared the following policies relating to specific health and safety related topics:

   i). Violence at Work

   ii). Equal Opportunities

   iii). Alcohol & Drugs
iv). Lone Working

v). Accident and Incident Reporting, Recording and Investigation

vi). Control of Substances Hazardous to Health

vii). Environmental Management

e) **Forms and Miscellaneous Items.**

Standard forms are used for various aspects of health and safety management. These include such items as risk assessments (both generic and specific), display screen equipment checklists, safety audit checklists, employee handbooks etc.

5. **Policy Review**

5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company, in the light of additional knowledge or information becoming available, and in any event annually.

5.2 When, due to the conditions described in 5.1 above, any part of the company policy and procedures manual requires alteration or modification, it shall be deemed to be sufficient and in compliance with this policy if such alterations or modifications are made to the master printed copy held at head office, and those changes are notified by a convenient and effective method, to all employees in possession of printed or electronic copies of the manual.

6. **Responsibility for Policy Implementation**

6.1 The overall responsibility for the implementation of this policy is vested in the Board of Directors of I.S.T.L. Engineering Ltd. They will be assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters. According to the contractual arrangements in place between this organisation and the consultancy.

6.2 Responsibilities for different management grades and individuals are detailed in accompanying documentation.

Signed....................................................

Date..................................

On behalf of I.S.T.L. Engineering Ltd

Name......................................................

Please note:
The original of this document, signed, dated and subject to regular review is held at our main office. This is an electronic copy (or printed electronic copy) and as such does not require to be signed and dated.
I.S.T.L. Engineering Ltd

Control of Violence at Work Policy Statement

1. Introduction

1.1 This Statement sets out the policy of I.S.T.L. Engineering Ltd (The Company) in respect of any employee, self-employed person and contractors under our control whose health and safety may be affected by violence in the workplace. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.

1.2 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy and its supporting documentation, they will normally be able to work safely and without undue risk to their health and safety. They will also be considered to have demonstrated compliance with their conditions of employment or contract (written or implied) insofar as they refer to violence at work.

1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and its supporting documentation and must become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work. Personal copies of the Policy may be obtained on request from Section Managers.

2. Definitions

2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.). Travel from home to work and from work to home is not included in this definition.

2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.

2.3 The HSE leaflet Violence to Staff defines violence at work as 'any incident in which an employee is abused, threatened or assaulted in circumstances arising out of the course of his or her employment'.

2.4 Violence need not be only of the physical kind. Our definition of violence includes serious or persistent threats and verbal abuse. Injuries received as a result of suffering violence at work may also be more than physical; it may lead to emotional shock, stress, depression and other psychological difficulties.

3. Policy

3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and their continued employment by the Company in the event of any breach of this Policy.
3.2 The Company recognises its obligations under all relevant sections of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy.

3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.

3.4 Should any employee believe that, in pursuance of their normal duties whilst at work, they have suffered or have reason to believe that they may suffer, violence at work, they may approach their Employer, who will at all times confidentially treat any information provided and take such measures and instigate such procedures as are deemed necessary to ensure that the matter is resolved with the minimum of distress to the person concerned and any others who may be affected.

3.5 It is the policy of the Company that all incidents of violence at work will be investigated and the results of those investigations recorded. The purpose of the investigation will be to determine the circumstances which lead to the incidence of violence and what measures may be taken to prevent a recurrence of the incident.

4. **Supporting Documentation**

4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:

   a). **Documents Directly Associated With This Policy**
   This document should be read in conjunction with the general policy statement for health and safety.

   b). **Health and Safety Information**
   Information about violence at work and guidance on how to avoid or minimise risks to individuals from violence.

   c). **Forms and Miscellaneous Items**
   Standard forms are used for various aspects of health and safety management, including the management of violence at work. These include such items as risk assessments (both generic and specific) and report forms.

5. **Policy Review**

5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company and in the light of additional knowledge or information becoming available.
6. **Responsibility for Policy Implementation**

6.1 The overall responsibility for the implementation of this policy is vested in the Board of Directors of I.S.T.L. Engineering Ltd. They will be assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters. According to the contractual arrangements in place between this organisation and the consultancy.

6.2 Responsibilities for different management grades are detailed in accompanying documentation.
I.S.T.L. Engineering Ltd

Equal Opportunities Policy

1. Introduction

1.1 This Statement sets out the policy of I.S.T.L. Engineering Ltd (The Company) in respect of any employee, self-employed person and contractor under our control, as it relates to equal opportunities.

1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to equal opportunities.

1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down therein.

2. Policy

2.1 The Company wholeheartedly supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, being married or disability.

2.2 We believe that it is in the Company's best interests, and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. To this end, and within the framework of the law, we are committed wherever practicable to achieving and maintaining a workforce which broadly reflects the local community in which we operate.

2.3 Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.


3.1 In implementing this policy the company will consider the requirements of the current edition of the following legislation :-

* The Sex Discrimination Act
* The Equal Pay Act
* The Management of Health & Safety at Work Regulations
* The Race Relations Act
* The Disability Discrimination Act
* The Racial Discrimination (Amendment) Act
4. **Implementing the Policy**

In order to put this policy of equal opportunities into practice in the day-to-day operation of the Company, we will as appropriate:-

4.1 Set explicit, measurable and achievable objectives and targets.

4.2 Provide training and guidance for key decision makers such as managers and supervisory staff and those involved in personnel and management practices.

4.3 Monitor the existing workforce in respect of the application and effects of the policy.

4.4 Examine and review existing procedures for recruitment, selection, promotion and training.

4.5 Develop mechanisms for resolving grievances about unfair discrimination and harassment.

4.6 Identify any scope for using lawful positive action training and encouragement and then put the necessary arrangements in hand.

4.7 Review this policy on a regular basis.

4.8 Should any employee suffer any problems or difficulties in respect of equal opportunities in their employment, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of our Health & Safety Policy, who will at all times treat any information provided in complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

The Directors will be responsible for the implementation of our Equal Opportunities Policy.
I.S.T.L. Engineering Ltd

Alcohol and Drugs Policy Statement

1. Introduction

1.1 This Statement sets out the policy of I.S.T.L. Engineering Ltd (The Company) in respect of any employee, self-employed person and contractor under our control whose proper performance of their duties is or may be impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances.

1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with the conditions of employment or contract insofar as they refer to the use of alcohol and drugs.

1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down.

2. Policy

2.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy and the possible consequences of any breach of this Policy.

2.2 The Company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this Policy.

2.3 Employees of the Company will at all times exercise diligence in monitoring their colleagues and others who from time to time may be under the control of the Company and noting any evidence of alcohol and/or drug abuse.

2.4 Should any employee suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach a Manager, who will at all times treat any information provided with complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

3. Conditions

3.1 It is a condition of employment by the Company that no person referred to in 1.1 above shall:

i). Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs.

ii). Report, or endeavour to report, whilst in an unfit state due to the previous consumption of alcohol or drugs.
iii). Be in possession of alcohol or non-prescribed drugs during working hours.

iv). Consume alcohol or non-prescribed drugs during working hours.

3.2 The Company will not accept any deviation from the above conditions.

3.3 Failure to maintain the standards set out by this Policy may be considered as gross misconduct; appropriate action will therefore be taken in all cases.

4. Compliance

4.1 In order to comply with this Policy and to maintain the stated and accepted standards of the Company, those persons referred to in 1.1 above should, at all times avoid:

i). Consuming alcohol or non-prescribed drugs in the eight hours immediately preceding attendance at work.

ii). Consuming alcohol or non-prescribed drugs during meal or other break times.

iii). Consuming alcohol or non-prescribed drugs during working hours.

iv). Consuming alcohol or non-prescribed drugs whilst not in work but on call.

In addition, those persons to which this Policy applies must ensure that a manager is made aware of any prescribed medication being taken which may in any way affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.

The Directors will be responsible for the implementation of this Policy.
Lone Working Policy Statement

1. Introduction

1.1 This Statement sets out the policy of I.S.T.L. Engineering Ltd (The Company) in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected during periods when they are working alone. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.

1.2 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy and its supporting documentation, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract (written or implied) insofar as they refer to lone working.

1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and its supporting documentation and must become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work. Personal copies of the Policy may be obtained on request from Section Managers.

1.4 There are certain levels of risk which will increase as a result of lone working. These include violence against the person, road accidents where tiredness is a contributory factor and instances where a single person attempts a job which would normally be carried out by two persons if available (e.g. lifting heavy objects). In other circumstances, although the risk of occurrence remains constant, the consequences of suffering an accident may be increased. Examples of this may be suffering a fall, an electric shock or a severe cut.

2. Definitions

2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.). Travel from home to work and from work to home is not included in this definition.

2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.

2.3 A lone worker is defined as a person who works by his or her self without close or direct supervision or other form of personal contact with colleagues. Examples of lone working may include:

   a). Where only one employee is at work at a particular premises

   b). Where a member of staff is working outside normal hours

   c). Where a member of staff is working away from their office

   d). Where several members of staff are present in a single building but not in mutual or convenient contact
3. **Policy**

3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible consequences in the event of any breach of this Policy.

3.2 The Company recognises its obligations under all relevant sections of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy.

3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere.

3.4 It is the policy of the Company that, prior to all occasions when it is intended that lone working is to be carried out, a suitable and sufficient assessment is made of the risks associated with that lone working in order that effective control measures may be devised and implemented. The assessment may be either generic (for repeated activities such as car journeys) or specific (late working etc.) and will be in addition to activity assessments carried out under other requirements for risk assessments.

3.5 Notwithstanding the requirements of 3.4 above, during investigations of accidents and incidents involving lone workers, consideration will be given to establishing whether lone working was a factor.

4. **Supporting Documentation**

4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-

a). **Documents Directly Associated With This Policy**

   This document should be read in conjunction with the general policy statement for health and safety, including the supporting statement detailing areas of responsibility.

b). **Health and Safety Information**

   Information about lone working and guidance on how to avoid or minimise the risks associated with working alone.

c). **Forms and Miscellaneous Items**

   Standard forms are used for various aspects of health and safety management. These include such items as risk assessments (both generic and specific) and report forms.

5. **Policy Review**

5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company and in the light of additional knowledge or information becoming available.
6. **Responsibility for Policy Implementation**

6.1 The overall responsibility for the implementation of this policy is vested in the Board of Directors for I.S.T.L. Engineering Ltd.

6.2 Responsibilities for different management grades are detailed in accompanying documentation.
I.S.T.L. Engineering Ltd

The Reporting of Injuries, Diseases and Dangerous Occurrences

Policy Statement

1. Introduction

1.1 This Statement sets out the policy of I.S.T.L. Engineering Ltd (The Company) in respect of the reporting, recording and investigation of accidents and incidents to employees, self-employed persons or contractors under our control. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.

1.2 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that accidents and incidents involving Clients, visitors and other persons who may come into contact with this Company or its premises or its activities (whether or not work-related) are correctly reported, recorded and investigated.

1.3 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy and its supporting documentation, they will be considered to have demonstrated compliance with their conditions of employment or contract (written or implied) insofar as they refer to the reporting, recording and investigating of accidents and incidents.

1.4 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and its supporting documentation and must become familiar with the conditions and precautions laid down. A copy of the Policy and supporting documents will be available at each place of work or at head office. Personal copies of the Policy may be obtained on request from Head Office.

1.5 This policy does not refer to accidents and incidents which occur in connection with violence at work or as a result of a person working alone, as those issues are addressed in their own specific policies. However, many of the arrangements for the implementation of this policy will apply to all accidents and incidents howsoever occurring.

2. Definitions

2.1 In this Policy, the expression ‘at work’ means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.). Travel from home to work and from work to home is not included in this definition.

2.2 The term ‘legal obligations’ refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974 and in supporting legislation brought under the Act from time to time, in particular the current edition of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
3. **Policy**

3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy and the possible consequences of any breach.

3.2 The Company recognises its obligations under all relevant sections of The Health and Safety at Work etc. Act 1974, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy.

3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere.

3.4 It is the policy of the Company that all accidents and dangerous occurrences will be investigated and the results of those investigations recorded. The purpose of the investigation will be to determine the circumstances which lead to the event and what measures may be taken to prevent a recurrence.

3.5 Where required by statute, correct reporting procedures will be followed.

3.6 The Company will promote the reporting of all accidents by way of entries in Accident Books, a copy of which will be held at each place of work, or at head office, according to the arrangements in place at any time.

4. **Supporting Documentation**

4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:

a). **Documents Directly Associated With This Policy**
   This document should be read in conjunction with the general policy statement for health and safety and its associated information.

b). **Health and Safety Information**
   Information and guidance on reporting procedures and methods of investigating accidents and dangerous occurrences.

c). **Forms and Miscellaneous Items**
   Standard forms are used for various aspects of health and safety management, including accident and incident report forms. These may be internal documents or, where an event falls under the requirements of the RIDDOR Regulations, Form 2508.

5. **Policy Review**

5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company and in the light of additional knowledge or information becoming available.
6. **Responsibility for Policy Implementation**

6.1 The overall responsibility for the implementation of this policy is vested in the Board of Directors for I.S.T.L. Engineering Ltd.

6.2 Responsibilities for different management grades are detailed in accompanying documentation.
I.S.T.L. Engineering Ltd

Control of Substances Hazardous to Health Policy Statement

1. Introduction

1.1 This Statement sets out the policy of I.S.T.L. Engineering Ltd (The Company) in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected as a result of working with or otherwise coming into contact with hazardous substances. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.

1.2 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy and its supporting documentation, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract (written or implied) insofar as they refer to the use of hazardous substances.

1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and its supporting documentation and must become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work or at head office. Personal copies of the Policy may be obtained on request from Head Office.

2. Definitions

2.1 In this Policy, the expression ‘at work’ means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.). Travel from home to work and from work to home is not included in this definition.

2.2 The term ‘legal obligations’ refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.

2.3 The term ‘substance hazardous to health’ is defined in detail within the current edition The Control of Substances Hazardous to Health Regulations 2002. For the purposes of this Policy however, it shall be defined as “any substance, whether natural or artificial, solid or liquid, gas or vapour, or micro-organism which has the potential to create harm to the health or safety of a person”.

2.4 The term ‘health surveillance’ is defined within The Control of Substances Hazardous to Health Regulations. Its purpose is to detect problems with the health of employees as early as is practicable, in order that damage to health can be prevented. Suitable health surveillance will depend on the risk and may require input from a medical practitioner, occupational nurse or other qualified person. Simple surveillance (such as inspections for dermatitis of the hands) may be carried out ‘in-house’ by a suitably responsible person.
3. Policy

3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible consequences of any breach of this Policy.

3.2 The Company recognises its obligations under all relevant sections of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under the current edition of The Control of Substances Hazardous to Health Regulations and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy.

3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.

3.4 It is the policy of the Company that, prior to any employee using a substance harmful to health or carrying out a work activity during which they may generate or otherwise come into contact with such a substance, a suitable and sufficient assessment is carried out for the purposes of identifying measures which may be taken to eliminate, reduce or otherwise control the hazard.

3.5 Control measures will be selected using one or more measures selected from the following hierarchal list:-

   i). Change the process or activity so that the substance is not needed or generated
   ii). Replace the substance with a safer alternative (e.g. use softwood rather than hardwood)
   iii). Use the substance, but in a safer form (e.g. pellets not powder, liquid not aerosol)
   iv). Enclose the process
   v). Partially enclose the process and use local exhaust ventilation
   vi). Provide general ventilation
   vii). Use systems of work which minimise risks of leaks and spillages etc.
   viii). Reduce the number of persons exposed to the substance
   ix). Provide personal protective equipment (PPE)

3.6 Health surveillance will be provided for all employees in the following circumstances:-

   i). Where a COSHH assessment has determined that a need for health surveillance exists.
   ii). An employee is exposed to any of the substances listed in Schedules accompanying the current edition of The Control of Substances Hazardous to Health Regulations, but only where the exposure occurs in connection with a process listed in the same schedule.
iii). Where the exposure of the employee to a hazardous substance is such that:

a). an identifiable disease or adverse health effect may be related to the exposure,

b). there is a reasonable likelihood that the disease or effect may occur under the particular working conditions.

3.7 If any doubt exists over whether health surveillance is necessary, assistance will be sought from the Employment Medical Advisory Service (EMAS).

4. Supporting Documentation

4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:

a). Documents Directly Associated With This Policy
   This document should be read in conjunction with the general policy statement for health and safety and its associated information.

b). Health and Safety Information
   Information about substances harmful to health and guidance on the control measures required for certain substances. The guidance is provided by way of schedules which list the substance, the nature of the hazard, the primary control measures and (where appropriate) special instructions for first aid.

c). Forms and Miscellaneous Items
   Standard forms are used for various aspects of health and safety management, including the control of substances hazardous to health. These include such items as COSHH assessments (both generic and specific) and safety data sheets.

5. Policy Review

5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company and in the light of additional knowledge or information becoming available.

6. Responsibility for Policy Implementation

6.1 The overall responsibility for the implementation of this policy is vested in the Board of Directors.

6.2 Responsibilities for different management grades are detailed in accompanying documentation.
I.S.T.L. Engineering Ltd

Environmental Policy Statement

1. It is the policy of I.S.T.L. Engineering Ltd to develop an environmentally aware workforce and to manage its activities so as to avoid unnecessary or unacceptable risks to employees, others who may be affected by our work activities and the environment.

2. So as to minimise the risk of all forms of land, water and air pollution and nuisance due to odour and noise, our operations will be carried out in accordance with the relevant parts of our Company Safety Policy, the recommendations in British & European Standards, Environmental Management Systems & Environmental Legislation.

3. In pursuit of these objectives, the Company will aim to minimise energy consumption and the use of materials that are harmful to the environment; to promote further the recycling of materials where practicable and to encourage suppliers to adopt sound environmental practises.

4. Our policy is also to ensure that all newly installed plant and newly purchased equipment is capable of meeting known and likely future control standards.

5. Close liaison will be effected where necessary with the Environment Agency, Local Authorities and other organisations concerned with environmental issues.

6. The Directors will be responsible for implementation of our Environmental Policy.

Date 31/01/06