

Revision 2 Date 8th January 2000

## **Health & Safety Policy**

### 1.0 Main board policy on Occupational Health, Safety and Security

1.1 The directors of TTS Fire and Security Ltd believe that the companies most valuable assets are the employees. The board regards the promotion of health and safety measures as a mutual objective for management and employees at all levels.

1.2 It is therefore, company policy to do all that is reasonably practical to ensure a safe and healthy environment for all employees and to ensure that the same high standards of health and safety will be reflected in the design of systems supplied to our clients.

1.3 Parallel to this policy, and as an essential part of it, the company are committed to promoting high standards of security, including identification and care of others who may be affected by our work activities and to protect everyone, including customers, their employees and the public from foreseeable work hazards.

1.4 The commitment to Occupational Health, Safety and Security should be regarded as part of the companies commitment to excel in all ways.

### 2.0 Policy

The company will:-

2.1 Provide and maintain safe and healthy working conditions taking account of statutory requirements.

2.2 Provide training and instruction to enable all employees to perform their work safely and efficiently.

2.3 Provide all necessary safety devices and protective equipment (when required)

### 3.0 Organisation

3.1 Overall responsibility for implementation of this policy within the group is vested with the Company Secretary who will constantly review all aspects of safety matters reporting to the main board at no less than quarterly intervals.

3.2 The Company Secretary will ensure that all required fire precautions are met, that all alarms are tested weekly, fire drills are practised at least twice each year and that a service/maintenance agreement is entered into. Also ensure that all first aid equipment is properly maintained.

### 4.0 Responsibilities

#### 4.1 Management

4.1.1 Implement this policy and ensure that all employees reporting to them understand their duties under the Health and Safety at Work Act and their duties as to security.

4.1.2 Maintain a constant and continual interest in health and safety matters and set a good example in all respects.

4.1.3 Constantly monitor their performance of staff in respect of Health and Safety requirements and identify training needs of all staff reporting to them.

#### 4.2 Employees

4.2.1 In accordance with Section 7 of the Health and Safety Work Act all employees will co-operate with management in preventing accidents or health risks to themselves, other employees, members of the public, visitors or customers.

4.2.2 All employees will comply with this policy and, where TTS are contracted to others or are present on other companies premises, will comply with all known requirements and recommendations in respect of health and safety.

4.2.3 Employees will wear personal protective clothing whenever instructed or when circumstances require it. They will take good care of all issued clothing.

4.2.4 Employees must report immediately any conditions which they consider to be unsafe or unhealthy.

4.2.5 Employees may make any input that they feel will be beneficial in the implement of this policy.

### 4.3 Engineering

4.3.1 Design engineers (pre order) and Project Commissioning engineers (post order) will, as far as is reasonably practical, ensure that all systems designed and supplied by the Group are safe and free from a health risk when properly used and, are accompanied by all necessary instructions in their safe use.

4.3.2 Engineers will ensure that when the company is sub-contracted to others and they are working on sites or other property they adhere to any and all additional conditions as required.

4.3.3 Engineers will also ensure that all sub-contractors employed by TTS understand and comply with this policy and, that they will also implement any other policy or any particular requirements brought about by their trade or practices.

Note: A copy of this policy will be issued to every sub-contractor and will be recorded in the approved supplier file.

For Sub-contractor Use

Please sign and date below to confirm that you have read and understood our policy.

Signed \_\_\_\_\_

Name (Print) \_\_\_\_\_

Date \_\_\_\_\_