

Health & Safety Policy

1.0 General Statement of Health and Safety and Policy Statement

April 2007

TWData recognises the fact that health and safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. It also recognises that health and safety is a business function and must, therefore, continually progress and adapt to changes. The approach to health and safety will be based on the identification and control of risks.

As there are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resources will be allocated to ensuring health and safety within the organisation. A positive culture will be encouraged within the organisation and senior management shall actively support this encouragement.

This policy and Code of Practice also acknowledges its responsibility in respect of persons other than its own employees, whether members of the public, employees of contracting companies or delegates. In the supply of organisation services, operation and maintenance of all equipment and materials, it is the aim of management to do everything possible to prevent personal injury and damage. To this end management will provide appropriate safety instructions and safety devices for all employees wherever necessary

All employees will be involved in the decision-making processes either on an individual basis or through their representatives. The performance of both individuals and the organisation will be monitored to pre-determined standards with continual improvements being made to health and safety standards.

Adequate planning, monitoring and review of the implementation of the health and safety policy will be carried out.

In order to ensure that this general statement is achieved, the following will form the company aims and objectives.

1. The company will ensure that there are arrangements put into place for the effective planning, development and review of this policy statement.
2. Management will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation.
3. The company will provide the necessary information, instruction and training to employees and others, including temporary staff to ensure their competence with respect to health and safety.



4. Management considers that health and safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets.
5. The company will devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety. The assistance of expert help will be sought where the necessary skills are not available within the company.
6. The company will liaise and work with all necessary persons to ensure health and safety. The company will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.
7. The company believes in constantly improving health and safety standards and performance. It will to this end endeavour to ensure that all relevant statutes, Regulations and Codes of Practice are complied with. The minimum standards that will be adopted by the company are those required by law, although the company will seek always to exceed these where there is a demonstrable benefit.
8. The company recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Managers will have specific duties and responsibilities to comply with the letter and spirit of company policy. Employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. The company will ensure that health and safety management is an integral part of the manager's function and will monitor their performance along with their other duties.
9. The company will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation.
10. The company will set up a system to ensure that all accidents and 'near-misses' are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.
11. The company will ensure that procedures are established to ensure that safe equipment and plant are provided for employees (including Sub-Contractors) and non-employees.

Signed

Date