

### 1. DOCUMENT INFORMATION

#### 1.1. Purpose

To document and communicate the Health & Safety Policy of Otaga Ltd and the associated organisational responsibilities to ensure this policy is implemented.

#### 1.2 Scope

This policy covers every activity carried out on behalf of Otaga Ltd.

#### 1.3 Affects

This document affects all Otaga employees and contractors under control of the company.

#### 1.4 Revision History

Rev	Date	Remarks	Author	Approved
01	29-07-09	First Issue	DD	RoK
02	17-10-2011	Header/Footer & document references	DD	ROK

#### 1.5 Referenced / Related Company Standards

OQMS-POL-003      Environmental Policy  
OQMS-POL-005      Quality Policy

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### 2 STATEMENT OF COMPANY H & S POLICY

This is the policy of Otaga Limited, to all its employees, contractors and others who may be affected by our work activities.

#### Declaration of Intent

- 2.1 The Managing Director of Otaga Ltd, together with his Directors, are responsible for ensuring the implementation of the Health and Safety Policy Document and compliance with the Health and Safety requirements in all the company's premises and places of work.
- 2.2 We believe an excellent company is by definition a safe company. Since we are committed to excellence, it follows that minimising risk to people, plant and products is inseparable from all company objectives.
- 2.3 The identification, assessment and control of Health & safety and other risk is a managerial responsibility and of equal importance to production and quality.
- 2.4 Therefore all reasonably practicable steps will be taken to meet the companies Health and Safety responsibilities:
  - (a) A Safe and Healthy working environment with safe access and egress to / from all places of work and which is adequate as regards facilities and arrangements for the welfare at work of employees and others.
  - (b) Plant, equipment and systems of work, which are safe, and with minimum risk to Health.
  - (c) Safe arrangements for the use, handling, storage and transport of articles and substances.
  - (d) Sufficient Information, Instructions, Training and Supervision to ensure the Health and Safety at work of Employees and Others.
  - (e) A system to ensure that all accidents are properly recorded and reported immediately to the line manager and company Health & Safety Adviser in line with Accident / Incident Reporting Procedure.
  - (f) A system to promote joint consultation between management and employee representatives in the interests of Health and Safety at work.
  - (g) Provide sufficient resources to enable arrangements for Health, Safety and Welfare to be properly implemented.
  - (h) To review this policy every year or earlier as required and make necessary amendments once identified.
  - (i) A copy of this Policy is brought to the attention of all Employees/ contractors.

#### Responsibilities and Organisation

- 2.5 Our management and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of work.
- 2.6 All employees and sub-contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work so far as is reasonably practicable, is carried out without risk to themselves or others.

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## Health & Safety Policy

- 2.7 The Board of Directors has appointed the Company Director, Mr Richard O’Kane, as having particular responsibility for health, safety and environmental matters and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.
- 2.8 The operation of this Policy will be monitored by the management and staff of the Company. To assist them in this respect, the Company has appointed a Compliance Advisor to visit sites and workplaces and to give advice on the requirements of the relevant statutory provisions and safety matters generally.
- 2.9 The Company Compliance Advisor is Derek Day, Talma Day Associates Limited. Tel: 01435 866107.

### Arrangements

- 2.10 The arrangements for health and safety are based on risk assessment of all significant risks and the control of work activities through structured performance by all personnel. Risk assessments are required in respect of:
- 2.11 **OFFICE ENVIRONMENT** - These are generally relatively permanent, stable work environments, which present a comparatively low risk:
- General office hazards
  - Office machinery
  - Display screens
  - Manual handling
  - Fire precautions.
- 2.12 **SITE WORK AND CLIENT PROJECTS** - Site locations and client premises are more hazardous by virtue of their temporary, changing or unknown nature, the actions or omissions of others and the wide range of physical hazards that may be present.
- 2.13 The Manager is responsible for ensuring that a risk assessment is carried out and recorded for each safety and environmental hazard on every individual project in respect of all those employees under his/her control and any others who may be affected by their work.
- 2.14 **All assessments** - On receipt of instructions, suitable investigations should be made, as appropriate, for the risks involved to be assessed. The assessment and especially any controlling measures required, **must** be communicated to the employees or others likely to be affected by the work.
- 2.15 The control measures, including the provision of PPE where appropriate must be instigated **prior** to the work proceeding.
- 2.16 A record of each assessment must be maintained and copies made available to the Safety Advisor on request. The Safety Advisor will arrange for periodic reviews to ensure that appropriate risk assessments and adequate controls have been provided.

### Safety Planning and Control

- 2.17 Otaga Ltd maintains a comprehensive approach to the planning and control of all activities in order to minimise risks to personnel and the environment.

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## Health & Safety Policy

- 2.18 The health, safety and environmental management system is fully documented and is organised in a hierarchical structure. At the head of this structure are the policies and objectives set by the Board of Directors. Subordinate to these policies and objectives are the Quality Management System and the Health, Safety and Environmental Management System.
- 2.19 Otaga products and services are primarily delivered through activities undertaken on-site. These locations are often construction or commercial sites under the control of others and may be subject to the Construction (Design and Management) Regulations.
- 2.20 Such Otaga project activities will require that all activities are subject to effective safety planning and control. This is achieved through a process of documented safety planning in which Otaga will assist the main contractor to prepare a construction phase health and safety plan covering the project. This is often incorporated with the Quality Plan and the combined document is known as the Project Plan. Within this Otaga Ltd will prepare detailed task or site specific method statements covering all necessary safety planning and control measures, based upon pre-contract liaison, further enquiries and the development of risk assessments and methods of work which will be submitted to the client for approval prior to the commencement of works on site by Otaga Ltd personnel.

### 3 DOCUMENT CONTROL AND REVIEW

- 3.1 This Statement of Company Policy will be displayed prominently at all sites and workplaces. The organisation and arrangements for implementing the Policy will also be available at each site and workplace for reference by any employee as required.
- 3.2 This Policy is freely available to any person or party via our website [www.otaga.co.uk](http://www.otaga.co.uk) Persons without access to the internet may request a copy in writing to the under-signed.
- 3.3 This policy will be reviewed at least annually to ensure continuing suitability.
- 3.4 This document has been approved by the Managing Director:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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