



Incident Reporting & Investigators Procedure Policy

1. DOCUMENT INFORMATION

1.1. Purpose

To document and communicate the **Incident Reporting & Investigators Procedure Policy** of Otaga Limited and the associated organisational responsibilities to ensure this policy is implemented.

1.2 Scope

This policy covers all activity carried out on behalf of Otaga Limited.

1.3 Affects

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

1.4 Revision History

Rev	Date	Remarks	Author	Approved
01	30.05.10	First Issue	DD	ROK
02	17.10.2011	Headers footers and Document references	DD	ROK

2.0 STATEMENT OF COMPANY LOW CARBON POLICY

2.1 Introduction

As a leading supplier of Building Services, Otaga Ltd recognises that the protection of its staff and the related workforce forms an integral part of its business objectives and is a prime responsibility of all staff.

2.2 Accordingly, its policy with regard to Carbon Emissions is to:

- Regularly assess the
- Comply with all relevant legislation and those standards and codes of practice to which it may subscribe.
- Introduce appropriate procedures and systems to ensure the prevention of.
- Minimise the use of
- Maximise the use of available technology

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2.3 Organisation and Responsibilities

These will include:

- Monitoring its compliance with regulatory, national and Company standards and taking action to ensure the compliance is maintained.
- Ensure that all Company staff, and others working on its premises, are made aware of its requirements by training and awareness briefings.

2.4 Communication and Training

We have established an internal communication system to ensure that through induction, team briefings, training and regular review meetings all management, operatives and subcontractors are informed and updated on Otaga Ltd.'s policies and arrangements.

Senior Management Reviews are held on a regular basis to assess the performance and to review on a planned basis the systems and procedures in place.

This policy is reviewed annually to ensure that it remains relevant and effective in achieving the company's aims and commitments.

This Policy is freely available to any person or party via our website www.otaga.co.uk Persons without access to the internet may request a copy in writing to the under-signed.

Signed _____

Director,
OTAGA LIMITED.

Dated _____

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