

HEALTH AND SAFETY POLICY

OF

SUPPLYFORCE LTD

1 POLICY STATEMENT

Supplyforce Ltd is committed to maintaining safe and healthy working conditions and to preventing accidents and instances of work-related ill health by ensuring that all activities carried out on company premises or undertaken by its employees or temporary workers on labour user's premises are managed in such a manner so as to avoid, reduce or control all foreseeable risks to the health and safety of anyone who may be affected by such activities as far as is reasonably practicable. Supplyforce Ltd will ensure that this policy is accepted by labour users that the company has business with, and/or that the labour users have their own comprehensive health and safety policy. This policy will be reviewed and revised every year.

2 EMPLOYER'S RESPONSIBILITIES

In furtherance of the above policy statement and the need to ensure compliance with the Health and Safety at Work etc Act 1974 and other relevant health and safety legislation, Supplyforce Ltd will:

- provide and maintain safe plant and equipment and safe systems of work when applicable or ensure that the labour user does so;
- ensure materials and substances used are properly stored, handled, used and transported when applicable or ensure that the labour user does so;
- assess the risks to the health and safety of anyone who may be affected by work activities when applicable or ensure that the labour user does so;
- consult with employees and temporary workers on matters affecting their health and safety and ensure that all employees and temporary workers are competent to do their tasks when applicable or ensure that the labour user does so;
- provide information, training, instruction and supervision when applicable or ensure that the labour user does so;
- provide a safe place of employment when applicable or ensure that the labour user does so;
- provide a healthy working environment when applicable or ensure that the labour user does so;
- provide a written Health and Safety Policy and ensure that the labour user does so;
- look after the health and safety of other people, in addition to employees and temporary workers when applicable or ensure that the labour user does so;
- talk to safety representatives when applicable or ensure that the labour user does so.

3 EMPLOYEES' AND TEMPORARY WORKERS RESPONSIBILITIES

Employees and all temporary workers have a legal responsibility to take care of the health and safety of themselves and others who may be affected by their actions or omissions and to co-operate with supervisors and managers and labour user's representatives or managers on health and safety issues. Employees and temporary workers should not interfere with anything provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this policy or to the labour user's representative.

4 ROLES

4.1 The company directors have overall responsibility for health and safety in the workplace and for ensuring that adequate resources are made available to allow the implementation of this policy regarding to the company's employees. The managers, supervisors or other responsible representatives of the labour user have overall responsibility for health and safety in the workplace and for ensuring that adequate resources are made available to allow the implementation of their own health and safety policy regarding to the temporary workers provided by the company to the labour user whilst on the labour user's premises.

4.2 The company directors have day-to-day responsibility for ensuring that this policy is implemented regarding to the company's employees. The managers, supervisors or other responsible representatives of the labour user have day-to-day responsibility for ensuring that their own health and safety policy is implemented regarding to the temporary workers provided by the company to the labour user whilst on the labour user's premises.

4.3 All supervisors and managers must adequately supervise the work activities of employees and others under their control to ensure that safe systems of work are being followed.

5 RISK ASSESSMENTS

Every work activity to be undertaken will be subjected to a health and safety risk assessment prior to the activity starting, in consultation with those who will undertake the work, when applicable, or ensure that the labour user does so. A separate fire risk assessment will also be undertaken by a "responsible person" who will take reasonable steps to reduce the risk from fire and ensure occupants can safely escape the premises if a fire does occur, when applicable, or ensure that the labour user does so. A written record of the assessments will be provided identifying any significant hazards and describing the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to a tolerable level, when applicable, or ensure that the labour user does so. The control measures must be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken, when applicable, or ensure that the labour user does so. The following people have responsibility for the different stages of the health and safety risk assessments and the fire risk assessments:

- health and safety risk assessments will be undertaken by the labour user's own representatives or by the company representatives when applicable and the findings will be reported to the person specified by the labour user or by the company representatives when

applicable and recorded in a separate document entitled "Health and Safety Risk Assessments Findings" when applicable. Action required to remove or control health and safety risks will be approved by the company directors or by the labour user's representatives whichever applicable and the company directors or the labour user's representatives, whichever applicable, will be responsible for ensuring the action required is implemented. The company directors or the labour user's representatives, whichever applicable, will check that the implemented actions have removed or reduced the risks. Health and safety risk assessments will be reviewed according to the labour user's own policy or every six months by the company if applicable or when significant changes in the work activity occur, whichever is soonest;

- fire risk assessments will be undertaken and implemented by the company directors or the labour user's representatives, whichever applicable, and recorded in a separate document entitled "Fire Risk Assessments Findings" which, in addition to identifying hazards and describing preventative measures, will outline an emergency plan. The company directors or the labour user's representatives, whichever applicable, will also check that the implemented actions have removed or reduced the risks. Assessments will be reviewed according to the labour user's own policy or every six months by the company if applicable, or when significant changes in the work activity occur, whichever is soonest.

6 SAFE PLANT AND EQUIPMENT

When selecting and purchasing items of plant and equipment it is essential to ensure, as far as possible, that such items are safe and are appropriate for the task and location for which they are intended to be used. The company directors or the labour user's representatives, whichever applicable, is responsible for ensuring that any new plant and equipment meets health and safety standards before it is purchased. Account must be taken of the persons required to use the items which must be selected to minimise any possible adverse affects to the user and other persons who may be affected. It is also essential to ensure that all plant and equipment is kept safe through regular maintenance and inspection and that all employees or temporary workers are trained to use equipment safely and are aware of instructions provided by manufacturers and suppliers. Any problems found with plant and equipment should be reported to the company directors or the labour user's representatives, whichever applicable. The company directors or the labour user's representatives, whichever applicable, are responsible for identifying all plant and equipment needing maintenance. The company directors or the labour user's representatives, whichever applicable are responsible for ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented.

7 HAZARDOUS SUBSTANCES

Using chemicals or other hazardous substances at work can put people's health at risk. The law requires employers to control exposure to hazardous substances to prevent ill health. The main law on hazardous substances at work is the Control of Substances Hazardous to Health Regulations 2002 ("COSHH"). It defines hazardous substances to include most hazardous chemicals (including waste and by-products), biological agents and any dust. Harmful substances which are covered by COSHH include the vast majority of commercial chemicals, many of which have a warning label. Examples may include bleach and other

cleaning agents with a warning label, wood dust, glues and adhesives, solvents, paints, pesticides and chemical fertiliser, medicines and biological agents, oils and fuels, printer/photocopier toner, inks, and paper dust. This list is not exhaustive. The company directors or the labour user's representatives, whichever applicable, are responsible for identifying all substances that need a COSHH assessment. The company directors or the labour user's representatives, whichever applicable, are responsible for undertaking COSHH assessments. The company directors or the labour user's representatives, whichever applicable are responsible for ensuring that all actions identified in the assessments are implemented. The company directors or the labour user's representatives, whichever applicable, are responsible for ensuring that all relevant employees are informed of the COSHH assessments. The company directors or the labour user's representatives, whichever applicable, are responsible for checking that new substances can be used safely before they are purchased. Assessments will be reviewed according to the labour user's own policy or every six months, or when the work activity changes, whichever is soonest.

8 TRAINING

All employees and temporary workers must receive health and safety induction training as soon as possible after starting employment and job specific health and safety training where work activities require it. Training will also be provided when risks change either from the company or by the labour user whichever applicable. Supervisors and managers, or representatives of the labour user, whichever applicable, have a responsibility to identify training needs and to arrange and monitor training of all employees and temporary workers and others under their control. A training needs analysis should be conducted for each job and if this highlights a training requirement then appropriate training must be provided within a reasonable time scale. Records of all training undertaken by employees and temporary workers will be kept by the company directors or representatives of the labour user, whichever applicable. The company directors or representatives of the labour user, whichever applicable, will provide induction training for all employees and temporary workers.

9 REPORTING ACCIDENTS, INVESTIGATING AND MONITORING

9.1 All employees and temporary workers are required to report all accidents and work-related causes of sickness absence to their supervisor or manager. The purpose of reporting such incidents and any subsequent investigation is to identify the underlying cause(s) and any contributing factors and to prevent a recurrence. The company directors or representatives of the labour user, whichever applicable, are responsible for investigating accidents. The company directors or representatives of the labour user, whichever applicable, are responsible for investigating work-related causes of sickness absence. The company directors or representatives of the labour user, whichever applicable, are responsible for acting on investigation.

9.2 To monitor the implementation of safe working practices and to assess whether the practices are being effectively pursued Supplyforce Ltd will require from the labour user's full co-operation on enforcing this health and safety policy. Supplyforce Ltd will also require all labour users to have their own comprehensive health and safety policy and to submit a copy of it to the company on engaging temporary workers. Supplyforce Ltd will also on occasions

make enquiries on the working conditions and health and safety implementation of the health and safety policy of the labour user where temporary workers are supplied.

10 ACCIDENTS AND FIRST AID

10.1 Employers are required by law to have first aid provisions in the workplace and to ensure that there is always a qualified first aider or an "appointed person" present. An appointed person is someone who is authorised, in the absence of a trained first aider, to take charge of the situation if there is a serious injury or illness. They should record all the cases they treat and each record should include at least the name of the patient, date, place, time and circumstances of the accident and details of the injury suffered and treatment given. The records should be kept in a suitable place, and should be readily available. Employers are also required to report certain work-related accidents, dangerous occurrences and diseases. The appointed person or first aiders are the company directors whilst on the company premises or the representatives of the labour user, whichever is applicable. The first aid box is kept in the office whilst on company premises and the first aid box location whilst on the labour user's premises must be disclosed to all temporary workers during their site induction when first attending at labour user's site. All accidents and instances of work-related ill health will be recorded in the accident book which is kept by the company directors or the labour user's representatives, whichever applicable. The company directors or the labour user's representatives, whichever applicable, are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

10.2 Employees and temporary users must also receive specialist health surveillance for certain work activities. Health surveillance will be arranged by the company directors or the labour user's representatives, whichever applicable, and Health surveillance records are kept by the company directors or the labour user's representatives, whichever applicable.

11 EMERGENCY PROCEDURES

All employees and temporary workers should read the Fire Action Notices provided in all areas of the workplace which give details of the company's fire and emergency procedures when applicable or the labour user's own fire and emergency procedures. Escape routes will be checked according to the labour user's own policy by their representatives and when applicable by representatives of the company. Fire extinguishers will be maintained and checked according to the labour user's own policy by their representatives. Alarms will be tested according to the labour user's own policy by their representatives. Emergency evacuation will be tested according to the labour user's own policy by their representatives.

12 CONSULTATION WITH EMPLOYEES AND TEMPORARY WORKERS

Employees and temporary workers will be consulted on matters affecting their health and safety by interviews and questionnaires. The employee and temporary workers representative will be appointed when such are available.

13 INFORMATION AND SUPERVISION

13.1 Employers must display the health and safety law poster or alternatively, provide employees with individual copies of the same information in a leaflet. The Health and Safety