

HEALTH AND SAFETY POLICY STATEMENT

- 1 The Company recognises its legal and moral responsibilities and will, in consultation with employees, create and maintain - so far as is reasonably practicable - a working environment which will ensure the health, safety and welfare of its employees and other persons who may be affected by its activities.
 - 1.1 The Company is committed to operate working practices, which make proper provision for the health, safety and welfare at work for all employees, and other persons who have legitimate use of its premises.
 - 1.2 All employees and other persons undertaking such work on behalf of Polyflor or on its premises are expected to act in such a way that they do not endanger themselves, other people, equipment or premises and co-operate in the interest of health and safety by following the safe working practices applicable to their work.
 - 1.3 Whereas the company recognises the importance of every employee contributing to the success of its policy, it accepts that each Director or other Manager is responsible for the operation of this policy in the areas for which they are accountable, and it will be implemented through the existing management structure. Specialists are available to advise and assist as necessary.
 - 1.4 The company recognises the potential risk to certain categories of its staff and will endeavour to ensure employees receive the necessary information, instruction and training for their safety and the safety of others.
 - 1.5 A system of joint consultation between management and employee safety representatives will be maintained through the local health and safety committee meetings, to promote and monitor good practices covering health and safety at work.
 - 1.6 A copy of this statement, and the Health and Safety Policy of Polyflor will be available and accessible to each employee of the company.
 - 1.7 We request that our customers and visitors respect this policy, a copy of which can be obtained on request.

Signed
for and on behalf of Board of Directors

2. ORGANISATION FOR IMPLEMENTING THE POLICY STATEMENT

2.1 Scope

The organisation and arrangements for implementing the policy outlined in this document cover all the facilities from which Polyflor operates whether owned or leased.

2.2 Implementation

The Health and Safety Policy is implemented through the existing management structure and joint management/employee consultative committees. Specialist staff within the company, e.g. Health and Safety Officer, may be called on for advice, also external specialists if necessary.

3. RESPONSIBILITIES

3.1 Director Responsible For Health and Safety

The Director responsible for Health and Safety is ultimately accountable for the health, safety and welfare of the Company's employees. He/she has overall responsibility for maintaining an organisation that ensures that all requirements of the Health and Safety at Work Act 1974; the policy and associated statutory obligations are met by all employees and visitors/contractors to the site.

Special responsibilities include:

- (a) Keeping the Health and Safety Policy under review and ensuring it is reviewed and revised at least annually or as necessary.
- (b) Identifying the requirements and ensuring resources are made available to implement the Health and Safety Policy.

3.2 Health and Safety Training Officer

Responsible to the Board of Directors for:

- Keeping them informed of progress and experience of the area of Health and Safety and encouraging his/her interest in, and enthusiasm for, these aspects.
- Advising and assisting in identification, assessment and recording of hazards and risks in the workplace.
- Verifying all accidents/damage/near miss reports by staff and ensuring that correct procedure is followed with regard to the written reporting of such matters.
- Updating the Health and Safety Policy.
- Monitoring and updating any information received from internal and external sources.
- Liaison with outside bodies, ie Fire Department, Health & Safety Executive, Environmental Health etc.
- Initiating and promoting Health and Safety campaigns and promotions
- Implementation of Policy changes.
- Co-ordination of all activities/training/policy related to fire/emergency procedures.
- First Aid co-ordinator.

The Health and Safety Training Officer will also provide the Company with a comprehensive service on issues and play a leading role in ensuring the Company complies with the current and developing Health and Safety Legislation. They will also monitor the safety performance of Line Management and co-ordinate action across all areas to ensure training and information is made available.

3.3 Senior Managers

Senior Managers must ensure all operations in their area of responsibility are conducted in accordance with the provisions of The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, other relevant legislation and the Company Health and Safety Policy.

They are responsible for:

- Demonstrating by example and commitment their personal concern for the health and safety of all employees.
- Ensuring safe systems of work are produced and safe procedures are laid down, reviewed and revised annually or as is necessary.
- Ensuring adequate information and training is provided to safeguard, so far as is reasonably practicable, the health and safety of employees and others that may be affected by their work.
- Ensuring employees understand and comply with the Policy.
- Promoting awareness and an acceptance of the importance of Health and Safety at Work.
- Ensuring staff at supervisory level maintain safe standards of work.
- Ensuring employees are appropriately supervised in compliance with safe working practices.
- Ensuring a planned programme of inspection of premises and equipment is carried out.
- Ensuring that all accidents, dangerous occurrences and diseases are reported to the Health and Safety Executive, where appropriate investigated and the necessary remedial actions are implemented as per the Company Accident/Incident Investigation Policy.
- Ensuring written Health and Safety Policies and Risk Assessments for their areas of responsibility are produced and revised as necessary.
- Taking the appropriate disciplinary action where there are breaches of established Health and Safety Regulations.
- Ensuring that good housekeeping standards are applied and maintained.
- Ensuring that full co-operation is given to the Safety Representatives operating in their department/area in order that they may perform their duties in accordance with the Health and Safety Policy.

3.4 Supervisory Staff/Facilitators

Supervisory Staff/Facilitators are responsible for:

- Demonstrating by example and commitment their personal concern for the health and safety of all employees.
- Applying the procedures and safe systems of work detailed by their Managers.
- Identifying the training needs of the employees within their department and ensuring they receive adequate training to work safely.
- Investigating accidents within their department with the object of establishing the cause and preventing recurrence.
- Reporting all accidents/incidents in their department both by reporting to their Manager and completion of the Company Accident/Incident Report Form.

- Ensuring that by continuous vigilance, safety and good housekeeping standards are maintained in their department.
- Applying the agreed disciplinary procedures to employees within their department who act in breach of established health and safety regulations.

3.5 Engineering Manager/Engineering Department

The Engineering Manager has overall responsibility for ensuring that the Engineering Department (ETSD, Preventative Maintenance, PED, Site Services/Site Services) carries out its tasks and duties in accordance with current Health and Safety Legislation, and the Company Health and Safety Policy.

Responsible for:

- Ensuring that all plants and machinery comply with current legislation.
- Reviewing periodically all new and existing equipment with reference to mechanical and operational safety. Ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair.
- Ensuring that each Manager, Facilitator or Engineer within the department is given induction safety training, and any other training with regard to the precautions and procedures appropriate to their specific job, also demonstrating the use of safety equipment and the safe operation of machinery.
- Ensuring a system for approved contractors is in operation, and the control of contractors working on Polyflor Premises (including safe systems of work, permit to work systems and contractor induction).