

This is a statement of policy about the intentions, organisation and arrangements for ensuring the health, safety and welfare of employees, customers, visitors and contractors whilst they are present in the company's workplaces, offices or elsewhere on company business.

Health & Safety Policy



It is the policy of JTC to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and others who may be affected by their undertakings and to comply with the Health and Safety at Work Act 1974 and all other relevant legislation.

Supplementary to this general Policy Statement, there are specific policies and procedures describing in detail health and safety provisions within each part of the organisation.

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of a safe and healthy workplace, the following responsibilities have been established:

The Chairman has responsibility on behalf of the Company for implementing this policy and monitoring its implementation through the Managing Directors.

In order to achieve compliance with the statement of policy, the Company has set the following objectives:

- To set and maintain suitable standards for health and safety at its workplaces and offices and for employees carrying out duties on behalf of JTC
- To ensure that these standards are communicated to all employees
- To identify risks and set in place programmes to remove or reduce these risks
- To ensure that all employees are given the necessary information, instruction & training to enable them to work in a safe manner
- To ensure that health and safety issues are discussed at all levels
- To promote health and safety awareness amongst all employees
- To monitor the implementation and effectiveness of the policy at each workplace, office and other locations
- To ensure sub contractors employed by JTC are competent

Responsibilities:

Managing Directors and Directors are responsible for:

- Leading by example
- Monitoring the policy's implementation within their respective Department
- Setting targets or objectives taking into account the results of any Risk Assessment / Safety Inspection where appropriate
- Bringing to the Health & Safety Co-ordinator's attention any faults or areas of weakness in the Policy or its implementation
- Ensuring that the relevant resources are available to enable the Policy to be implemented.



Managers are responsible for:

- Leading by example
- The practical implementation of the Health and Safety Policy, the Health and Safety at Work etc. Act 1974, and other relevant legislation
- Ensuring that the operations under their control, are as far as is reasonably practicable, conducted without affecting the health and safety of employees or others who may be affected by their activities
- Ensuring that their area of responsibility is subject to Risk Assessment and Regular Inspections
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary

Supervisors, foremen and Chargehands are responsible for:

- Leading by example
- Reporting any unsafe machinery or equipment and preventing its use until safe
- Monitoring the health and safety performance of their team members, correcting any unsafe practices and encouraging safe working
- Bringing to the attention of their manager any person frequently working in an unsafe manner despite corrections
- Reporting any accidents, incidents or near misses within their area

Individual Responsibilities - All Employees are required to:

- Co-operate in implementing the requirements of all health & safety legislation, safe systems of work & safety instructions
- Refrain from doing anything that may present a danger to themselves or others

- Bring to the attention of their supervisor/foreman/chargehand any situations that arise that may lead to injury
- Ensure that any equipment/materials issued to them is correctly used and properly stored after use
- Be responsible for good housekeeping in the area in which they are working
- Report all accidents, incidents or near misses.

This policy will be reviewed at least every 12 months and is subject to change in light of experience, improved best practice or new legislation etc. The date of the next review will be 12 months from the date of signing.

A handwritten signature in black ink, appearing to read 'Dougal Chalmers'.

Dougal Chalmers, Chairman

Jan 09