

4.4 Consultation and Communication

The company ensures effective and open communication of health and safety information

Where appropriate, employees are consulted and involved regarding the content of safety rules and procedures. The Health & Safety Committee comprising of elected representatives from the workforce, participates in establishing the content health and safety procedures.

Committee meetings are held regularly, during which time matters arising in connection with health and safety are discussed.

Where required, external specialist advice and services are consulted

4.5 Company Safety Rules

The safety rules and disciplinary policy with regard to employees at all levels is contained within the General Company Rules.

Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, can lead to dismissal from employment; in the case of serious breaches, or repeated breaches, such dismissal may be instant.

4.6 Procedures and Guidance

Health and safety is implemented by the establishment and maintenance of a formally documented system as outlined in this manual, and in response to the company's statutory duties under the Health and Safety at Work Act and accompanying legislation.

Documentation generated in response to the requirements of the health and safety system includes:

- a) a written policy statement of the company's commitment to health and safety, signed by the senior management
- b) arrangements for implementing the policy including the organization and designated responsibilities
- c) a series of written policies that ensures the requirements of current health and safety legislation are implemented

The procedural documentation is regularly reviewed and maintained to ensure it clearly reflect s current policies, requirements, procedures and practices.

4.7 Document Control

The health and safety system is presented in four levels of documentation, these being:

- **Level 1: Health and Safety Policy Manual**

The Health and Safety Policy Manual describes the general health and safety policies and practices of the company. It is a document of intent, and is mandatory for all activities within the company.

- **Level 2: Health and Safety Policy Policies**

The Health and Safety Policies describe the health and safety objectives, procedures and practices of specific health and safety aspects, offering a direct response to the requirements of the Health and Safety Policy Manual.

A list of these policies is shown in section 7.