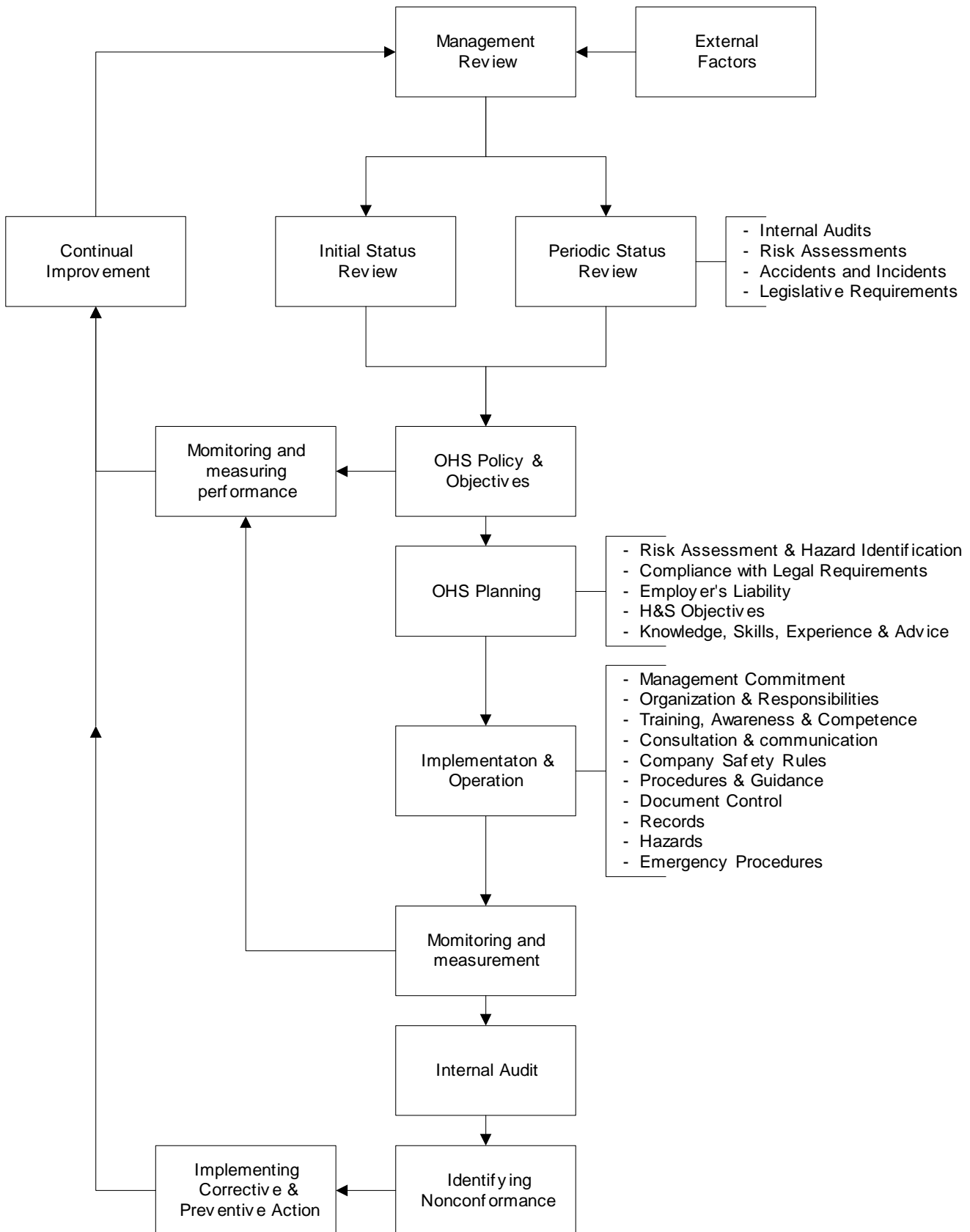


**1.0 Introduction to Health & Safety System (Continued)**  
**Identification, sequence and interaction of the health and safety processes**



#### 4.10 Emergency Procedures

##### 4.10.1 Fire

In accordance with fire prevention procedures, the company operates a 'No Smoking' policy and smoking is prohibited in office and workshop areas at all times.

Fire procedures provide warning of imminent danger of fire and to allow personnel to move to a place of safety. The Health & Safety Officer is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency fire procedures. The identity of fire officers is displayed.

Locations of safety and fire equipment and facilities, escape routes, emergency exits, etc. are displayed throughout the workplace.

##### 4.10.2 Accident Reporting

In recognition of its duties, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the company has implemented a system for reporting accidents, diseases and dangerous occurrences and maintaining an accident book that is available for inspection by the HSE.

##### 4.10.3 First Aid

The company maintains suitable first aid personnel to deal with minor accidents and emergencies at the workplace that are sufficiently trained and qualified in accordance with statutory requirements. The identity of first-aiders is displayed.

#### 4.11 Off-site Working

An integral part of the business is on-site working at the customer's site to install, commission, service and repair the company's products.

Only designated authorized persons, who are trained in the necessary site procedures, are permitted to perform on-site working.

Failure to comply with the customer's on-site health and safety regulations, work rules and procedures regarding health and safety, on the part of any employee, can lead to breach of the company safety rules (see 4.5).

#### 5.0 Monitoring and Measuring Performance

Performance measurement is used to provide information on the effectiveness of the management of the health and safety system.

Both qualitative and quantitative measures are considered to monitor the extent to which the health and safety policy and objectives are being met and includes both:

- a) Proactive measures of performance that monitor compliance with the health and safety arrangements (e.g. internal surveillance audits, risk assessments) and result in preventive action being implemented in accordance with section 5.3
- b) Reactive measures of performance that monitors deficient health and safety performance (e.g. accidents, near misses, ill-health, and incidents) and result in corrective action being implemented in accordance with section 5.4.

The health and safety system is subject to a system of internal audit and review to ensure its continuing suitability and effectiveness in satisfying the statutory requirements.

### 5.1 Internal Audit

Internal audits are performed at planned intervals to assess the strengths and weaknesses of the health and safety system and to determine whether it:

- a) conforms to the planned arrangements, the statutory requirements and to the requirements of the health & safety system itself.
- b) is effectively implemented and maintained.

Internal audits are scheduled according to status and importance of the activity being audited and the results of previous audits. Each activity is audited every 12 months. Auditors are selected to ensure objectivity and impartiality and auditors do not audit their own work areas.

The results of the audits are recorded and brought to the attention of the personnel having responsibility for the area audited. The management personnel responsible for the area take timely corrective action on the deficiencies found during the audit.

Follow-up activities verify the implementation and effectiveness of corrective actions taken.

### 5.2 Management Review

The Health & Safety Officer and Directors review the health and safety system every six months to improve the company's proactive approach to minimizing risk, and improve its business performance by considering:

- a) its continuing suitability, adequacy and effectiveness in satisfying the legal requirements and the company's stated health & safety policy and objectives.
- b) the overall performance of the health and safety management system
- c) the findings of any audits, etc
- d) changes to the organization, legislation, etc

and to identify what action is necessary to remedy any deficiencies.

The review analyses data from a variety of sources, including:

- Audit reports
- Risk assessments
- Accident & incident data and statistics
- Legislative requirements

As appropriate, the review compares the existing arrangements and risk controls with:

- Requirements of relevant health and safety legislation
- Existing guidance on health and safety management and risk control within the company
- Best practice in company's employment sectors and other appropriate sectors (e.g. from relevant HSC/HSE industry advisory committees and trade association guidelines)
- Efficiency and effectiveness of existing resources devoted to health and safety management and risk control

Records of such reviews are maintained.

Supplementary reviews are also performed if concerns are raised by accident reports or the findings of internal surveillance audits or risk assessments.