

HEALTH & SAFETY POLICY

Project Resource Limited (Project Resource) recognises the critical importance of Health & Safety at work for the wellbeing of both employed & contracted staff. Where responsibilities are shared between our client, Project Resource, our operating units & its sub-contractors, it is important to establish a framework such that every eventuality is dealt with on a systematic basis.

1 General Statement of Policy

1.1 The Directors of Project Resource recognise that the health & safety of our employees is of paramount importance. Their safety & health, demands at least the same degree of attention & emphasis as that placed on our mainstream business activity. We recognise our responsibilities for the health & safety of others who may be engaged in or affected by the activities of our business.

1.2 We undertake to:

1.2.1 On a regular basis, identify hazards in the workplace, assessing the risks related to them & implementing appropriate preventative & protective measures.

1.2.2 Providing & maintaining safe work equipment.

1.2.3 Establish & enforcing safe systems of work.

1.2.4 Recruit & appoint personnel who have the skills, abilities & competence commensurate with their role & level of responsibility.

1.2.5 Engage & work with persons & organisations that have the skills, abilities & competence commensurate with their role & level of responsibility.

1.2.6 Ensure that coordination & cooperation is achieved with other employers so that they provide a safe workplace for our employees to visit.

1.2.7 Ensure that tasks given to employees are within their skills, knowledge & ability to perform.

1.3 All employees on their part are obliged to contribute actively towards achieving a work environment that is free of accidents & ill health.

2 Organisation

2.1 Overall responsibility

As Directors of Project Resource we have ultimate responsibility for ensuring that the duties imposed on the organisation, as employer under the relevant statutory provisions, are carried out.

2.2 The companies Managers & Directors of Project Resource are responsible for ensuring that the safety policy is implemented within their own offices.

2.3 In order to ensure that health & safety is successfully managed within Project Resource, disciplinary action may follow any breach of this policy.

2.4 We recognise that, as the employer that we have ultimate responsibility for ensuring that the duties imposed on the employer under the relevant statutory provisions are carried out.

2.5 We are also responsible for ensuring that the safety policy is implemented within the business. This includes:

2.5.1 Monitoring the workplace to ensure that safe conditions are maintained.

2.5.2 Where risks are identified, these will be rectified, so far as is reasonably practicable.

2.5.3 Ensuring that employees, contractors & visitors are aware of safety procedures.

2.5.4 Establishing that all equipment, plant & substances used are suitable for the task & are kept in good working condition, this includes the regular maintenance & servicing of equipment & plant.

2.5.5 Providing adequate training, information, instruction & supervision to ensure that work is conducted safely.

2.5.6 Taking immediate & appropriate steps to investigate & rectify any risks to health & safety arising from any work activity.

2.5.7 Ensuring that all accidents & "near misses" are properly recorded & reported & that an investigation is carried out to determine causal factors.

2.6 Each person in our organisation has the responsibility to:

2.6.1 Take reasonable care for their individual health & safety; consider the safety of other persons who may be affected by their acts or omissions.

- 2.6.2 Work in accordance with information, instruction & training provided.
- 2.6.3 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health & safety reasons.
- 2.6.4 Report any hazardous defects in plant or equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- 2.6.5 Not undertake any task for which authorisation &/or training has not been given.

3 Safety Arrangements

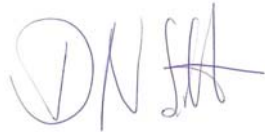
- 3.1 Our safety arrangements are supported by a system of documentation.
 - 3.1.1 A full risk assessment of the workplace has been carried out. Where the hazard cannot be removed, control methods are provided. The details of the Risk Assessments & the control measures provided can be found in a Company Documentation file (Head Office).
 - 3.1.2 In accordance with the Risk Assessments, all appropriate equipment is tested or checked. The details of these tests, including safety certification can be found in the Company Documentation file (Head Office).
 - 3.1.3 All employees are trained to carry out, safely, the work activities required of them. The details of this training can be found in a separate "Training Records" File, within each team members personnel file (Head Office).
 - 3.1.4 An accident reporting system is maintained by the Administration team, based at Head Office.
 - 3.1.5 First Aid kits are available in the kitchen areas of each office. There are two appointed first aid persons for Project Resource at each office. Office managers will be able to indicate to their teams who those certified first aiders are.
 - 3.1.6 All employees have been made aware of this safety policy & have signed to this effect on their training record. The training records are kept in their own personnel file, in file entitled "Training Records" File.

Signed:



Name: William Wynn
Job title: Director
Date: 1st January 2009

Signed:



Name: Derek Scott
Job title: Director
Date: 1st January 2009

ITEMS REQUIRED TO PROVE CORRECT SAFETY ARRANGEMENTS

1. Assessments & proof of maintenance of equipment used at work (especially important with electrical equipment). Maintenance contracts are useful for proving this.
2. Project Resource will endeavour to have a minimum of 1 certified first aider in each of its offices, but strives to have 2 certified persons.
3. An accident reporting system, via accident book (Administration team administer).
4. First Aid kits at each office, that are well stocked & our appointed person knows what to do in case of emergency!
5. An emergency procedure.
6. Proof that all employees have been made aware of the safety policy & have signed to this effect on their training record.

EMPLOYEE AWARENESS OF SAFETY POLICY

Please read & digest the contents of Project Resource's Health & Safety Policy. Thereafter, please sign below to confirm that you have been made aware of this policy. This will be duly recorded on your training record.

I confirm that I have read & been made aware of the newly issued health & safety policy:

Name	Signature	Date
Bill Wynn		1 st January 2009
Derek Scott		1 st January 2009
Andrew Szklarek		1 st January 2009
Ridda Michail		1 st January 2009

Name:

Job title:

Date:

