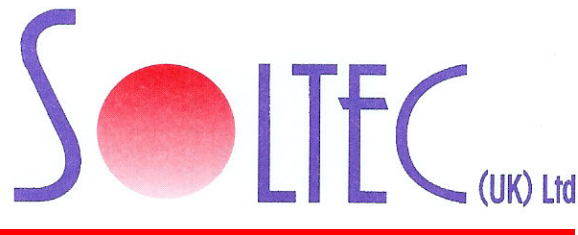


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Registration No 3238080
VAT No 723002003

HEALTH & SAFETY POLICY

INCLUDING ORGANISATION AND ARRANGEMENTS FOR
HEALTH AND SAFETY

Second revision 2007



INTRODUCTION

This document sets out the Health and Safety Policy adopted by Soltec (UK) Ltd

The objective of this Policy is to ensure, so far as is reasonably practicable, that no person is placed in a position where injury or ill health is caused as a result of the Company's undertaking.

Soltec (UK) Ltd will implement will implement this Policy through the progressive development of a series of written policies, safe procedures and work instructions which will be collectively known as the Safety Management System (SMS) which will consist of the following elements:

- Regular safety meeting
- Risk Assessment
- Work place monitoring and inspection
- Accident investigation and reporting
- Safety practices and procedures
- Fire precautions and emergency response
- First aid training and arrangements
- Manual handling
- Noise
- Personal protective equipment
- Product information documentation
- CDM information documentation

Enquiries relating to the Safety Policy and other supporting documents mentioned in the policy should be addressed to:

MR GARRY ROUSE
SOLTEC (UK) LTD
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PRIORY WORKS
PRIORY AVENUE
SOUTHEND ON SEA
ESSEX
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GENERAL STATEMENT

The management of Soltec UK Ltd regards the promotion of Health and Safety as a mutual objective for both management and employees at all levels, ranking equally in importance to Production and Sales and that the co-operation on the part of all employees is vital to the success of the Health and Safety Policy.

The requirements of the Health and Safety at Work Act 1974 and all duties and obligations imposed by the Act and all other Acts and regulations affecting the activities of the Company are to be complied with.

Where reasonably practicable, it will pay particular attention to the provision and maintenance of:

- (i) a safe place of work, safe access to it and safe egress from it;
- (ii) plant, equipment and systems of work that are safe;
- (iii) safe arrangements for the use, handling, storage and transport of articles and substances;
- (iv) sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work;
- (v) a healthy working environment;
- (vi) adequate welfare facilities.

In addition to the responsibilities of the Company, employees are reminded that they have a legal responsibility to take reasonable care for the health and safety of themselves and others who might be affected by their acts or omissions at work.

It is the Company's policy to ensure that all safety procedures are observed and that safety awareness should be an integral part of the Management Control Systems.

The revision of the Safety Policy is carried out annually by Garry Rouse (Managing Director) in consultation with Anna Nesterova (Office / Health & Safety Manager) who also carries out safety checks on policy and premises annually.

Copies of the Safety Policy have been issued to all employees and any major changes will be brought to their attention.

The effectiveness of the Safety Policy and procedures are monitored and reviewed by the Anna Nesterova (Office / Health & Safety Manager), whose responsibility is to make recommendations based on the results of those reviews to maintain and improve the Safety Policy effectiveness. Employees will be consulted and take part in inspections when required.

Safety discussions and meetings are to be held regularly. Employees are consulted and training arranged where new techniques, equipment etc are introduced to the company. Where there are changes in the Health and Safety legislation / regulations the employees will be drawn to these changes.

The requirements of the Environmental Protection Act 1990 are to be complied with. Any effects on the local environment due to the company's activities are controlled and minimized where reasonably practicable.

The management team will ensure all employees are up to speed with knowledge of Health and Safety Issues and regular checks are made on the competence of employees.

All employees are inducted on Health and Safety. Other visual health and safety instruction is displayed within the company workshop and office and periodic attention is drawn to these by management.

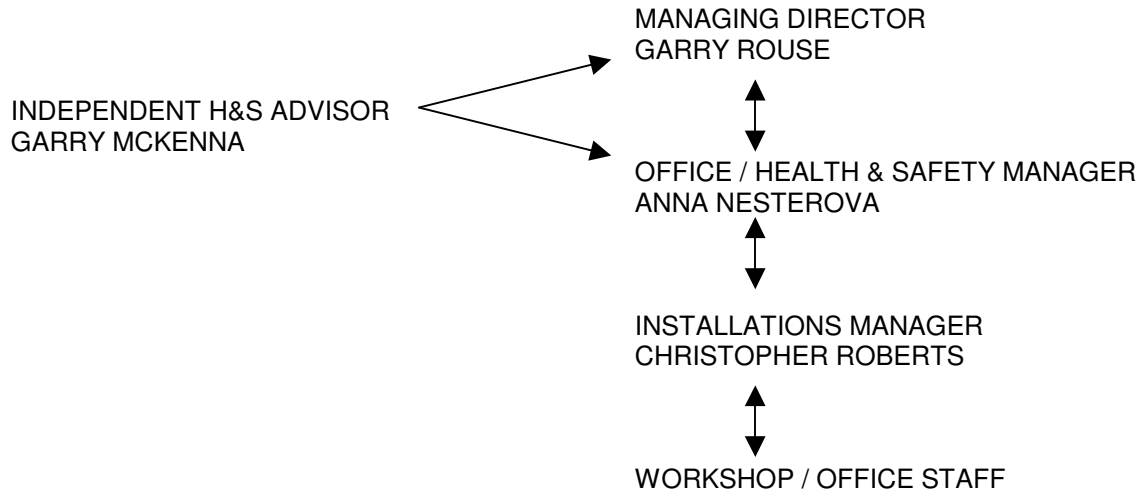
Overall control and policy direction is the responsibility of Mr. G. Rouse, Managing Director.

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Garry Rouse
Managing Director
Soltec (UK) Ltd

12/02/2007

ORGANISATION CHART STRUCTURE



SPECIFIC RESPONSIBILITIES

MANAGING DIRECTOR

Applies the Company's Safety Policy, receives reports and recommendations, holds regular meetings with management and employees with regards health and safety, ensures implementation, monitoring and reviewing of all relevant documentation.

HEALTH & SAFETY MANAGER

- a) Ensures that adequate health, safety and welfare is maintained in all areas of the Company's activities. Where discussions are held with a Customer, we confirm that site specific Health and Safety procedures communicated to site-based employees will be in line with the Customer's previously arranged Health and Safety Requirement and will be communicated to those employees prior to them travelling to site. All relevant health and safety information is therefore issued to such employees verbally (some Customers have required written health and safety instructions and in these cases they are issued to the relevant people).
- b) Carries out inspections and prepares safety reports after each inspection. Spot checks are carried out by management to verify compliance.
- c) Ensures safety training is carried out on matters relating to the Health and Safety of all employees at least annually or when necessary.
- d) Ensures that all registers, certificates and other related statutory documents are properly maintained.
- e) If necessary seeks clarification on Health and Safety regulations and compliance issues by telephone with Independent H&S Advisor and HSE. If confirmation is required that policy or procedure is in compliance with applicable law, such confirmation is sought from Mr. Garry McKenna (MIOSH).
- f) Participates in annual revision of the Policy by the management team and when major changes are made in law and regulations and company structure / procedures.
- g) Ensures that all office personnel are aware of safety precautions and work in a safe manner.

INSTALLATIONS MANAGER

- a) Ensures that personnel under his control are aware of safety precautions and work in a safe manner, where necessary enforcing the policy by utilizing the disciplinary procedure.
- b) Ensures all access and exit points are unobstructed and safe.
- c) Ensures that protective equipment is correctly used and in good working order any faulty equipment to be repaired or replaced.
- d) Ensures personnel do not take unnecessary risks.
- e) Ensures all relevant permits and paperwork are in place before work is carried out.
- f) Represents other employees in consultation with the management team.

ALL EMPLOYEES

- a) Take all necessary care for the Health and Safety of themselves and any other persons who may be affected by their work.
- b) Use all tools, guards and equipment provided correctly.
- c) Use all protective equipment supplied and report any equipment malfunction.
- d) Co-operate with management to enable them to comply with any duty or requirement imposed by any statutory provisions.
- e) Report any hazards, defects or incidents to management.

ARRANGEMENTS

TRAINING

The Health & Safety Manager is responsible for ensuring that all new personnel are trained in safety matters affecting the work they carry out and providing refresher training for existing personnel if required. Particular regard is to be given where special risks are involved. A record of employee safety training is to be maintained.

SAFE SYSTEMS OF WORK

All employees responsible for the supervision of personnel and outside contractors are expected to identify, provide and maintain safe systems of work.

Employees responsible for organizing the provision and maintenance of safe systems of work shall ensure that any change in a previously established safe system of work is reported to the Managing Director.

Where changes to plant or working practices are made which may affect the safety of the Company's activities the Health & Safety Manager must be informed.

Standard procedures are available from the Health & Safety Manager for work which has been assessed to have special risks.

SAFE PLACE OF WORK

All work places must be kept clean, orderly and in a safe condition. Gangways, exits and roadways are as necessary to be marked and kept clear.

All flammable, toxic and corrosive substances are to be stored in appropriate areas and/or containers and be used safely and without risk to health in accordance with all relevant directives or legislation.

SITE WORK

All site-specific Safety Procedures are to be followed by Company personnel. To ensure compliance, the lead fitter will report to the Site Safety Officer or responsible person to be made aware of the site procedures. Those procedures will then be communicated to the rest of the team and the team's understanding of those policies confirmed by the lead fitter.

The Site Safety Officer or responsible person will be made aware of any special risks and / or procedures, which may be required as a result of the Company's work.

All electrical equipment used will be tested and of the safest possible voltage i.e. 110 volts or 240 volts with safety circuit breakers. All scaffolding/ladders will be inspected at regular intervals, erected and used according to manufacturers' instructions and safe working practice.

PLANT/MACHINERY AND TRANSPORT

All employees responsible for the supervision of work involving the use of plant/machinery and transport shall ensure that it is used correctly and is safe without risk to health.

All plant/machinery and transport shall be inspected, serviced and maintained as necessary, where necessary documented and ensure that all legal requirements are met in accordance with all current regulations.

Only suitably qualified personnel are allowed to inspect, service, maintain or use equipment. All new equipment introduced to the Company shall comply with all relevant legislation.

NOISE

Wherever practicable when new plant/machinery is being purchased the level of noise will be taken into account in its selection.

Where possible the plant/machinery will be silenced, isolated or enclosed to reduce the overall noise levels to below 85 dB(A).

Where it is impracticable to reduce the noise to an acceptable level, warning notices are to be displayed and employees affected provided with suitable protective equipment.

HAZARDOUS SUBSTANCES

All employees responsible for the use, handling, storage or transport of substances that are either flammable, toxic, corrosive must ensure that they are used, handled, stored and transported in a safe manner without risk to health.

Where hazardous substances are used, adequate precautions are to be taken to ensure the health and safety of personnel is maintained, where necessary by the use of personal protective equipment.

Safety data sheet(s) will be obtained and COSHH assessed prior to any new substance(s) being introduced to the Company.

ELECTRICITY

All electrical equipment is to be safe for use and free from mechanical and electrical defect when in use.

All equipment is to be inspected and tested at regular intervals, carried out by a competent person. The results of the inspection and tests being recorded as laid down in the Company procedures.

FIRE

Procedures in the use of fire fighting equipment, means of escape, fire alarms and fire drills will be drawn up and steps taken to ensure all employees are familiar with the procedure all in accordance with the Fire instructions regulated by the fire drill officers.

MEDICAL AND WELFARE FACILITIES

Employees are informed by management of the location and arrangements made for First Aid treatment. First Aid equipment, facilities and suitably trained first aiders to administer First Aid are provided.

RECORDS

Appropriate registers are kept for all statutory records, maintained and audited by the Health & Safety Manager as necessary.

EMERGENCY PROCEDURE

Procedures to be followed in the event of accident, fire or any other emergency are specified by management, all personnel will be made familiar with the emergency procedures.

MONITORING AT THE WORKPLACE

Regular inspections of the Company workplace will be carried out, guidance and advice on all aspects of Health, Safety and Welfare will be given by the Health & Safety Manager.

All accidents/incidents will be reported to the Managing Director who will investigate major accidents and dangerous occurrences and where practicable make recommendations to prevent a recurrence all in accordance with RIDDOR regulations 1995.

RISK ASSESSMENT

The management of Health and Safety at work regulations 1992 requires employers to carry out risk assessment of work activities.

Written records will be kept of the findings of these assessments and whether any preventative measures are required to minimize the risks or eliminate them entirely.

It is the duty of the Appointed Person to ensure that a sufficient and suitable risk assessment programme is implemented.

COMMUNICATIONS

Copies of the Safety Policy and other relevant documents are made available to all employees in the Office. The Managing Director will make employees aware of any revisions as they are made.

Management will be advised of changes in legislation, Guidance Notes and relevant Codes of Practice by the Health & Safety Manager by preparing and circulating information relating to Health and Safety matters and making appropriate recommendations.

Copies of all relevant legislation, Guidance Notes and Codes of practice on safety are available from the Health & Safety Manager. All communications received by the Health & Safety Manager from Enforcing Authorities will be circulated following consultation with the management concerned.

Generated by	1 st revision	2 nd revision	3 rd revision	4 th revision	5 th revision	6 th revision
AN 2005	AN 2006	AN 2007				

