

M W S CONTRACTS (UK) LTD

HEALTH & SAFETY POLICY

It is the policy of MWS Contracts (UK) LTD to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

We regard health and safety as ranking in importance with our main Company activities and see the promotion of health and safety measures as a mutual objective for all those who work in the Company. Personnel within the organisation are to do all that is sensibly possible to prevent injury to themselves and others, and to prevent damage to property.

The management of all departments in the Company are to comply with the relevant provisions of the Health and Safety at Work Act 1974 and are to ensure that employees understand the main provisions of this safety policy.

The allocation of duties for safety measures and the particular arrangements which we have made to implement this policy are set out below:

- | | | |
|--------|---|--|
| Part 1 | - | This policy statement |
| Part 2 | - | MWS Contracts (UK) LTD organisation and responsibilities for health and safety |
| Part 3 | - | The general arrangements |

This policy will be regularly reviewed and kept up to date, particularly to reflect any changes in the nature or size of the business.

Michael Wilkinson
Operations Manager
1st April 2009

ORGANISATION AND RESPONSIBILITIES

The Operations Manager has overall responsibility for the health and safety at work of the Company. Certain specific responsibilities have however been delegated on the basis of the organisation shown overleaf.

The key health and safety personnel in MWS Contracts (UK) LTD are therefore:

- The Operations Manager, will set the overall health and safety aims of the Company as well as the responsibilities and arrangements for maintaining a safe place of work and meeting safety targets. He will also set the policy for the control, monitoring and review of these operations within all departments.
- The Operations Manager also has responsibility, within the framework of the safety policy, for the implementation of the policy and the assessment and control of risks in all aspects of work undertaken by the Company, as well as for issuing the additional guidance and direction necessary to ensure that work is conducted without undue risk to safety and health.
- The Operations Manager and Site Managers have overall responsibility for ensuring that their teams meet their obligations under the terms and aims of the Company's Health and Safety Policy.
- They are also responsible for ensuring that their teams have adequate information, instruction, training and resources to enable them to comply with the company policy and any other relevant statutory requirements.
- The Site Managers have overall responsibility for ensuring that all members of the sales teams meet their obligations under the terms and aims of the Company's Health and Safety Policy.
- The Site Managers are responsible for the general management of, and standards of health and safety on works areas which they oversee. These responsibilities include induction and continuation training for personnel, equipment, and work related to individual projects. They are to be met within the guidelines and organisation set out in this policy and in supporting documents as well as against health and safety targets set later in this policy.
- The external health and safety adviser, is responsible for ensuring that MWS Contracts (UK) LTD is made aware of its statutory responsibilities under the legislation and for updating the Company on changes in regulations and appropriate guidance documents.
- In addition all employees are expected to take responsibility for their own safety, the safety of other workers, members of the public and of visitors to their place of work. They are required to co-operate with all other Company personnel in keeping the work place healthy and safe.

DUTIES AND RESPONSIBILITIES

Operations Manager

The Operations Manager accepts ultimate responsibility for health and safety in MWS Contracts (UK) LTD and for the implementation of this Health and Safety Policy.

He is to:

- Ensure that the MWS Contracts (UK) LTD policy for occupational health, safety and welfare is properly implemented in departments under their control.
- Understand that policy and appreciate the responsibilities delegated to each level of employee and ensure that all subordinates are aware of these responsibilities.
- Ensure that such policy is reviewed and updated regularly in line with new Legislation and changes in work patterns and new processes.
- Ensure that arrangements exist for bringing the policy, and any revision of it, to the attention of employees.

He will also:

- Have a working knowledge of the Health and Safety at Work Act 1974 and associated legislation and be generally familiar with the duties set by the legislation. (This includes in particular the Management of Health and Safety at Work Regulations 1999.)
- Ensure that all employees and any contractors employed are informed of the policy and of any revision of it, and that they receive adequate instruction and training regarding its effective implementation.
- Evaluate all risks in the Company relating to accidents at work, health risks, loss or damage to the Company's property and risks to the general public arising through the Company's activities.
- Ensure that each contract is subject to competent supervision and adequate skills.
- Arrange for adequate resources and facilities to be made available to meet the policy.
- Ensure that the policy is reviewed and updated (at least annually) to reflect new legislation and organisational changes or changes in work pattern, bringing any revisions to the attention of all employees.
- Ensure that any accidents or dangerous occurrences are properly reported.
- Formally review any safety reports at management meetings and ensure that relevant recommendations are implemented.
- Ensure that the objectives of the health and safety policy are fully understood and observed by all levels of management and employees.

- Ensure adequate communication to provide information on health and safety matters which may affect employees and that any matter concerning health and safety raised by an employee is directed to the appropriate manager so that necessary action can be taken.
- Delegate responsibilities for health and safety matters to the appropriate level of management, as set out in the health and safety policy and procedures, and ensure that they are adequately trained and instructed to undertake these responsibilities.
- Implement proposals put forward for corrective action regarding the organisation's safety performance.
- Ensure that adequate arrangements exist for welfare to meet the requirements of the Health and Safety at Work Act 1974 including the Workplace (Health, Safety and Welfare) Regulations 1992.
- Ensure that all personnel carry out their duties as required by the MWS Contracts (UK) LTD health and safety policy.
- Have a good working knowledge of health and safety legislation related to work equipment, building and construction works and advise others in the Company who may be involved with such activities.
- Generally oversee major repair, maintenance and construction works in the Company and ensure to the best of his ability that these are planned and conducted in keeping with the relevant legislation.
- Approve any potential contractors for works or services which will encompass all or large parts of the Company and maintain up to date lists of those so approved.
- Ensure the timely and proper completion and recording of all statutory equipment or installation or structural inspections, examinations and maintenance for the MWS Contracts (UK) LTD estates.
- Provide Site Managers with a forecast of such inspections, examinations and maintenance.
- Ensure that safety training needs for IT and administrative personnel are identified and that all employees receive safety training commensurate with their duties.
- Ensure that assessments of all work stations have been completed and ensure that training and advice is given where necessary to all of those in the Company using visual display units.

Site Managers

The Site Managers are responsible for all routine safety matters in those departments under their control.

They are to:

- Have a working knowledge of the Health and Safety at Work Act 1974 and associated legislation and be familiar with the general duties imposed by that legislation.
- Ensure that employees fulfill their health and safety obligations under the terms of the MWS Contracts (UK) LTD policy document.
- Ensure that each department is subject to competent supervision and adequate skills.
- Ensure that training records are maintained for all personnel in the departments under their control.
- Ensure that regular inspections of plant and equipment required by this policy are carried out and necessary records kept.
- Ensure that written instructions are produced as necessary detailing safe working systems, sequence of operations, potential hazards for any matters specific to individual operations under his control. They should seek the advice of MWS Contracts (UK) LTD' health and safety consultant in this where appropriate.
- Keep the Operations Manager briefed on safety matters relating to departments under their control and make suggestions where appropriate for improvements in health and safety.
- Ensure that all employees and any contractors employed in their areas of operation are informed of the policy and of any revision of it, and that they receive adequate instruction and training regarding its effective implementation.
- Ensure that all personnel and any contractors working in their areas carry out their work in a safe manner and in accordance with all safety regulations applicable.
- Ensure that all risks relating to accidents at work, health risks, loss or damage to the Company's property and risks to the general public arising through routine work operations are properly assessed and that safe methods of work are derived for these activities.
- Maintain training records for employees in their area of responsibility.
- As far as reasonably practicable, eliminate from works under their control any risks to health and safety of employees and others who may be affected by the works.
- Ensure that all personnel under their control carry out their duties as required by the Company's health and safety policy.
- Establish tidy areas and maintain a safe system of good housekeeping.

- Continuously monitor the working area and conditions to minimise the risks to the health and safety of all persons affected.
- Ensure that induction training is given to all new starters or existing employees undertaking unfamiliar tasks.
- Ensure that all equipment defects requiring attention are reported immediately.
- Ensure that all machinery and equipment is maintained in a safe condition and that any safety devices fitted are used and maintained.
- Ensure that all safety equipment and clothing provided to prevent injury or ill health is worn by those who health is at risk.
- Ensure that only suitable and certified lifting equipment, safety devices or equipment are used and that regular inspections of such equipment is carried out.
- Complete reports of all accidents and dangerous occurrences immediately.

Safety Advisor

MWS Contracts (UK) LTD has appointed Safety Consultancy Services to provide advice and assistance on health and safety matters. The advice and assistance will normally be provided personally by Bill Coulson and will include practical advice and help at site level as well as in the formation of policy and safety systems.

The safety adviser's responsibilities are to:

- Provide information, support an advice to control risk in construction and other activities undertaken by the Company.
- Evaluate, support and develop systems to establish and maintain health and safety standards in the Company.
- Audit and evaluate achievements against the Company's health and safety aims.
- Prepare and provide information and material to support training and general health and safety awareness and, where requested, to provide direct assistance in training.
- Ensure that the Operations Manager, is kept informed of changes, additions and developments in health and safety legislation, equipment and working practices.
- Assist in the evaluation of risk and the preparation of written safety plans for specialist contract projects undertaken by the Company.
- Oversee and report to the Operations Manager on health and safety standards on all of the Company's sites and make recommendations for change and improvement where appropriate.
- Undertake investigations and report on accidents, dangerous occurrences and near misses where requested to do so by the Operations Manager.

Employees

All employees are expected to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

All employees must:

- Make themselves familiar with, and conform to, the Company's health and safety policy at all times.
- Observe all safety rules at all times, and report, immediately, any unsafe practices.
- Where applicable, wear the appropriate safety equipment and use the appropriate safety devices at all times.
- Conform to the instructions given by the managers/controllers, or nominated safety supervisors, in respect of safe methods of working at all times.
- Report all accidents or damage to Company property to their superiors whether persons are injured or not.
- Take reasonable care of any protective equipment which is issued on a personal basis.
- Maintain a tidy and safe working area at all times.
- Report any defects or faults with machinery or guards immediately.
- Breaches of statutory and/or Company safety rules will be dealt with under the normal company disciplinary procedures.

Agency Staff/Sub Contractors/Suppliers

Agency staff, sub contractors and suppliers:

- Shall observe the requirements of the Company's health and safety policy and the instructions given by persons enforcing the Company's safety standards.
- Shall not work for the Company until the relevant rules are read, understood and accepted.
- Shall not work for the Company unless covered by adequate insurance against risk.
- Shall accept the Site Manager's safety inspection reports and when necessary take immediate remedial action.
- Where five or more people are employed in their organisation, provide the Company with a copy of their safety policy.
- Where any substances under COSHH Regulations are used by them, supply a written assessment.
- When required, prepare and submit copies of site specific risk assessments and should it prove appropriate, complete a safe working method statement.

PART 1

M W S CONTRACTS

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Reviewed by
M. Wilkinson



15th April 2010

Michael Wilkinson
Operations Manager