



COOL TECHNIC POLICY STATEMENT

Cool Technic Limited is a specialist design, installation and maintenance company in Air Conditioning and Refrigeration

As a responsible company Cool Technic limited attaches a high priority in ensuring that the work we execute is carried out safely to the highest possible standards with competent and qualified employees.

We confirm that Cool Technic Limited have comprehensive policy to cover the following subjects:

CDM REGULATIONS

RISK ASSESSMENT

COSHH

REFRIGERANT HANDLING

GLOBAL WARMING

CraigMacdonald
Managing director
July 2007



COOL TECHNIC LTD Health & Safety Policy

It is the policy of Cool-Technic Limited to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees and of other persons who may be affected by its operations. The Company has a moral obligation reinforced by their legal obligations under the Health & Safety at Work Act 1974 and associated legislation. The Company accepts these obligations.

Cool-Technic Limited implements this policy by providing and maintaining safe places of work, plant, machinery and equipment and by operating safe systems of work and providing suitable arrangements for employees' welfare. All leased or hired plant, machinery, equipment and vehicles will be assessed prior to use. This is to ensure that, so far as is reasonable practicable, they are safe and suitable for their intended use.

All necessary information, training and supervision will be provided to ensure the implementation of the policy. Facilities exist for consultation on all aspects of health and safety at work.

The Company believes that considerations of health and safety are as important an aspect of management control as any other management function. All Directors and Staff should observe health and safety regulations as an integral part of their organisational duties within the Company's premises on site, and in other premises where we carry out operations on behalf of our clients.

It is the duty of all Company employees to help to reduce the risk of workplace accidents, road accidents, fire and damage to plant, machinery and equipment or systems by observing the Company's rules, safe working procedures and precautions relating to health & safety at work. Expert advice will be sought where necessary on policy, legislative requirements and the implementation of safe working procedures.

Craig Macdonald
Managing director
July 2007

1. ORGANISATION

The attached Organisation Diagram, Appendix 1, shows how health and safety responsibilities have been allocated and accepted. Those responsibilities are summarised below:

1.1 MANAGING DIRECTOR

The Managing Director has overall responsibility for the effective planning and implementation of the health and safety policy, ensuring that adequate resources are made available to fulfil these responsibilities.

1.2 DIRECTORS

Each director is responsible for the supervision, communication, implementation and monitoring of the health and safety policy in relation to their operations functions and for ensuring that sufficient funds, equipment, and facilities are available to meet its requirements. All directors within the Company are responsible for setting a personal example to employees, performing their tasks with high regard for health and safety and helping to generate within the organisation a positive health and safety culture.

The directors will utilise a Safety Consultant to advise at all levels on all aspects of health and safety related to the management of the Company's operations, and advising on policy and procedural requirements.

1.3 CONTRACT SUPERVISORS

Contract Supervisors must devise, implement and maintain safe systems of work in collaboration with the Managing Director and the Safety Consultant. All Supervisors within the Company are responsible for setting a personal example to employees, performing their tasks with high regard for health and safety and helping to generate within the organisation a positive health and safety culture.

1.4 SITE WORKERS

All site workers have the responsibility to co-operate with directors and supervisors to achieve a healthy and safe workplace and to take reasonable care of themselves and others, who may be affected by their actions or omissions.

Whenever a site worker, supervisor, or director notices or is made aware of a health and safety problem, which they are not able to put right, they must immediately tell the responsible person identified above. Site Workers are also encouraged to suggest ways and means of improving standards of health and safety at work.

Managerial personal responsibilities are set out in more detail in Appendices 2 to 4.

2. **ARRANGEMENTS TO ENSURE THE CARRYING OUT OF THE POLICY**

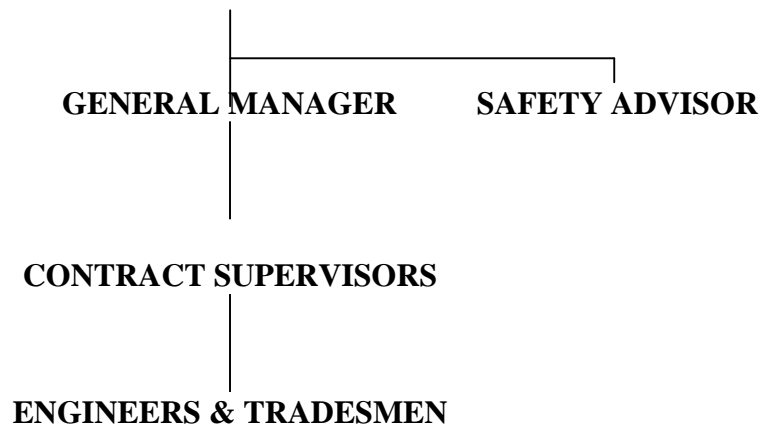
Arrangements include: Method Statements, General Risk Assessments; Safe Systems of Work: Safety Training, Safety Meetings.

Reviewing and updating these Statements and this Policy generally on a regular basis will be the responsibility of the Managing Director of Cool Technic Limited, or any alternative nominee of the Managing Director, and will form part of a regular monitoring activity on Health and Safety.

Appendix 1

**COOL-TECHNIC LIMITED
SAFETY POLICY RESPONSIBILITY STRUCTURE**

COOL TECHNIC MANAGING DIRECTOR



The structure is linear, but with a direct input from the Safety Advisor to the Operations Directors level, to ensure close communication with developments at each of the operations.

Contract Supervisors should be the clearinghouses for health and safety points raised at the place of work and in meetings, and be the reference point for the Managing Director to distribute information.

Appendix 2

COOL-TECHNIC LIMITED SAFETY POLICY PERSONAL RESPONSIBILITIES COOL-TECHNIC LIMITED DIRECTORS

Each Director is responsible for ensuring that the requirements of the Health and Safety at Work Act 1974, and all of the statutory obligations, are complied within their area of control.

Specifically, this responsibility is:-

- a) To ensure that the Company Safety Policy is properly and effectively implemented.
- b) To ensure communication and consultation take place with employees on Health and Safety matters.
- c) To ensure that a high standard of house keeping and safe methods of work are developed and maintained, and that all employees are adequately trained in these methods.
- d) To ensure that subordinate managers are fully aware of and observe safety rules and practices. To take remedial action where necessary.
- e) To ensure that all machinery and equipment is properly maintained and safely used.
- f) To ensure that accidents and dangerous occurrences are fully investigated and action taken to prevent recurrence.
- g) To ensure that all employees know what to do in the case of any fire and emergency incidents.
- h) To encourage by personal example, safety consciousness on the part of all subordinates.

Appendix 3.

COOL-TECHNIC LIMITED SAFETY POLICY PERSONAL RESPONSIBILITIES

CONTRACT SUPERVISION

Each Contract Supervisor is responsible to his superiors for ensuring that the requirements of the Health and Safety at Work Act 1974, and other statutory obligations are complied with in the area under their control.

Specifically this responsibility is:

- a) To be fully familiar with the Company's Safety Policy and further its implementation.
- b) To ensure that a high standard of house keeping is maintained.
- c) To ensure safe methods of work are developed and are in use.
- d) To ensure that all employees are adequately trained in safe working methods and are aware of and observe safety rules and practices. To take remedial action as necessary.
- e) To ensure all accidents and dangerous occurrences are properly reported on and action taken to prevent recurrence. To be involved in investigating all accidents resulting in injury.
- f) To ensure his/her Superior receives a regular report on Health and Safety.
- g) To ensure that all safety devices are correctly fitted, adjusted and maintained and, where appropriate, suitable protective clothing and equipment is used or worn.
- h) To ensure that all employees know what to do in the case of fire, and know the location of, and how to use, fire equipment where applicable.
- i) To ensure that all equipment, vehicles, machinery or plant leased or hired is assessed to ensure it meets, and is maintained in accordance with all statutory requirements and is safe and suitable for intended use.

j) To encourage safety consciousness on the part of subordinates.



**ACTS OF PARLIAMENT, REGULATIONS AND STANDARD SPECIFICATIONS TO WHICH
COOL TECHNIC Ltd. COMPLY**

1. Common Market directive L183/391 introduction of measures to encourage improvements in the safety and health of workers at work act
2. Common Market Directive L393/89/391 minimum safety and health requirements for the workplace
3. Control of substances harmful to health regulations 1988Electricity at work regulations 1989
4. Environmental act 1990
5. Factories act 1961
6. Health and safety at work act 1974
7. Housing act 1985 part II
8. Local authority acts
9. Local government (miscellaneous provisions) act 1981
10. National Building Regulations 1991
11. Offices Shops and Railway premises act 1963
12. Public health acts 1890, 1936, 1961
13. Reporting of injuries, diseases and dangerous occurrences regulations 1985
14. The clean air act
15. The control of pollution act 1989 inc. Handling & transportation of waste
16. The fire precautions act 1961
17. The management of Health & safety at work regulations 1992
18. Water Industries Act 1991
19. Water Resources Act 1991



INDUSTRY STANDARDS TO WHICH COOL TECHNIC LIMITED COMPLY

1. HVCA code of practise jointing of copper and its alloys TR3 1990
2. HVCA ductwork specification DW 142
3. HVCA refrigeration pipework installation guide to good practise 1991
4. Refrigeration pipework and fittings will be manufactured to BS 2871
5. Joining fillers will conform to BS 1845
6. CIBSE technical memorandum TM15 1988 design and application of heat pumps in commercial buildings
7. CIBSE guidance note Chlorofluorocarbons December 1989
8. BS 4434 release of refrigerants into occupied spaces
9. Registration of companies competent to handle refrigerants
10. Institute of refrigeration code of practice for minimisation of refrigerant release
11. Fire authority & loss prevention council regulations
12. HVCA association guides
13. Health & safety executive guides
14. Water treatment HSE booklet HS(G) 70:19 BS 6700
15. Minimising the risk of legionnaires disease: CIBSE technical memorandum TM 13:199
16. Portable appliance testing BS 7671



INSTALLATION COMPETENCY TRAINING
PIPEWORK AND BRAZING – CITB

1. Personal Protection Equipment
2. Goggles and safety glasses
3. Gloves
4. Overalls
5. Head and feet protection
6. COSHH
7. ACOPS
8. Permit to work
9. Pressure Systems and Transportable Gas Container Regulations
10. Risks and Hazards
11. Ventilation
12. Cadmium
13. Safety Equipment
14. Joint preparation
15. Pipe cutting
16. Joint clearance
17. Joint cleanliness
18. Joint alignments
19. Joint fluxing
20. Equipment preparation
21. Acetylene
22. Hoses
23. Regulators
24. Blowpipes
25. Nozzles
26. Purging air from pipework
27. Setting up equipment and flame
28. Setting regulations
29. Blowpipe (torch) lighting procedures
30. Adjustment of flame
31. Brazing



ENVIRONMENTAL TRAINING

City and Guilds 2078 Safe Handling of Refrigerant or CITB

1. Ozone depletion
2. Global warming
3. Fluorocarbon control and alternatives
4. COSHH
5. Management of Health and Safety at work Regulations (1992)
6. Environmental Protection Act (1990)
7. Refrigerant Cylinder Safety
8. Road Traffic Regulations (1986)
9. Identification of Refrigerants
Refrigerant Recovery and Handling
10. Leak Testing and Pressure Testing
11. Evacuation and Dehydration