



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 2011

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

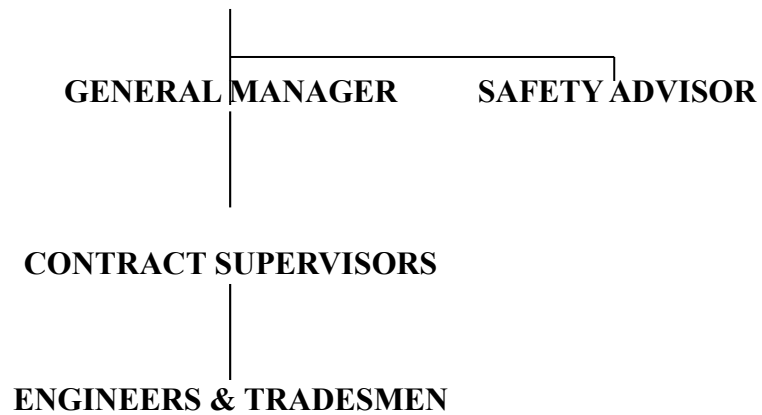
Arrangements include: Method Statements, General Risk Assessments; Safe Systems of Work: Safety Training, Safety Meetings.

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.

ORGANISATION SECTION

The Managing Director has overall responsibility for health & safety within the company, and will:

- ≡ Ensure suitable financial provision is made for health & safety obligations
- ≡ Provide appropriate information and instruction to employees
- ≡ Ensure work is planned to take into account health & safety issues
- ≡ Ensure that staff at all levels receive appropriate training
- ≡ Monitor and assess risk to health & safety
- ≡ Understand the company policy for health safety and ensure it is readily available for employees
- ≡ Set a personal example when visiting site by wearing appropriate protective equipment
- ≡ Actively promote at all levels the company's commitment to effective health & safety management

Health and Safety Reprehensive

The person responsible for Health & Safety is Christopher Beadle.

Health & Safety experience/qualifications of above person is See attached.

The health and safety co-ordinator /representative will undertake and be responsible for:

- ≡ Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- ≡ Investigating accidents and implementing corrective action
- ≡ Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- ≡ Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- ≡ Collating and reporting any accidents reportable under the reporting of injuries, diseases and dangerous occurrences regulations (R.I.D.D.O.R)

Arrangements Section

This health and safety policy, rules specific to a site or job, changes in legislation or working best practice, planning of health and safety training and introduction or alteration of new work equipment or technology will be discussed directly with the employees via regular safety meetings, tool-box talks, e-mails and memos posted on the staff notice board.

Training

All employees are given training appropriate to their responsibilities in accordance with the management of Health and Safety at work regulations. Training will be provided for the following situations:

- ≡ Induction training for new employees (health & safety awareness, company procedures etc)
- ≡ The introduction or modification of new/existing machinery or technology
- ≡ A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Emergencies

It is company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Sit supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Actions To Be Taken Upon Discovering A Fire

- ≡ Do not try to tackle the fire yourself (unless trained to do so)
- ≡ Activate the nearest fire alarm to raise the alarm
- ≡ Leave the building by the nearest fire exit and proceed to the muster point
- ≡ Do not re-enter the building for any purpose until the all clear has been given

Action Upon Hearing The Fire Alarm

- ≡ Stop working and calmly leave the building by the nearest fire exit
- ≡ Go directly to the muster point and await instructions
- ≡ Do not leave the muster point until the all clear is given
- ≡ Do not re-enter the building for any purpose until the all clear is given

Staff Welfare

Wherever possible arrangements will be made with the client and/or principal contractor for the use of welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- ≡ Toilet/washing facilities accessible on site
- ≡ Eating /rest facilities accessible on site

Where these facilities are not provided by the client or principal contractor, the company will provide suitable welfare facilities.

Work Equipment

All work equipment (including electrical equipment) used at work, as part of the company's undertaking will comply with the provision and use of work equipment regulations (P.U.W.E.R).

Before new equipment is introduced into the working environment, an assessment will be made Craig Macdonald (Director), in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimize a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufactures guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage is found on any equipment, stop using the work equipment and report the fault to your supervisor.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: Craig Macdonald.

First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On project sites – wherever possible arrangements are made with clients/ principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and the first aid box supplied, which will contain adequate supplies for the total number of employees on site.

Head Office – the first aid box is located in reception.

The qualified first aider / appointed person: Craig Macdonald & Darren Jones

All accidents MUST be reported to your site supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the health and safety advisor as soon as possible after the incident.

Reporting of injuries, diseases and dangerous occurrences regulations (R.I.D.D.O.R):

Certain accidents are reportable to the HSE's incident contact centre. The health and safety co-ordinator must be notified as soon as possible as practicable after incidents causing the following injuries:

- ≡ Any work related injury that leads to an employee being absent from work for more than 3 working days.
- ≡ Fracture other than to fingers, thumbs or toes;
- ≡ Amputation;
- ≡ Dislocation of the shoulder, hip, knee or spine;
- ≡ Loss of sight (temporary or permanent);
- ≡ Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- ≡ Injury resulting from an electrical shock or electrical burn leading to;
- ≡ Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- ≡ Any other injury: leading to hypothermia, heat-induced illness or unconsciousness: or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and/or the health and safety co-ordinator / representative with the following objectives;

- ≡ To determine the cause(s) with a view to preventing a recurrence
- ≡ To gather information for use in any criminal or civil proceedings
- ≡ To confirm or refute a claim for industrial injury benefit
- ≡ To prepare notification to be made to the Health and Safety executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

- ≡ What caused the accident?
- ≡ Who was involved?
- ≡ When did it occur?
- ≡ Why did it occur?
- ≡ How could it have been prevented?
- ≡ How can a recurrence be prevented?

Hazardous Substances (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the health and safety Co-ordinator / representative, in line with the control of substances hazardous to health regulations (C.O.S.H.H). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

Any inventory of all substances and materials hazardous to health is held at head office.

Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavor to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- ≡ Reducing weights
- ≡ Reducing the frequency of manual handling
- ≡ The use of additional manpower
- ≡ Through the provision of suitable equipment to assist in the operation
- ≡ The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

Co-operation and Co-ordination

Employees will always familiarize themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Client site procedures and specific instructions will be followed at all times.

Before commencing work, the site supervisor will attend ant site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken



Craig Macdonald
July 2011