

## ***A1 Safety Policy Statement for Kings Cross Manufacturing***

1. The Company policy is to implement to the full its social legal and moral responsibility to ensure the safety, health and welfare at work of all it's employees, in accordance with the 1974 Health and Safety at Work Act.
2. The Management recognises its responsibility to create the right circumstances and conditions under which work may be carried out safely. All employees also have a legal duty not only to work safely, but also to co-operate in efforts made to create and maintain safe working conditions. Failure to do so may, under the Health and Safety at Work Act, be regarded as a criminal offence and lead to prosecution.
3. Mr P L Parsons, the Director, is in charge of office and overall responsibility for health, safety and welfare throughout the company, and also for our operations on site.
4. It is the duty of employees to conform to company policy and safety codes of practice and to accept and carry out their responsibilities.
5. All employees, with specific responsibilities for health and safety, will ensure that there are adequate health and safety facilities available.
6. All employees who authorise work to be carried out at any times will ensure that there are adequate health and safety facilities available.
7. The Factories Act is to be complied with at all times, but this in itself is not enough. All employees should contribute to making the work areas as safe as possible. All work methods should be periodically appraised to ensure that the safest possible methods are adopted.
8. All Contract Managers, Supervisors, Foremen and Riggers will be aware of their particular responsibilities in regard to the health, safety and welfare of themselves and employees under their control. The procedure for reporting accidents is as follows :
  - a. In the office, all accidents are to be reported and recorded in the Accident Book kept in the reception/administration office by Mr P L Parsons.
  - b. Accidents that occur on site will be reported to the main directors office and details recorded in the Contractors Accident Record Book. Any accidents should also be reported to Mr P L Parsons and the details reported in the Company's accident Report Book.

9. Plant equipment supplied by the company for use on site will be regularly examined for defects and properly maintained. 100 volt and 24 volt electrical equipment is to be used. If any defects are noticed, however small these are, should be immediately reported to Mr P L Parsons. Plant and equipment from another contractor will be used if you are authorised to do so by Mr P L Parsons.
10. If you are not conversant with any particular plant or equipment, you will consult the manufacturers instructions before use. A file of special instructions and safety precautions will be kept by Mr P L Parsons.
11. The Contracts Manager will at all times maintain contact with the Project/Contract Safety Officer and Main Contractor/Client and observe the requirements for health, safety and welfare on site.
12. The Company will provide and keep in good repair the necessary tools, plant and equipment and to ensure that protective clothing is worn to ensure the safety and welfare of the employees. All employees must safeguard such tools, plant, equipment and protective clothing and must inform the company of any defects in them immediately to Mr P L Parsons.
13. Employees will also take special care when using scaffolding lifting gear and other equipment provided by another contractor. Where such equipment does not comply with regulations or with the Company Safety Policy, this should be reported to the immediate supervisor.
14. The company will ensure that the necessary welfare facilities, including first aid boxes are available. In many cases, such facilities will be shared by those used by other contractors and the first will give such information to employees as to their location.
15. The Company will keep this policy under review and revise it whenever new legal requirements come into force, when new information comes to light or when the Company's organisation changes. The success of the Company's policy depends largely upon co-operation of all employees.
16. The Directors will give full backing to this policy and will support and those who endeavour to carry it out.

P.L. Parsons  
Managing Director

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