



**making things better**

## **NE3D Ltd Health and Safety Policy**

It is NE3D Ltd's policy to provide and maintain safe and healthy working conditions for all its employees and to seek and encourage employee co-operation in meeting these objectives.

### **Procedures**

These procedures are not exhaustive and will change according to local conditions. Any major additions or amendments will be notified to all employees in writing.

### **Training**

All employees will be trained to perform their duties without risk to the health or safety of themselves or other people. In addition, training programmes for new employees emphasise the need for safe working practices, safe systems of work and applications of specific hazards.

### **Information**

Employees will be informed of their legal obligations and rights in connection with health and safety at work and actively encouraged to adopt safe working methods.

### **House Keeping**

A high standard of housekeeping will be required in working areas including cleanliness, tidiness and unobstructed access to those areas, fire escape routes and fire fighting equipment.

### **Evacuation & Escape in Case of Fire**

Procedures are displayed adjacent to the fire fighting equipment. All employees should acquaint themselves with those procedures.

### **Plant and Equipment**

In addition to regular inspections, operators should report any observed defects in plant and equipment management.

### **First Aid**

The First Aid Box is located in the main office.

### **Reporting Accidents**

In the event of an accident or a case of industrial disease, the employee's immediate supervisor should be notified at once and an appropriate entry made in the accident book.

### **Arrangements for carrying out the safety policy**

#### **Management Responsibility**

The person responsible for fulfilling the general policy is the Managing Director.

Individuals are responsible for the establishment and maintenance of safe and healthy systems of work in their areas of control and NE3D Ltd recognises that the person in charge of any group of employees is responsible for the safe working of these employees.

#### **Hazards Requiring Special Care**

Electrical - Unauthorised persons should not interfere with electrical equipment.

#### **Visitors/Contractors**

Contractors working on NE3D Ltd's premises will be required to comply with working rules which will be made clear to them when they tender for work. They must report all accidents and injuries taking place on NE3D Ltd's premises to the appropriate manager, who will make all necessary arrangements on behalf of NE3D Ltd.

The person taking visitors on site are responsible for their safety.

#### **Employees working off NE3D Ltd sites**

Directors are responsible for the health and safety of these employees and must ensure that suitable arrangements are in place for their health and safety. This should include introduction of safe working practices for personal security and working alone.

