

## **Health and Safety Statement**

### **1) Introduction**

1.1) The Health and Safety at work Act 1974 and associated Health and Safety Legislation places legal responsibilities on both employers and employees which are intended to ensure, as far as is reasonably practicable, that no ill health or injury result from either working practices or from the working environment.

1.2) The Managing Director is responsible for the management of Health and Safety.

1.3) The Managing Director will ensure that adequate resources are made available to ensure compliance with best policy in relation to the management of Health and Safety within the remit of those working for or with Carbonless-Online Ltd.

### **2) Policy**

2.1) It is the policy of Carbonless-Online Ltd to ensure that a safe and healthy working environment and appropriate welfare facilities are provided as far as reasonably practicable for its employees, outside contractors called in to assist with its work, and visitors.

We will also endeavour to ensure that it discharges its obligations regarding health and safety at work to its clients.

2.2) The last of these aspects is met by audits, scheduled maintenance, and provision of enhanced safety training. Plant and equipment maintained by the Company to provide a service to others will also fall under this section.

2.3) It's obligation to employees and Sub-contractors are fulfilled by ensuring that they are made aware of the potential hazards in their area of work. Initial system installation and ongoing operation and maintenance are two areas we will be delivering training on for both employees and customers.

2.4) The Health, Safety and Welfare of Sub-contractors is covered by the arrangements which the company makes to protect its own employees.

2.5) All operations will be carried out with due consideration to the environmental impacts of the process involved. Consideration will be given to minimising these impacts.

2.6) The Management team have delegated responsibility for Health and Safety Matters to that of the Managing Director.

2.7) Any Employee that has concerns about any Health and Safety Issues are encouraged to report these to their supervisor.

2.8) All Operations should be carried out by Competent Personnel with relevant training, qualifications, or a combination of both.

### **3) Overriding Principles**

3.1) Every Member of the Company has a responsibility to exercise all reasonable care to ensure both his own safety and that of others. In practical terms this means:

a) senior management, site supervisors or any other person with authority does not direct anyone to undertake any task that is potentially hazardous without first ensuring adequate precautions are taken to make and keep plant, machinery and services safe to work on and/or to provide and insist on the safe use of adequate protective clothing and equipment.

b) That all individuals remain alert to potential hazards, and either clear them where they have the authority to do so, e.g. by moving obstructions, securing free moving plant and equipment or bring them to the notice of their supervisors as quickly as possible.

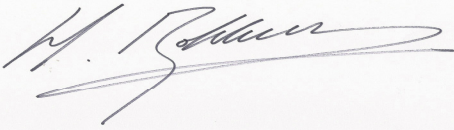
c) That no individual puts himself or others at risk by his failure to observe required precautions.

3.2) Every supervisor and all others in authority have a responsibility to act as quickly as practicable to remove genuine hazards brought to their notice. The situation may necessitate the cessation of an operation until the hazard can be removed or contained.

#### **4) Review**

This policy will be subject to review as necessary and at a minimum annually.

SIGNED by



Harris Bokhari Director for and on behalf of **Carbonless**