

**KCP ENVIRONMENTAL
SERVICES LTD**

HEALTH AND SAFETY

POLICY

DOCUMENT

HEALTH & SAFETY POLICY STATEMENT

In recognising that people are the Company's most valuable asset, **KCP Environmental Services** Management is committed to the provision of a healthy and safe working environment. This same commitment extends to the protection of property, the public and the environment.

In fulfilling this commitment and in compliance with legislative requirements, Management will strive toward the continued development of a positive Safety Culture within the workplace to help maintain a safe and healthy working environment for all persons within the workplace. Management will endeavour to eliminate hazards where recognisable, including reducing the risk of fire, security losses, damage to plant, property, and the environment, thus significantly reducing the risk of personal injury or occupational ill health to all personnel.

Management in combination with active employee involvement can, to a great extent, prevent and control accidental losses of all types. Prevention of such loss is the direct responsibility of all Staff, Managers and Employees alike.

All Management functions will comply with the Company Policy regarding Health & Safety. **All** Staff should perform their duties properly and in accordance with established procedures, instructions and rules.

I trust that all staff will join in personal commitment to Health and Safety recognising the benefits of adopting the system as a way of life rather than simple compliance with rules and regulations.

Signature

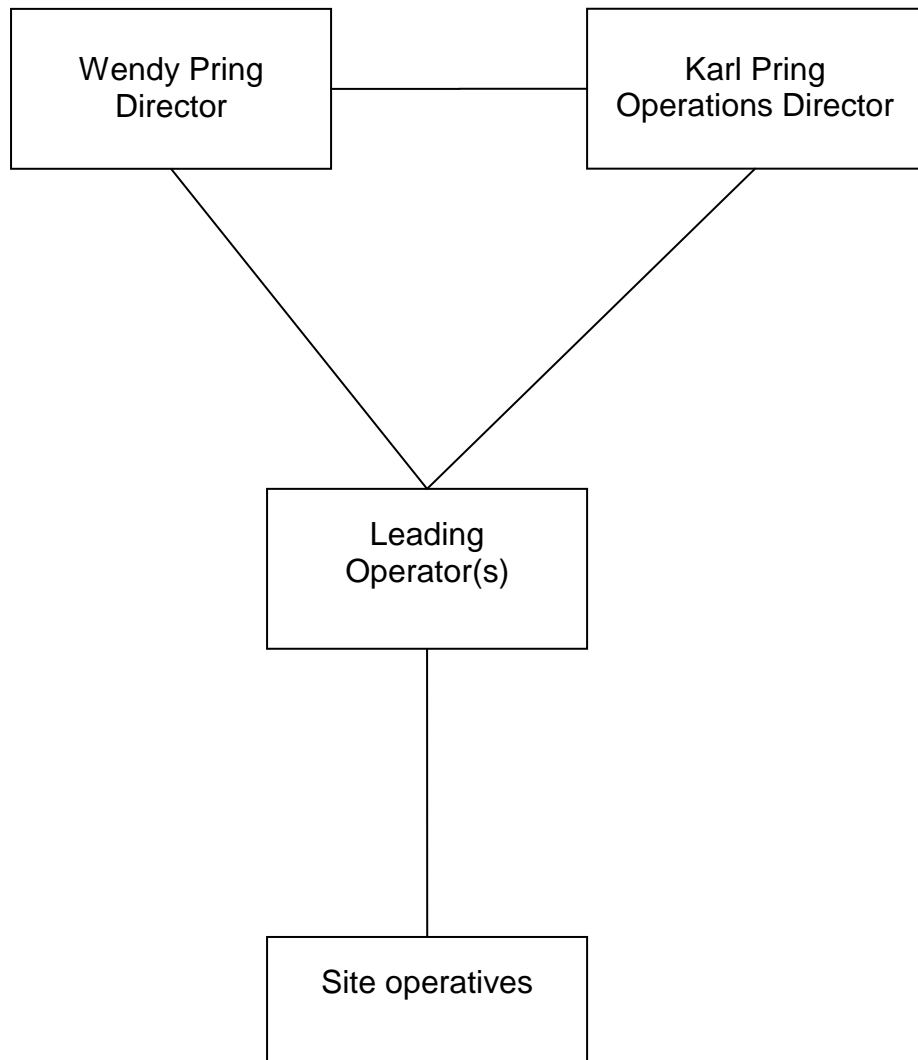
Wendy Pring (Director)

Part 2

ORGANISATION AND RESPONSIBILITIES

For

KCP Environmental Services Limited



Director(s)

Under the Company Safety Policy it is the responsibility of Senior Management to achieve the following:-

1. The elimination of risk of injury of all persons affected by Company operations and prevention of damage to all property and plant.
2. The observance of the requirements of the Health and Safety at Work Act 1974, and all obligations under that Act and other Statutory Regulations relevant to the operations of the Company.
3. To provide and maintain safe plant, equipment and working conditions.
4. To ensure that employees, sub-contractors and others working on premises under the control of the Company, observe safe working practices at all times and in accordance with relevant statutory regulations, codes of Practice, Guidance Notes of other recognised advice of safe working procedures.
5. To provide for and ensure that employees at all levels receive adequate training and instruction to enable them to carry out their duties in a competent and safe manner.
6. To provide facilities for adequate co-ordination and co-operation in safety requirements and activities between the various departments of the Company and with sub-contractors, other independent contractors, suppliers of material and services, etc, clients, local and public authorities.
7. To provide in tenders and other preparatory procedures, for adequate safe working methods and welfare facilities, etc.
8. To achieve the observance of safety procedures by personal example and to encourage all employees and other persons who are concerned or affected in any way by the operations of the Company to do the same.

Operations Director

Under the Company Safety Policy it is the responsibility of Operations Director to achieve the following:-

1. Understand and apply the Safety Policy of the Company generally and in particular to ensure the co-ordination of and co-operation between various personnel within the Company and others concerned to achieve the objectives of the Policy.
2. Ensure the requirements of the Health and Safety at Work Act 1974 and all obligations under that Act and other regulations relevant to their area of responsibility for the safe operations of the activities of the Company are observed by all persons under their control.
3. Arrange for instruction, training and the provision of information as required to ensure that employees at all levels adopt safe working procedures.
4. Ensure that all persons, including the general public, within the proximity of premises and operations under the control of the Company are not exposed to risks to their health and safety.
5. Ensure that all persons authorised to be working on premises under the control of the Company, adhere to safe working procedures and comply with all regulations applicable to their work.
6. Set a personal example by the observance of safety procedures and to encourage employees and other persons who are concerned with or affected by the operations of the Company to do the same.

Leading Operators/Supervisors

Under the company Safety Policy, it's Leading Hands and others in positions of supervision have the following responsibilities:

1. To establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment and materials.
2. Be aware of and observe the requirements of the Health and Safety at Work Act 1974, other relevant statutory requirements, approved Codes of Practice, Guidance Notes and Safety Procedures appropriate to the operations under their control.
3. Carry out inspections, at regular intervals, of operations under their control with particular reference to safety procedures and keep records of each inspection. Ensure that statutory registers and records etc are completed accurately as required by Regulations and other instructions. Arrange for any remedial or improvement work to be carried out without delay.
4. To ensure at places of work under their control that employees and others authorised to be at that place or in connection with it, receive adequate working instructions, in particular to ensure arrangements for safe working, the prevention of accidents and avoidance of unnecessary risk, are carried out.
5. Implement and maintain arrangements with sub-contractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to resolve any confusion about areas of responsibility. Liase with clients or their representatives to ensure the safety of any persons affected by the works or for the security of the premises.
6. Implement and maintain safe access to and around places of work. Establish and maintain a system, of security to prevent, so far as is reasonably practicable, damage, theft and injury including periods when the workplace is unattended.
7. To arrange for fixed and mobile plant and equipment to be positioned safely and to ensure that all machinery, etc, including power and hand tools are maintained in good condition, are suitable for the work being carried out and operated only by persons who are competent to do so in a safe manner.
8. To ensure that protective clothing is available where appropriate and that such equipment is used and cared for in a proper manner as required by statutory regulations.
9. To ensure that arrangements for First Aid as required by the First Aid Regulations 1981 and approved Codes of Practice 1990, are available and that locations of equipment is known to employees. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services. Liase with the Fire Brigade on fire prevention and rescue procedures, especially when hazardous situations are foreseen.

Continued:

10. Report **all** accidents involving injury to persons or damage to property and other dangerous occurrences and 'near misses' to the Safety Advisor or Director as soon as possible after the occurrence. Establish the cause of all such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.
11. Review requirements for training of employees (including any updating) that may be required, to enable them to carry out their duties competently and safely. Arrange for the release of employees for appropriate training when required.
12. Accompany HSE Inspectors on site visits and act upon their recommendations. Report all such visits to the Safety Advisor or Director noting any observations made, as soon as possible after the visit. In the event of a Prohibition or Improvement Notice being imposed or any indication that legal proceedings are to be initiated, the Safety Advisor and Senior Management must be advised without delay.
13. Co-operate with Company Safety Advisors and act upon their recommendations.
14. To encourage the observance of safety procedures by personal example and ensure that arrangements for the safety of persons and property are carried out, including the implementation of disciplinary procedures.

All Employees

All employees including site operatives must:

1. Develop a personal concern for safety for themselves and for others and to co-operate with all other persons in the provision of safe working conditions and the observance of safe working procedures, the Health and Safety at Work Act 1974, and this Policy.
2. Use the correct tools and equipment for the job; keep them in good condition and use such equipment, etc, carefully and in accordance with the working instructions.
3. Use and take care of safety equipment for the job; keep them in good condition and use such equipment, etc, carefully and in accordance with working instructions.
4. Avoid improvising which entails unnecessary risk and observe any specific warnings and instructions regarding the use of equipment or materials.
5. Do not proceed with work when a hazardous situation is foreseen or created which may involve injury to themselves or other persons or damage to property and equipment. Report to the Foreman, person in charge, or the Safety Advisors, defects in plant or equipment and hazardous situations.
6. Report **ALL** accidents and dangerous occurrences.

ALL EMPLOYEES ARE REMINDED THAT THEY HAVE A DUTY UNDER SECTIONS 7 AND 8 OF THE HEALTH AND SAFETY AT WORK ACT 1974 TO TAKE REASONABLE CARE FOR THEIR OWN SAFETY AND THE SAFETY OF ANY OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS, AND TO CO-OPERATE WITH THE COMPANY IN ITS ARRANGEMENTS TO PERFORM OR COMPLY WITH STATUTORY SAFETY OBLIGATIONS WHICH INCLUDES ADHERENCE TO THE COMPANY SAFETY POLICY.

FAILURE TO OBSERVE THE PROVISIONS OF THIS POLICY, APPROPRIATE REGULATIONS AND CODES OF PRACTICE, ETC, MAY LEAD TO ACTION BEING TAKEN UNDER THE DISCIPLINARY PROCEDURE OF THE COMPANY.

Part 2 (Cont'd) - LEADERSHIP AND RESPONSIBILITIES

Introduction

Every employee has legal Health and Safety duties and responsibilities. The key elements of these duties and responsibilities are summarised below.

Leadership and Individual Responsibilities

The Company considers that the most effective and satisfactory way of implementing the Company's Health, Safety and Environment Protection Policy is through the established structure.

Each individual within the company is accountable for the Health & Safety of all persons (including visitors and contractors) within their area of responsibility and ensuring that operations in their area do not cause adverse environmental effects.

Wendy Pring, Director of KCP Environmental Services Limited

Has full responsibility for the health & safety and welfare of all employees within the company and all aspect of the business.

Every employee has a key role to play in the day-to-day maintenance of a safe operation. The company are responsible at all times for the health and safety of all persons (including visitors and contractors) within the company and for ensuring that any operations do not cause adverse environmental effects.

To be effective they must be aware of the contents of the company H&S & Environmental policy and procedures.

They must ensure that work under their control is:

- Adequately supervised
- Conducted by trained and competent staff who have been make aware of the hazards and risks associated with the work
- Carried out in a safe manner, in accordance with procedures and instructions.
- Conducted with work equipment and process systems that are suitable for the task and are correctly maintained.
- Conducted by personnel wearing the specified personal protective equipment for the task.

They should set a clear leadership example by promoting health, safety and environmental awareness.

Encourage active participation of their staff to suggest improvements, report unsafe acts and conditions as well as possible environmental problems.

They must also ensure that all accidents and near miss incidents are reported and if appropriate, investigated and action taken to eliminate the problem.

Part 3

DETAILED ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

This section covers the detailed arrangements for ensuring Healthy and Safe conditions for company employees and visitors.

It is essential that all Management and staff fully understand these arrangements and that they are applied efficiently and effectively.

The detailed arrangements are covered under the following headings:-

Specific Health and Safety Policies

- KCP-HS001 Driving on Company Business
- KCP-HS002 PPE
- KCP-HS003 Occupational Diseases
- KCP-HS004 Risk Assessment
- KCP-HS005 Incident Reporting & Investigation
- KCP-HS006 COSHH
- KCP-HS007 First Aid
- KCP-HS008 Confined Spaces
- KCP-HS009 Manual Handling
- KCP-HS010 Work Equipment
- KCP-HS011 Plant & Vehicles

Specific HR Policies

- KCP-HR001 Dignity & Diversity at Work
- KCP-HR002 Disciplinary Procedures
- KCP-HR003 Grievance Procedure
- KCP-HR004 Managing Employee Information

Company Forms

- KCP/Form -001 Motor Vehicle Accident/Theft Report
- KCP/Form -002 Risk Assessment Form
- KCP/Form -003 New Employee Induction Checklist
- KCP/Form -004 Near Miss Report Form
- KCP/Form -005 Incident Report Form
- KCP/Form -006 Witness Statement Form
- KCP/Form -007 COSHH Assessment Form
- KCP/Form -008 Confined Space Entry Permit
- KCP/Form -009 Manual Handling Assessment Form