



Health & Safety Policy

The Directors of Eurostaff Group recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice. Moreover, Eurostaff regards the promotion of Health and Safety as a joint objective for managers and employees at all levels.

Eurostaff will, so far as is reasonably practicable, pay particular attention to:-

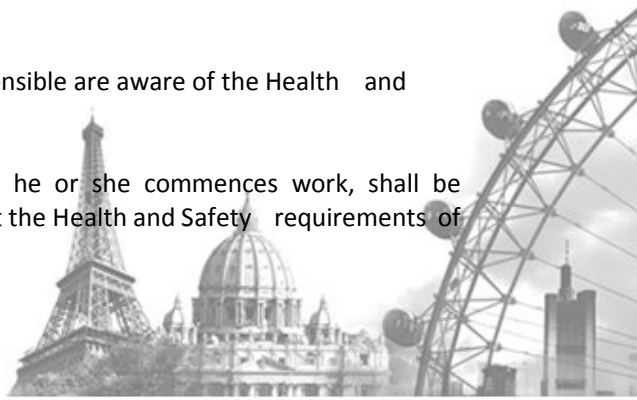
- The provisions and maintenance of plant, machinery and systems of work that are safe and healthy;
- The necessary training, instructions and supervision to enable employees to perform their work safely and efficiently;
- Arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
- The provision of safe means of access to and from the place of work; and
- The provisions of all necessary safety and protective equipment and the supervision of its use.

Organisation and Responsibilities

The Directors are ultimately responsible for ensuring that the Health and Safety Policy is implemented.

Managers and Directors have the responsibility to provide leadership and promote responsible attitudes towards Health and Safety. Each Manager/Director will:

- Ensure each new employee is given induction training, including the precautions and procedures appropriate to specific jobs. All new members of staff will be shown the location of first aid boxes, fire exits and fire fighting equipment;
- Ensure that all staff are made aware of any Procedures in place if they face any serious or imminent danger, and the name of the person designated to implement those procedures;
- Ensure that employees for whom they are responsible are aware of the Health and Safety policy;
- Ensure that any temporary employee, before he or she commences work, shall be supplied with comprehensive information about the Health and Safety requirements of their role;





- Ensure that all accidents or near-misses are reported and to investigate all accidents with a view to prevention;
- Ensure that safe working practices and good housekeeping standards are applied; and
- Ensure the safety of their clients, visitors and contractors whilst on the Employer's premises.

Safety is the concern of all employees. Under the Health and Safety at Work Act 1974 employees have a legal obligation to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Co-operate with the Employer by following instructions and guidance;
- Use and take due care of anything provided by the Employer to protect them whilst at work; and
- Report any defective safety equipment immediately.

Failure to comply with these rules can lead to disciplinary action and possibly a fine or prosecution under the terms of the Health and Safety at Work Act 1974.

The Health and Safety Officer is responsible for promoting and monitoring Health and Safety at work, recommends to Managers/Directors actions to be taken to promote Health and Safety at work and discuss Health and Safety issues involving employees.

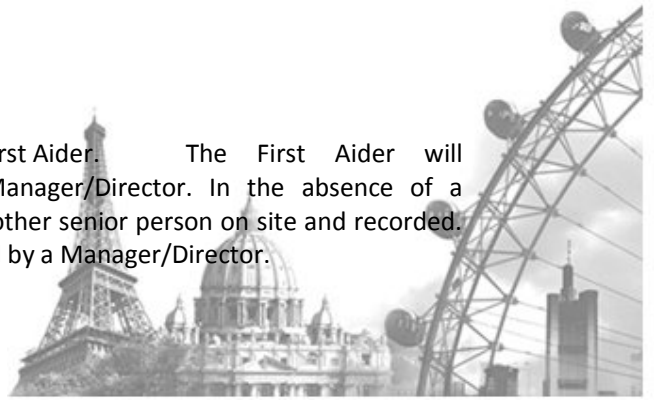
Resolution of Safety Problems

Any employee, who becomes aware of a Health and Safety problem, must inform his or her Manager/Directors. A formal progress review must take place within 5 working days. If, after investigation, the problem is not resolved or the member of the management it was reported to decides that no action is necessary and the employee is not satisfied with the explanation, the employee may then refer the matter to the Health and Safety Officer.

Accident Reporting

(i) Injuries

Any accident resulting in injury must be reported to a First Aider. The First Aider will verbally report all accidents immediately to the Manager/Director. In the absence of a manager/Director the incident must be reported to another senior person on site and recorded. An entry must be made in the Accident Book and signed by a Manager/Director.





(ii) Near-miss

Any near-miss or dangerous situation must be reported by anyone seeing it, to the manager/Director on the premises. In necessary, the manager/Director must ensure that appropriate corrective action is taken immediately.

(iii) Reporting to the Authorities

Where an accident results in an injury which prevents the injured person from performing their usual employment for more that three consecutive days after the accident, a form F2508 is to be completed by the Health and Safety Officer and sent to the appropriate authority within 7 days from the date of the accident. A copy must be retained by a Director.

(iv) First Aid

The Employer has made arrangements for fist aid to be immediately available to employees injured at work. A list of people trained in First Aid is shown on the Employer's notice board. All injuries, no matter how small, must be treated and recorded.

(v) Good Housekeeping

Good housekeeping is a basic of the safety programme for which all employees have a responsibility. In addition to any specific rules, all employees must ensure proper storage of clothing, tools and waste and that all gangways are kept clear.

(vi) COSHH

(vii) Protective Clothing

Where appropriate, suitable personal protective clothing (including footwear, overalls, aprons, gloves, safety goggles, earplugs, etc) will be provided. Where provided, it must be worn at appropriate times and looked after by those to whom it has been allocated. Failure to use the protective clothing or equipment may result in disciplinary action.

(viii) Machinery, Plant, Equipment and Tools

Employees must not operate or attempt to operate any machinery, plant, equipment or tools of any nature unless authorized and trained to do so.

