

1.1 Alucast Ltd Health & Safety Policy Statement

It is the policy of Alucast Limited to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees, and to provide such information training and competent supervision to achieve this requirement.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for health and safety matters, and the detailed arrangements that we shall implement, maintain and obtain an active participation of all employees are set out in the Health and Safety Policy.

This policy shall be kept up to date, particularly if the business changes in size and/or nature. To ensure this, the policy and the way it operates shall be reviewed annually.

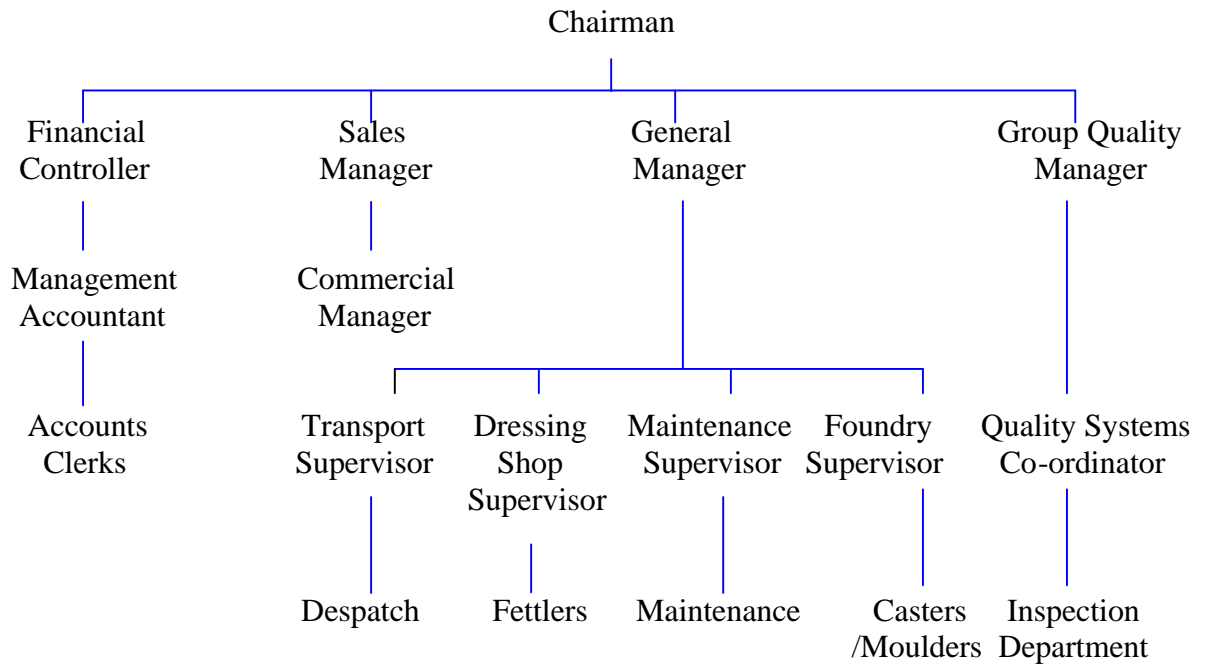
Signed:

A handwritten signature in black ink, appearing to read 'P.T. Roberts', with a large, stylized flourish extending downwards and to the right.

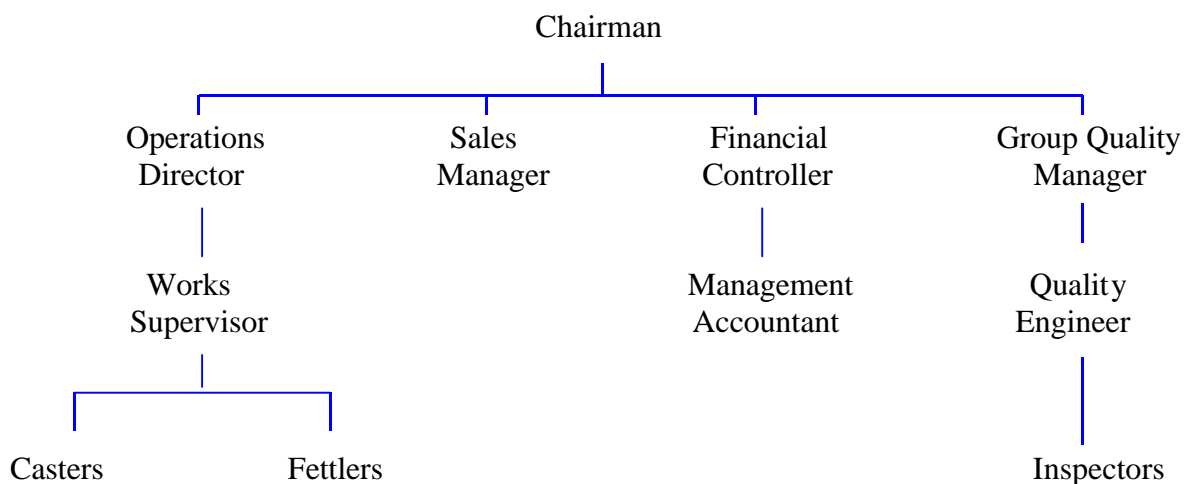
P.T.Roberts
Chairman.

1.2 Line Management Organisation/Responsibilities

1.2.1 Organisation Chart (Gravity & Sand Site)



Organisation Chart (Pressure Die Site)



Note: The Chairman, Financial Controller, Sales Manager & Group Quality Manager have responsibilities for both sites.

1.2.2 Responsibilities

1.2.2.1 Chairman

The Chairman is responsible for and has the necessary authority for:

- a. The day-to-day running of the Health and Safety Policy.
- b. Recommending policy improvements and/or revisions.
- c. Influencing the recruitment of competent employees, especially at Management and supervisory levels.
- d. Influencing the purchase and maintenance of adequate and reliable premises, vehicles, plant, machinery, tools, equipment and materials. This includes good hygiene and welfare standards, ie. First Aid, Toilets, Clothing etc.
- e. Liaison with the enforcement officer and obtaining where necessary, outside help and advice on Health and Safety.
- f. Displaying of the Company's Liability Insurance Certificate and Statutory placards.
- g. Purchasing and providing to supervisors and others, safety information such as Health and Safety at Work Act, Factories Act Regulations, Codes of Practice and especially HSE guidance notes for employees to read and digest.
- h. Ensuring that adequate health and safety training is provided: eg. Abrasive Wheels, Fork Truck Operators, First aid, Fire Evacuation training, Guarding, etc.
- i. Taking special care in the selection of and training of supervisors and employees in high risk situations, to ensure that competent supervision and high standards, especially regarding safety systems of work and guarding of machinery etc.
- j. Setting up and maintaining a simple system of positive monitoring by supervisors, encouraging these key personnel to report all defects found and ensuring that all corrective action is undertaken.
- k. Co-ordinating all activities, especially records relating to COSHH regulations.
- l. Arranging Statutory Plant Insurance inspections and maintaining relevant Statutory registers, eg. General Register, Accident Register, Abrasive Wheels Register etc. Notify Health and Safety Executive of serious accidents under RIDDOR (**Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1985**)
- m. Ensuring that someone is responsible for advance discussions with contractors and monitoring their safe working performance. (Ask to see their written Safety Policy).
- n. Purchase and provide to sections, safety notices.

1.2.2.2 Directors, Managers, Foremen and Supervisors.

- a. It is the responsibility of these key employees to seek a working knowledge of the main provisions of the Health and Safety at Work Act 1974, the Factories Act 1961 and all regulations peculiar to their own particular section's activities, plus codes of practice, British Standards and HSE guidance notes. This information is from the Chairman.

- b. These employees will take all measures necessary to ensure that workplaces under their control comply with statutory Health and Safety standards, especially regarding safe access, machinery guards, control of dangerous substances, electrical and fire safety, general tidiness and regular safe disposal of rubbish (Fire Prevention).
- c. Full co-operation is to be given to the Chairman and Operations Director on all Health and Safety matters, especially by attending any Health and Safety training offered.
- d. They are responsible for setting up and maintaining safe and healthy systems of work e.g: Ensure that environmental control equipment is maintained regularly and records kept. (extractor fans, dust extraction equipment). Ensure that protective equipment/clothing is provided, worn and maintained, eg: eye protection, foot protection, noise/ear protections gloves and helmets.
- e. Check regularly that first aid equipment and fire training is satisfactory.
- f. Ensure that accident and emergency procedures, including reporting of dangerous occurrences are observed. Alert other sections to common hazards and precautions.
- g. Set up and maintain a high standard of hygiene and welfare.
- h. Maintain safe and healthy methods of handling, storing and transporting of hazardous substances and train employees in proper spillage control techniques.
- i. Ensure that checks and precautions are taken regarding electrical hazards, eg. near switch gear areas, control buttons, cables etc.
- j. Ensure full compliance with section 14 of the factories act, regarding the **Guarding of Machinery**.
- k. Ensure that all new employees, especially under 18's and handicapped persons are fully briefed.
- l. Learn the safety regulations and utilize these signs, especially **Statutory Placards** to inform and warn employees as well as other persons on the premises.
- m. Alert the Chairman in advance of any maintenance contractors, especially any **Construction firms** to discuss in advance with them mutual hazards, and monitor their safe working in your area.
- n. Ensure the safe isolation of electrically operated and other machinery during maintenance operations.
- o. Report all defects or potential hazards to the person you are responsible if you cannot deal with it yourself.

1.2.2.3 General Employees, Operatives and Drivers.

All employees have a criminal and civil duty to take reasonable care to avoid injury to themselves, or to others by their work activities and will be expected to:

- a. Co-operate with Management and others in meeting statutory requirements with the objective raising and maintaining a high standard of safety performance.
- b. Use protective clothing provided and keeps it maintained.
- c. Report all accidents or incidents that have or may lead to injury, damage or ill health, to enable the Company to comply with RIDDOR.

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- d. Adhere to Company Safety working procedures and those well known in the industry.
- e. Co-operate in the investigation of accidents, to help prevent others

Note: No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety.

1.3 Other Key Responsibilities

- 1.3.1 The Group Quality Manager is the Company's Health and Safety Representative and has the necessary responsibilities and authority to carry out his duties.