

RTS COMMUNICATIONS

Health and Safety

It is the policy of RTS Communications to ensure as far as reasonably practicable, the health, safety and welfare of its employees. The company also accepts its responsibilities for visitors to, or others that may work in, its premises and other sites under its control and all those who may be affected by its work activities.

The company will wherever possible;

- Provide and maintain facilities, plant, equipment, systems and working conditions which are safe and without risk to the health of employees, visitors, contractors and the general public.
- Maintain any workplace under its control in a safe condition and without risks to health, and provide and maintain safe means of access and egress.
- Ensure arrangements are in place for the safe transport, handling, storage and disposal of articles and substances that may be hazardous to health.
- Take full account of health and safety considerations in research and project planning and decision making.
- Provide information, instruction, training and supervision to all employees to enable them to carry out their work activities in a safe manner.
- Ensure that employees and/or their representatives are able to raise health and safety issues to management and have them resolved effectively.

All employees have a legal duty to take reasonable care of their own health and safety and for the health and safety of others that may be affected by their work activities. They are also required to follow all relevant procedures, codes of practice and guidelines and report to management any matter likely to present a danger to health and safety.

Each employee will receive a copy of this policy statement. The successful implementation of this policy requires the co-operation and commitment of everyone within the company.

This policy will be regularly monitored to ensure that its objectives are being met and will be reviewed and revised, if necessary, in the light of legislative or organisational changes.

Directors

Directors are responsible for the day to day implementation of this policy. Directors cannot delegate or devolve this accountability but in order to discharge their responsibilities effectively; they may delegate duties and authority to senior members of their management team.

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Line Managers

Anyone in charge of staff, who issues instructions, which others are to obey, has responsibility for the health and safety of those staff. Their principal duties will include the following:

- Producing safe systems of work and procedures.
- Ensuring that his/her staff is adequately trained to carry out their work in a safe manner.
- Applying standards contained in statutory legislation, approved codes of practice.
- Providing adequate supervision to control the working environment and maintaining safe standards.
- Consulting with staff to improve the company's health and safety performance.
- Investigating accidents and incidents in their areas to establish the root causes and introducing measures to prevent recurrence.
- Providing and ensuring the use of protective equipment and clothing.
- Leading by example on good health and safety practice.

All Employees

All employees are responsible for:

- Working safely and efficiently.
- Using and protective equipment and clothing provided by the company, in the proper manner.
- Reporting to their immediate line manager, incidents that have led, or may lead, to injury or damage.
- Assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.
- Consulting with management continuously to improve health and safety standards and performance.