



1.1 Health and Safety Policy Statement

At Webster Miller Limited, we are committed to providing and maintaining a working environment that ensures the Health and Safety of our employees, customers, contractors and visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we will be encouraging everyone who works at Webster Miller Limited to actively take part in and support this policy.

Our employees and sub-contractors are of paramount importance. Webster Miller Limited recognises that the talent and energy of the men and women, who work for them, are its most valuable assets.

The overall responsibility for Health and Safety lies with the Directors of Webster Miller Limited. Webster Miller Limited will keep all personnel advised as to their responsibilities and those of the Company, in respect to health and safety matters.

Webster Miller Limited recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its Regulations which affect its activities; in addition Webster Miller Limited will ensure compliance with the regulations associated to the Road Traffic Act 1988. Webster Miller Limited in order to comply with the associated regulations will:

- Provide the necessary information, instruction, training, and supervision to ensure the Health and Safety of its employees and others.
- Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and a safe system of work.
- "So far as reasonably practicable" ensure that they will provide satisfactory financial resources and support needed to meet these objectives and the systems that are in place.
- Ensure that effective planning, control and monitoring of all sites are maintained.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.

The support of employees in Webster Miller Limited and others is necessary to achieve the objectives of the Health and Safety Policy and Webster Miller Limited make it clear that Health and Safety is a responsibility of equal standing with all other responsibilities. We at Webster Miller Limited will strive to improve the health and safety culture throughout the Company at all levels.

This policy will be subject of an annual review by Webster Miller Limited to ensure its continued effectiveness.

Directors Signature: Date:

[Signed Copy Held at Head Office](#)

Review date: January 2010

1.2 Health and Safety Organisation

Duties, roles and responsibilities

It is important for Webster Miller Limited to identify and include specific responsibilities in relation to Health and Safety as they relate to each post in their organisation.

The following pages contain a general description of responsibilities and duties which should be read in conjunction with the particular needs of the company.

Management Organisation for Health and Safety

Contact Details

Webster Miller Limited Oliver Road, West Thurrock, Essex RM20 3ED	MB Health and Safety Unit 1, Hedley Avenue, Grays, Essex, RM20 4EL
<u>Telephone Numbers</u>	<u>Telephone Numbers</u>
Office: 01708 867171 Fax: 01708 869206 Simon Steptoe - Mobile No. 07957 843297	Office: 01375 398998 Fax: 01375 398959 Scott Tracey - Health and Safety Advisor Mobile No: 07905 511109

Company Duties

- a) To observe the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E. Inspectors and Environmental Officers during visits.
- b) The provision and maintenance of safe plant and systems of work especially in relation to hazardous and sensitive site operations.
- c) Ensuring the control of risks to health in handling, storage and the transportation of materials, articles and substances.
- d) To carry out and provide Risk Assessments, COSHH Assessments, Noise Assessments and other assessments as necessary and in consequence safe systems of work, preparing and providing method statements as required.
- e) The provision of adequate information, instruction, training, and supervision to ensure the health and safety of employees and any other person.
- f) The provision of any necessary Personal Protective Equipment (PPE).
- g) The encouragement of discussion of safety matters between and within our organisation.
- h) To consult with staff and safety representatives on matters relating to Health and Safety at work.
- i) The provision of adequate Welfare and First Aid Facilities including trained First Aider as required by the relevant statutory provisions.
- j) To prevent injury or damage to any person and adjacent property affected by their operations.
- k) To bring into effect proper procedures to comply with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 1995 and to include where appropriate the investigation and reporting of the same.
- l) To ensure that all site contractors comply with relevant statutory operations.
- m) To co-operate with Local Authority and Fire Prevention recommendations and ensure that requirements under the Fire Precautions (Workplace) Regulations 1997 and other relevant statutory provisions are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.
- n) To ensure as far as is possible that it will not allow its employees, sub-contractors and others engaged to carry out work or operations, whilst under the influence of alcohol or controlled substances (drugs). Supervisors are required to report all cases of suspected alcohol or drug abuse, allergies, or medication likely to affect the employee's health and safety.
- o) To make arrangements for implementing any special requirements required by the Client, the Police and Local Authority whilst operating in hazardous or sensitive areas.

Director

The Director takes ultimate responsibility for Health, Safety, and Welfare throughout Webster Miller Limited. In order to protect the Safety and Health of employees and others affected by Webster Miller Limited operations, they will:

- a) Take reasonable steps to familiarise themselves with the hazards and risks associated with the work of Webster Miller Limited and with the precautions which need to be taken to eliminate or control those risks.
- b) Ensure that employees and others receive sufficient information, training, and advice so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose.
- c) Initiate the timing and review the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of Webster Miller Limited.
- d) Ensure that all employees satisfactorily discharge their Health and Safety responsibilities allocated to them.
- e) Ensure the availability of expert advice on Health and Safety matters. i.e. HSE, Approved Codes of Practice Trade Associations, circulars.
- f) Ensure that the Proprietor and Managers are adequately trained to carry out their Health and Safety duties effectively.
- g) Ensure the safety performance of Webster Miller Limited is monitored and take action to remedy any identified deficiencies. Establish procedures to deal with office and site emergencies.
- h) Appoint a suitably trained and competent person to assist him in to carry out his Health and Safety duties.
- i) Before entrusting work tasks to employees and sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
- j) Have personal knowledge of the broad requirements of the Health and Safety at Work Act 1974 and Health and Safety Regulations and the HSE Approved codes of Practice.
- k) Ensure that all necessary PPE is provided to employees and encourage sub-contractors to obtain and wear PPE (Personal Protective Equipment).
- l) Ensure that adequate provision is made for welfare facilities on site that meet the relevant regulations and that adequate first aid provisions are made.
- m) Set personal example of Health and Safety awareness.

Supervisor and Safety Advisor

Responsible to the Director for the implementation of Webster Miller Limited's Health & Safety Policy in respect of their respective work activities on site:

- a) Assist in carrying out site surveys, site safety inspections and determine health and safety requirements e.g. risk assessments - substances (COSHH), noise level and manual handling.
- b) Assist in the preparation of estimates, Health and Safety Plans and Safety files.
- c) Liaise with the client/principal contractor on the contents of the Safety Plans and file.
- d) Ensure that the necessary expert advice is sort and that recommendations are followed with regard to Health and Safety hazards.
- e) Prepare Method Statements and Risk Assessments (including COSHH, Noise, Manual Handling) and obtain same from sub-contractors. Determine manual handling requirements and put in measures to provide mechanical lifting aids where appropriate. Consideration as to the effects of noise and the fire precautions should be included.
- f) Ensure the effective planning of contracts to take account of known and foreseen Health and Safety hazards e.g. obtain necessary work permit that are required.
- g) Ensure employees and others are capable of carrying out the work tasks allocated to them. Before entrusting work tasks to sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
- h) Ensure that all electrical equipment supplied is 110v and tested every six months or at regular intervals and that all electrical work undertaken is carried out by suitably trained and authorised personnel.
- i) Ensure that suitable tools and equipment is supplied to all employees and assess the risk of the equipment ensuring the 'provision of protection' and implement safe systems of work and training in their use.
- j) Ensure that PPE is only used when there are no other methods of reducing the risk. Ensure there is an adequate supply of Personal Protective Equipment and that employees are trained in the safe storage and use of the PPE.
- k) Ensure that Health and Safety matters are regularly discussed with employees, both on site and in office.
- l) Ensure each site has 'appointed person' and that injuries are notified where required by regulations and details entered in the Accident Book.
- m) Ensure there are sufficient and appropriate fire extinguishers on site and in the office and ensure that employees are trained in their use. Ensure that employees are aware of the fire evacuation and fire provisions at each site and that adequate, welfare facilities are provided and maintained.
- n) At all times set a personal example in Health and Safety awareness.

Employees

All employees should:

- a) Read the 'Health and Safety Policy Statement' and carry out work in accordance with its requirements. Risk Assessments have been completed for all tasks and duties, from this, a comprehensive safe system of works have been published and included within job specific safety plans or company handbooks.
- b) Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible remove hazards yourself.
- c) Do not use any tools or equipment for which it is not intended or you are not trained or experienced to use. Ensure that all portable electrical equipment has been periodically inspected; also visual inspections are to be carried out before using equipment. Always take an ergonomic approach when manually lifting objects and always use the mechanical aids for lifting that are provided.
- d) Warn others, particularly new employees and young people of particular known hazards. e.g. particularly all substances used and the correct use of tools.
- e) Report to the Management any injury to yourself which results from an accident at work, even if the injury does not stop you working. Report also any incident, which could have resulted in injury or damage i.e. near miss.
- f) Abide by any 'Codes of Practice' etc. issued for your Health and Safety.
- g) All substances used by the Company will be risk assessed for their suitability. Never introduce any substance without the written consent of the Manager.
- h) If your Health is having an adverse effect on your work or your relations with others around you, or gives reasonable cause for Management concern, Webster Miller Limited may require you to undergo a medical examination.
- i) The use of Personal Protective Equipment will be identified from Risk Assessments carried out by your Manager or the Safe Systems of Work which are included in the Companies Health & Safety Plans or employee handbooks. Do not misuse or interfere with any Health and Safety equipment or personal protective equipment supplied for your safety.
- j) The Fire Evacuation Procedure will be published on the Office Notice Board. All employees and personnel should make themselves familiar with this procedure. Whilst working on site or customer premises all Fire Precaution Notices and Fire Prevention Measures put in place, must be observed.

This Policy cannot operate without the full co-operation of employees and places a high priority on good health and accident prevention. Management and employees must work together to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employees, sub-contractors, visitors and members of the general public.

Consultation with Employees

Webster Miller Limited actively encourages employees to take part in the spirit of the regulations by regular updates and discussions with your direct Managers.

Protection of Young Persons

Every employer shall ensure that young persons (under 18 years of age) employed by him are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of existing or potential risks or the fact that young persons have not yet fully matured. Therefore a specific risk assessment must be undertaken before work commences.

Where this concerns a child (not over compulsory school age), in addition to this assessment, it must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

1. Woodworking machinery
2. Mobile plant
3. Lifting appliances
4. Acting as Slinger / Banksman in lifting operation

Sub-Contractors Duties

Sub-contractors must submit a copy of the Health and Safety Policy for inspection by Webster Miller Limited and provide other evidence of competency, as it may be required, to have personal knowledge of the requirements of the Health and Safety at Work Act 1974 and the Regulations and Approved codes of Practice.

- a) All sub-contractors will be expected to comply with Webster Miller Limited's Policy for Health, Safety, and Welfare.
- b) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on Site.
- c) Assessment of risks associated with substances, processes or work activity on site which may be hazardous to Health and Safety, must be provided to our Contracts Management before work commences. Any material or substance brought on Site with health, fire or explosion risks must be used and stored in accordance with regulations, and that information must be provided to any person who may be affected on site.
- d) Scaffolding used by sub-contractors employees (even when scaffold erected for other contractors) must be inspected by their employer to ensure that it is erected and maintained in accordance with Regulations and Codes of Practice.
- e) Sub-contractors employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- f) All plant or equipment brought onto site by sub-contractors must be in a safe and good working condition, fitted with any necessary guards, safety devices and with any necessary certificates available for checking. Information and Assessment on noise levels of plant, equipment or operations to be carried out, the sub-contractor must provide to our Company's Site Representative before work commences.
- g) No power tools or portable electrical equipment of greater voltage than 110 volts may be brought onto site unless agreed by Senior Management. All transformers, generators, extension leads, plugs and sockets must be in good condition and to the British Standard for Industrial use.
- h) Any injury sustained or damage caused by sub-contractors employees must be reported immediately to Webster Miller Limited's Site Representative.
- i) Sub-contractors employees must comply with safety instructions given by Site Representative.



- j) ~~This Company has appointed a Safety Supervisor to inspect Sites and report on Health and Safety matters. Sub-~~contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide Webster Miller Limited Site Representative with names of the person/s they have appointed as Safety Supervisor/s.
- k) Suitable welfare facilities and First Aid equipment in accordance with regulations must be provided by Sub-contractors for their employees unless arrangements have been made for the Sub-contractors employees to have the use of this Company's facilities.
- l) Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc., to be cleared as work proceeds.
- m) All operatives, sub-contractors, visitors, etc., on Webster Miller Limited's Sites will wear the appropriate Personal Protective Equipment at all times other than in areas specifically designated as 'NO RISK' areas by Site Management. Signs erected on Site stating which Personal Protective Equipment is to be worn, must be complied with by sub-contractors personnel.

A detailed Method Statement from sub-contractors carrying out high risk activities e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, crane lifts, etc. The Method Statement must be agreed with our Company's Site Representative before work begins and copies made available on site so that compliance with agreed Method Statements can be maintained.

1.3 Health and Safety Arrangements and Procedures

Safety training

Health, Safety and Welfare form an integral part of induction and job training to ensure that all employees are aware of Webster Miller Limited's General Safety requirements, Specific Safety Training and Information will be provided in order to prepare persons on particular jobs or safe systems of work.

It is Webster Miller Limited policy that full and adequate Health and Safety Training is given to all new employees as part of their overall induction into Webster Miller Limited and decisions relating to training and promotion of employees will be reviewed on a regular basis the Health and Safety Advisor will be responsible for identifying and implementing Health and Safety Training needs. Records of the training will be kept on the employees personnel file.

Accident Reporting (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

Accidents, no matter how minor an injury may be, must be recorded in the accident book at the particular Site where the accident occurred; an appropriate investigation will be carried out by Webster Miller Limited Health & Safety Advisor. All near miss reports will be investigated in the same way. The information from the reports will be used to prevent a reoccurrence. Any accidents, industrial disease, or dangerous occurrence (R.I.D.D.O.R) will be reported to the enforcing authority by Senior Management where appropriate.

Site Safety (The Workplace (Health, Safety and Welfare) Regulations 1999 and The Construction (Health, Safety and Welfare) Regulations 1996)

- Work to all site safety procedures.
- Wear all personnel protective equipment needed for each job.
- Report all unsafe conditions to the senior person or directly to the client.
- Observe and heed all warning and danger notices.
- Keep floors passages and stairs clear of obstacles and litter etc.
- All portable electrical equipment, such as telephones, power tools, etc., to be sensibly positioned to avoid trailing leads causing tripping hazards.
- Small tools including such items as knives, scissors, guillotines etc., should be carefully stored as all are capable of inflicting injury.
- Horseplay - under the Health and Safety at Work Act - horseplay is an offence - do not indulge in this irresponsible activity.

Arrangements for Consultation with Employees (Health and Safety (Consultation with Employees) Regulations 1996)

This regulation requires Webster Miller Limited to consult with you on matters relating to your Health, Safety and Welfare and furnish you with the information which is deemed necessary; such information is contained in your employee safety hand book, the HSE poster displayed in your workplace, safety posters, leaflets, safety pamphlets and verbal safety information. Webster Miller Limited encourages employees to take part in the spirit of the regulations by actively taking part in discussions with your Managers. It is the responsibility of all Managers to ensure that the consultation takes place.

The Manual Handling Operations Regulation 1992

This Regulation requires employers to assess manual handling within the work place, to take an ergonomic approach and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. Webster Miller Limited will ensure that adequate risk assessments are carried out to identify hazards associated with manual handling and ensure that suitable training and supervision is given. It is the Site Manager's responsibility supported by the Health and Safety Advisor to ensure that the requirements outlined in the regulations are satisfactorily met.

Risk Assessments (Management of Health and Safety at Work Regulations 1999, Regulation 3)

Concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work. It is the duty of the Site Manager supported by the Health and Safety Advisor to ensure risk assessments are carried out and reviewed periodically.

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Assessments and all Data Sheets of substances used are kept at Head Office. It is the Health and Safety Advisors responsibility to ensure risk assessments are carried out and regularly reviewed. From the risk assessments the Management will first attempt to replace the substance with a safer alternative, if no alternative is possible then Management will change the process or activity and control the substance at source, the Manager should also consider minimising the use of the substance and as a last resort supply personal protective equipment.

No employee can introduce any substance without the consent of the Manager. If you come across any substance that you suspect as being asbestos you must stop work immediately and report to your supervisor, full instructions are contained within the employee health and safety handbook.

First Aiders (Health and Safety (First Aid) Regulations 1981)

First Aiders have been trained and are based at Head Office, due to the nature of our business i.e. working from numerous locations, you must ensure you are aware of the site First Aid provisions.

Electricity at Work Regulations 1989

Portable equipment is defined as that which is movable and is fitted with a plug.

Periodic checks will be carried out of fixed installations and all portable appliances, equipment within the offices every 12 months, for site equipment every 6 months. Appliances will be tagged and records kept at head office.

Work "live" systems may only be undertaken if absolutely justified and by suitably trained and authorised persons, within a strict permit control system. It is company policy to supply and use 110.v for all tools. All electrical tools will be P.A.T. tested.

The Provision of Use of Work Equipment Regulations (P.U.W.E.R) 1998 and Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

Concerns the safe use of work equipment and systems.

It is the Site Manager's responsibility to ensure that Webster Miller Limited provide suitability of equipment - assessment of risk, provision of protection and preventative measures and ensure that all users of Company tools and equipment are trained in their use. Tools will be checked prior to use and will be maintained in good working order. Webster Miller Limited will carry out periodic inspection of tools and record details on a register.

On occasions Webster Miller Limited may need to hire in equipment due to specialised work or quantity of work. The equipment will only be obtained from approved hire company's who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

Management of Health and Safety at Work Regulations 1999

The Workplace Health and Safety Regulation cover a wide range of basic Health and Safety Issues. Webster Miller Limited will ensure that workplaces meet the Health and Safety Welfare needs of all its employees, contractors, general places and people with disabilities. Before starting work, Managers will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors and general welfare, toilets, washing facilities, drinking water, changing rooms and eating facilities. Managers will ensure that so far as reasonably practicable workplace facilities are an acceptable level.

The Health and Safety (Display Screen Equipment) Regulation 1992

The Office Manager with support from the Health and Safety Advisor is responsible for ensuring risk assessments are carried out for persons using display screen equipment. During the assessments Webster Miller Limited will identify what requirements are necessary and to take into account the amount of time a person uses a display Screen and associated workstation. During the risk assessments consideration will be made to factors such as the working environment, free eyesight testing and correction will be available.



~~The Personal Protective Equipment at Work Regulations (P.P.E) 1992 and The Construction (Head Protection) Regulations, 1989~~

Webster Miller Limited recognises that this Regulation clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. The Site Manager will ensure that there is sufficient supply of PPE when required and all employees are suitably trained in the safe storage and use of PPE.

All PPE issued must be stored as per the manufacturers specification.

It is the employees and sub contractors duty to not misuse or interfere with any Health and Safety equipment including PPE supplied for their safety.

Control of Noise at Work Regulations 2005

Webster Miller Limited will continually assure noise levels within its industry. Managers will decide if a noise assessment is required and their first aim will be to reduce noise at source. Managers will also ensure that ear protection is freely available. It is Webster Miller Limited policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

The Control of Vibration at Work Regulations 2005

This regulation requires Webster Miller Limited to carry out a suitable Risk Assessment to assess the vibration risk to its employees.

From the Risk Assessment Webster Miller Limited will ensure that suitable measures are introduced to reduce the risk known as "Hand-Arm Vibration Syndrome" (H.A.V.S.).

Webster Miller Limited will ensure that;

- Suitable tools with vibration reduction features are used.
- Ensure working patterns to rotate and limit the time spend using vibratory tools.
- Supply and train employees in the correct use and storage of personal protective equipment (anti vibration gloves).
- Check for and encourage employees to report any signs or symptoms of H.A.V.S.
- Provide information and training to avoid unnecessary exposure to vibrations.

The Regulatory Reform (Fire Safety) Order 2005

The procedures for fire will be under the control of the Health and Safety Advisor by ensuring there are systems in place to check all fire procedures are maintained in fire monitoring, testing and fire fighting equipment. The Health and Safety Advisor will conduct regular fire assessments and through Local Management implement control measures to reduce the risk.

The Fire Evacuation Procedure will be published on the office notice board. Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.

Sub-Contractors

Sub-contractors will comply with Webster Miller Limited approval system and sign a declaration that they understand the Companies Safety Policy, Site Emergency Procedure, and Clients Safety Rules and are conversant with the Health and Safety at Work Act 1974 and the appropriate statutory regulations governing their regulations.

Construction (Design and Management) Regulations 2007

These regulations are intended to focus attention on planning and management throughout the construction projects, from the design concept onwards. Webster Miller Limited will meet that the aims of the regulations are by ensuring that health and safety considerations are treated as an essential, but normal part of a projects development. The effort devoted to planning and managing health and safety will be in proportion to the risks and complexity associated with a project. Webster Miller Limited will ensure that any paperwork produced will help with the lines of communication and risk management.

Working at Heights Regulations 2005

Webster Miller Limited will avoid working at heights wherever possible, if necessary all work will be planned and organised and a clear hierarchy of control measures will be used to minimise the risk. Working at height risks will be assessed and Webster Miller Limited will ensure the use of appropriate work equipment or other measures are followed to prevent falls of personnel, objects, and materials. Personnel that work at height will be trained in the use of equipment.

Control of Asbestos Regulations 2006

Webster Miller Limited will provide a safe system of work to ensure that asbestos removal works are carried out in accordance with current legislation and guidance notes, and with out endangering the health and safety of any persons directly or indirectly concerned with the work and any others who may be affected by the works being undertaken. All persons working with asbestos materials will be licensed and regulated as required by legislation. This will ensure compliance with safety regulations and those affected will be made aware of known hazards, control measures to be used to reduce or eliminate risks, relevant training and competency requirements and the safe use and maintenance of equipment.

A copy of this statement will be distributed to all employees and sub-contractors and be displayed on notice boards to ensure that its contents are brought to the attention of all persons or organisations.

This policy will be reviewed annually or when there is a change in circumstances in work practices or the introduction of new legislation.

Directors Signature: Date:

[Signed Copy held at Head Office](#)

Review date: January 2009

[1.4 The Environmental Policy](#)

The Environmental Policy of Webster Miller Limited is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment. The same commitment will be expected to be shown by Company contractors. This is a fundamental principle of Webster Miller Limited's business.

The Policy and all other Company environmental documentation and advice is based on Webster Miller Limited's view that environmental concern has equal stature to any other business objective. Webster Miller Limited aims to establish a high priority of its principles in the corporate strategy.

Webster Miller Limited therefore seeks to comply with all relevant environmental legislation and regulation. It also aims to establish higher standards of environmental performance where these are practicable and appropriate.

Concern and awareness for the environment is the responsibility of the Directors of Webster Miller Limited.

Webster Miller Limited employees have a legal and moral obligation to carry out their duties with concern for the environment. It is a condition of employment that all staff complies with the Policy.

In the event of an environmental accident or incident at work, it is a Company requirement that the details are promptly and properly reported to the Directors who will investigate and take prompt action to make good and avoid recurrence.

All contractors working on behalf of Webster Miller Limited are required to adopt environmental standards fully consistent with those of Webster Miller Limited and they are expected to achieve comparable levels of performance as a condition of their contract.

Objectives

In accordance with its stated Policy, Webster Miller Limited has produced the following guide-lines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:

1. Compliance with Government Legislation and Local Government Regulations
2. Swift response to accidents or incidents that have a potential to threaten the environment
3. The provision of advice on the safe handling of company products, or their transportation and their final disposal to customers, contractors, etc.
4. Disposal of any waste products in ways that show concern for the environment
5. To encourage the developments of products, processes and equipment with concern for the future of the environment
6. To communicate freely on environmental matters with government officials, employees, customers and members of the public
7. The provision of training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the environment
8. To carry out environmental audits when required
9. To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of the public
10. In implementing this formal Environmental Policy, Webster Miller Limited will focus on action to conserve resources and energy, to minimise emission to air, water and land and increase recycling rates
11. Webster Miller Limited will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business

Directors Signature: Date:

Review date: January 2009