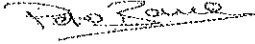


John Bourne & Company Ltd
Health and Safety at Work Act 1974

- 1) **Employers Policy Statement** - It is the responsibility of the Company to provide a safe and healthy work place for all its employees, both at the depots and on site. All steps have been taken to ensure the safe use of machinery and storage of products.

Signed:



P J Bourne

Depots - The Wharf, Newenden, Beacon Hill Quarry, Charing, Detling Limeworks, Detling, Greatness Quarry, Sevenoaks, Crowhurst Brick Works, Crowhurst.

- 2) **Employers Responsibilities** - John Bourne & Company Limited accepts the duties of the employer under Section 2(1) of the above Act and as far as reasonably practicable will -

- a) Provide and maintain equipment, machinery and systems of work which are safe and without risk to health.
- b) Identify any hazards which could cause harm in the work place, to assess any risks which may arise and then to take suitable measures to eliminate or control them.
- c) Provide information, instruction, training and supervision as is necessary to ensure the health and safety of employees while at work.
- d) Maintain any workplace under our control in a safe and healthy condition and provide adequate facilities for the welfare of employees.

- 3) **Employees Responsibilities** - All employees should be aware of the following, they must -

- a) Take all reasonable care of their own health and safety while at work.
- b) Be aware of the safety of other persons, ie. vehicle drivers, members of the general public, etc. who may be adversely affected by their acts of omission while at work.
- c) Co-operate with their employer to maintain the standard of safety which has been set up by their employer, ie. To comply with the statutory requirements of the Safety Regulations, etc.
- d) Not intentionally or recklessly interfere with or misuse anything which has been provided for their safety and health while at work.
- e) Report all accidents and incidents immediately to Gerald Keeler, Senior Safety Representative.

4) **Implementation of Safety Policy**

- a) Consult with and involve employees and departmental Safety Representatives in matters affecting health and safety.
- b) Provide the necessary equipment and training for the tasks to be performed.

5) **Fire**

- a) Smoking is forbidden in the offices, workshop, stores and around fuel tanks. All reasonable precautions should be taken to prevent a fire starting, and particular care to be taken when using oxy-acetylene.
- b) The fire warning at all premises will be a 30 second sounding of a vehicle horn. In the main office the warning is the sounding of an airhorn. Extinguishers are located in the following positions -


Charing - Mess room, rear of workshop and in the plant hut.

Newenden - Chemical Store inside and out, workshop on wall near office and in the main office at the bottom of the stairs. Also in the kitchen, upper hall, landing and centre office beside the photocopier.

Detling - Mess room

Sevenoaks - Office

Employers Signature



Peter Bourne, Managing Director

Date 25 January, 2008

This policy statement is subject to revision as appropriate. All employees should read it thoroughly and will be notified of any revision.