



Environmental Policy

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HEALTH, SAFETY AND ENVIRONMENTAL POLICY

HEALTH AND SAFETY MANAGEMENT

General Statement of Intent

LIS declares that its Health, Safety and Environment Policy as an employer is to establish, promote and consolidate such measures as are reasonably practicable to foster the health and safety at work of all its employees and to extend these measures to employee's and visitors whilst on Company premises.

In pursuit of the above, LIS seeks to:

- Ensure that it provides and maintains a safe and healthy environment for all staff, employee's and visitors whilst on the premises
- State in writing to all staff and employee's their appropriate responsibilities to ensure the health, safety and welfare of persons and to prevent property damage
- Provide safe systems of work and study by ensuring that adequate information. Instruction training and supervision is given to staff and employee's as appropriate
- Ensure joint consultation and participation in improving health, safety and welfare standards between the Directors and employee's through the Health and Safety Committee and other such bodies as may be appropriate
- Comply with the requirements health and safety legislation, approved codes of practice and other formal guidance documentation
- Make arrangements for the safe handling, storage, transportation and disposal of all substances and equipment
- Ensure that health and safety factors are taken into account when new equipment, substances and processes are introduced and when changes to existing accommodation are planned
- Monitor the effectiveness of LIS Health, Safety and Environment Policy via annual audits, regular workplace inspections and ad-hoc reviews of identified hazards

- Ensure that all existing and new staff are provided with a current copy of the Health, Safety and Environment Policy and that appropriate extracts are made available to employees.

ENVIRONMENTAL MANAGEMENT

General Statement of Intent

LIS Environmental Management Policy supports LIS Mission Statement and Corporate Strategic Objectives by:

- Making a statement of intent so that LIS will be seen as an environmentally aware organisation
- Promoting best environmental practices in the procurement and use of materials and energy
- Encouraging all employees's to become more environmentally aware.

Environmental Management Statement

- Meet the requirements of relevant environmental legislation relating to LIS activities and operations
- Ensure, as far as is reasonably practicable, that buildings and sites managed by LIS have a positive impact on the local environment
- Monitor and manage energy usage to minimise consumption consistent with achieving operational demands
- Ensure that energy efficiency is designed into new buildings and building improvements
- Encourage staff and employee's to become environmentally knowledgeable and responsible via appropriate education and training programmes
- Encourage suppliers of products and services to assist in LIS objectives by supplying energy efficient products and items that can be used and disposed if in an environmentally responsible way.

SAFETY ORGANISATION

General Organisation

LIS has responsibility under the relevant legislation for ensuring that there is proper regard to matters of health, safety and environmental matters within LIS. LIS Directors have overall responsibility for the management of health, safety and environmental matters within LIS.

LIS safety organisation is shown in Appendix 1. This defines the delegation of responsibility from LIS Directors to all members of staff and employee's.

Consultation

Consultation with employee representatives will take place through LIS Health and Safety Committee and through LIS normal communication channels and team structures.

Resources

The Directors are responsible for ensuring that adequate financial and other resources are allocated to the management of health and safety from the overall Company budget allocation.

Training

LIS will ensure that all staff and employees are provided with adequate health and safety training. This will include induction training for individuals when they join the organisation and specialist training when there are changes in working procedures, equipment and environment.

LIS – The Company

- LIS is ultimately responsible as the employer for health, safety and environmental issues and shall ensure that there is an effective policy for health, safety and environmental issues for all LIS activities.
- Shall give full support to this policy and to any persons implementing it.
- Shall ensure that necessary resources are made available.

The Directors

- The Company Directors have ultimate responsibility on behalf of the Company to ensure, so far as is reasonably practicable, that the requirements of health and safety legislation and LIS Health,

Safety and Environmental Policy are adhered to and complied with.

- Shall ensure that responsibility for safety is properly assigned and accepted at all levels, as indicated in LIS Health and Safety Management Structure.
- Ensure, so far as is reasonably practicable, that LIS Health, Safety and Environmental Policy, required legislation and Approved Codes of Practice are incorporated into all departmental health, safety and environmental procedures are understood and adhered to at all times
- Ensure that all statutory tests and examinations of plant and equipment acquired by them, and under the control of their respective departments are carried out, as and when required, and adequate records are maintained for such tests
- Ensure that accidents and dangerous occurrences are investigated and that reports are completed and submitted promptly
- Ensure, so far as is reasonably practicable, that all persons who come under their control receive the necessary information, instruction, training and supervision to avoid risk to their health and safety
- Ensure, so far as is reasonably practicable, that the resources made available are deployed to meet the health and safety requirements of their area of control.

Supervisory Managers

Shall assist and support the Directors in carrying out their health and safety responsibilities.

Employee's

- Shall assist the Directors and supervisors in achieving their health and safety objectives.

The Health and Safety Advisor

The Health and Safety Advisor is responsible to the Directors for

- Advising the company, and all other parties on health and safety matters
- Advising on compliance on all health and safety related legislation
- Carrying out inspections on Company premises to identify unsafe plant, unsafe working conditions, unsafe fire practices and fire hazards, reporting upon the results of such inspections and making recommendations for remedying any defects
- Report reportable accidents, dangerous occurrences and diseases to the HSE and maintain adequate internal records as specified
- Facilitating the investigation of causes of accidents and the circumstances leading to them, compiling the necessary reports and giving advice to prevent recurrences
- Facilitating consultations with employees and encouraging their involvement and participation in measures to improve health and safety by means of Safety Committee, personal contacts etc
- Recommending training programmes to develop safety consciousness at all levels.
- Recommending approved types of Personal Protective Equipment
- Communicate with external bodies and agencies on health and safety matters.

First Aid Co-ordination [Health and Safety Advisor]

- Organise and monitor the provision of first aid cover at all Company sites
- Ensuring adequate trained first aid cover across all LIS sites at all times
- The provision and maintenance of first aid boxes, equipment and first aid room
- The organisation of initial and refresher training for staff
- Co-ordinating the recording and reporting of first aid accidents.

All Company Employees

All employees must by law take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. They must co-operate with LIS in carrying out any duties or

requirements to comply with health and safety legislation and report any identified hazards or unsafe conditions. LIS also expects (and will enforce) employee's and visitors to follow the guidance of the available literature and to follow the rules of LIS.

Any children under the age of sixteen should, in general, not remain for long periods on Company premises unless they are attending work experience training. All children under the age of sixteen must be accompanied by a responsible adult at all times.

Trade Union Safety Representatives

LIS wishes to actively encourage the appointment of employee safety representatives in accordance with Safety Representatives in accordance with the Safety Representatives and Safety Committees Regulations 1977.

The function of Safety Representatives will be to:

- Investigate the causes of accidents, hazards, dangerous occurrences and reportable diseases in LIS
- Investigate health, safety and welfare complaints from Company staff
- Attend meetings of the Health and Safety Committee
- Assist in the conduct of regular workplace inspections
- Consult with and receive information from the HSE and any other advisory body.

Health and Safety Arrangements, Systems and Procedures

Monitoring of Safety Performance

LIS safety performance will be reviewed on an annual basis, with any findings and recommendations brought to the attention of the Directors. The results of regular workplace and adhoc inspections will also be reported to the Directors

Fire Safety - guidance

All areas/departments must carry out a specific risk assessment for their department. Understanding of fire safety and fire prevention combined with a clear understanding of evacuation procedures and training is a priority.