



**THE DUNDEE, PERTH & LONDON SHIPPING CO. LTD.**  
**Health & Safety at Work Act 1974**

**Responsibilities of all employees**

1. The effectiveness of any arrangements associated with health, safety and welfare at work will depend on all employees being aware of and actively complying with the various safety procedures that will in full consultation with employees' representatives be progressively introduced in work activities.
2. Effective joint consultation on health and safety will be maintained so that the collective advice of all concerned contributes to the establishment of a safe place of work.
3. Employees are accountable in law, and general duties are imposed on them while at work, to pay attention to their own health and safety and that of others who may be affected by their acts or omissions during the course of their work activities. They also have a duty to co-operate with their employer in fulfilling his responsibilities in respect of health and safety at work. In law, employees are forbidden to interfere with or misuse any item provided in the interests of health, safety and welfare.
4. Employees must make themselves familiar with the company's general health and safety policy, work in accordance with that policy and any other departmental arrangements relating to responsibilities of specific individuals or detailing safe working procedures.
5. All employees are expected to:
  - (a) wear and use appropriate protective clothing and safety equipment as specified.
  - (b) report unsafe conditions, methods of work, practices, tools, plant or equipment to their supervisors.
  - (c) report all accidents or incidents which could have led to injury and/or damage to persons or property to their supervisor. All accidents are investigated to determine cause and to arrange work or practices necessary to prevent recurrence. All accidents are reported in the accident book with the names of any witnesses.
  - (d) assist and co-operate in investigation of any accidents that may occur with the objective of introducing preventative measures.
  - (e) make suggestions to improve health and safety on any of the company's premises or vehicles to their supervisor.
  - (f) adhere to the company's procedures jointly agreed on their behalf by management and trade union/employee representatives for securing a healthy and safe place of work.

- (g) adopt correct methods of work and not improvise by using methods, tools or equipment which might entail any unnecessary risk to themselves or other persons.
- (h) assist in the maintenance of acceptable standards of tidiness and/or good housekeeping.
- (i) familiarise themselves with the fire evacuation procedure and the location of fire alarms and fire fighting equipment. Staff must ensure that all passageways, staircases and exits are kept clear of obstructions. Paper supplies and waste should be kept clear of all electrical equipment.
- (j) use all equipment in the correct manner. Full training will be given by qualified instructors on any equipment before use.
- (k) store all maintenance equipment i.e. step ladders and tools properly and safely. It is the responsibility of the user to check the equipment before and after use and report any damage to their supervisor to arrange repair etc.
- (l) ensure that trailing leads of portable equipment are so positioned not to be a trip hazard and take every precaution against spillages of food-stuffs and beverages at their work stations.
- (m) take reasonable care in handling of substances. In particular the following should be noted:-
  - (i) toner - care must be taken at all times when replacing bottled toner in photocopying machines as this substance can be harmful.
  - (ii) correction fluid - this substance carries a harmful warning and therefore should be used minimally and with care.
  - (iii) cleaning of equipment - care and attention must be taken when using cleaning substances. Please ensure that gloves or otherwise are utilised in this process.
- (n) due care and attention must be taken when replacing all light bulbs and these should be disposed of adequately in the normal way. All bulbs must be stored safely and in a dry designated area.

**N.B. Fluorescent tubes: these tubes must not be left for collection by the Cleansing Department. Due to mercury content they must be stored upright in the designated areas and collection will be arranged by the local Cleansing Department on a twice yearly basis. The Personnel responsible for the maintenance of light bulbs must arrange collection in liaison with the Office Supervisor.**



## THE DUNDEE, PERTH & LONDON SHIPPING COMPANY LIMITED

### HEALTH & SAFETY AT WORK ACT 1974

#### GENERAL POLICY STATEMENT

1. The company recognises and accepts its responsibility as an employer to provide a safe and healthy workplace and working environment to all of its employees.
2. The company will, therefore, take all steps which are reasonably practicable and within its power to meet its responsibility paying particular attention to:
  - Safety in design, construction, operation and maintenance of all plant and equipment;
  - the development of safe systems of work and procedures;
  - safe arrangements for the use, handling, storage and transportation of articles and substances;
  - the provision of sufficient information, instruction, training and supervision to assist all employees to avoid hazards and contribute positively to their own health and safety at work;
  - the provision of a healthy working environment.
3. Without detracting from the primary responsibility of departmental heads and supervisors for ensuring safe conditions of work, the company through its safety advisers will provide competent advice on all matters of health, safety and welfare where this is necessary to assist management and employees and their representatives in their tasks and responsibilities.
4. The company reminds its employees of their own duties under Sections 7 and 8 of the Health and Safety at Work Act 1974 to care for their own health and safety and that of other persons, to co-operate with the company as far as is necessary to carry out its own responsibilities successfully; and not to interfere with, or misuse equipment, materials or facilities provided in the interests of health, safety or welfare, or in fulfilment of any legal obligations.

All electrical equipment will be tested on by a qualified electrical contractor who has been trained on the requirements. Fixed installations shall also be inspected and maintained at least once every five years. Records of inspection can be obtained via the Company Secretary.

5. The company will provide such medical supervision and monitoring of the working environment as is necessary to ensure healthy and safe working conditions for all its employees. The training of selected employees to suitable standards of proficiency in first aid will be encouraged, followed by instruction and training to maintain and update their knowledge of first aid treatment. The location of the first aid box will be advised by your manager in addition to the name of any employee trained in first aid.

6. Where management consider protective clothing and safety equipment and facilities are necessary for an employee's work, he/she will be provided (without charge) with such equipment, which must be used whenever required.
7. Training is fundamental to the achievement of an ever improving safety standard and the need for safety training at all levels will be continuously examined and provided where necessary to ensure an awareness among all levels of management and supervision and by each employee of the DP&L group of companies of their responsibilities and obligations.
8. The company encourages joint consultation between management and employees' representatives on matters of health, safety and welfare. The company will co-operate fully in the appointment of safety representatives where appropriate, from among employees and will provide them where necessary with sufficient facilities, information and training to carry out their task. The company will also co-operate in the setting up of safety committees where so requested by employees' representatives.
9. The company expects all persons including contractors' employees, and any visitors to the company premises to observe all safety procedures/rules/instructions or legislation applicable to those premises and it is the express responsibility of heads of department to ensure that they are drawn to their attention.
10. The company has laid down in writing the general principles of the health and safety policy. More specific health and safety responsibilities, safe systems of work and procedures must be established for every activity which professional knowledge identifies as having special dangers.
11. A copy of this general policy statement, which is a declaration of the company's intent, will be issued to all employees. The policy will be constantly reviewed and amended to keep pace with current legislation, codes of practice and changing working conditions.

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17 May 2014