

**Euro Diamond Drilling Limited
Euro Diamond Drilling (UK) Limited**

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Health and Safety Policy 2010

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

Health and Safety Policy

Contents

Health and Safety General Policy Statement of Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited	4
Company Organisation and Schematic Diagram.	5

Employee Responsibilities

The responsibilities of the Director Mr. Peter McGinley.	7
The responsibilities of Health & Safety Advisor	9
The responsibilities of the Supervisors	10
The responsibilities of the Employees	12
The responsibilities of the Office Personnel	14
Legislation	15
Enforcement	15
Accident Investigation	15
Accident Procedures & RIDDOR	16
Accident Reporting	16
Alcohol, Drugs	17
Communication	17
Complaints Procedure	18
Confined Spaces	18
C. D. M. 2007	19
Consultation with Employees	21
Control of Hazardous Substances, COSHH	21
Co-Operation and Care	22
Data Protection and Record Keeping	23
Disciplinary Procedure	24
Display Screen Equipment	25
Documentation	25
Electrical Power Tools	25
Emergency Procedures	26
Employers Liability Insurance	26
Environmental Considerations	21
Fire Safety	27
First Aid	28
Hand Arm Vibration	28
Housekeeping and Tidiness	30
Ladders, Stepladders and Trestles	30

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

Manual Handling Operations	30
Monitoring of Staff hours	31
Noise	32
Permits to Work	35
Plant and Equipment Maintenance	35
Personal Protective Equipment	38
Procedure for New Employees	38
Public/third Party Safety	39
Purchasing Policy	39
Refusal to Work for Safety Reasons	39
Risk Assessments/Method Statements	40
Risk Management	40
Safety Advisor	41
Safety Inspections	41
Consultation with Employees on H & S Matters	41
Stress at Work	41
Suppliers/Subcontractors	41
System Audits and Monitoring of Performance	42
Training	42
Work at Height	43
Work Equipment	43
Working in Occupied Premises	44
Young Persons	45
Monitoring of the Policy	46
Statement & Revisions	46

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

General Policy Statement Of Euro Diamond Drilling Limited/Euro Diamond Drilling (Uk) Limited

The Company recognises and accepts our responsibilities under the Health and Safety at Work etc. Act 1974 for the Health, Safety and Welfare of employees, contractors and the public.

The declared Policy of the Company is to achieve and maintain a safe and healthy Environment for all employees and others who may be affected by the Company's operations,

The Company takes all reasonable measures to ensure the Health, Safety and Welfare of all its employees in fulfillment of its moral, legal and economic responsibilities. These measures also are aimed at protecting others who may be affected by our works.

All employees are issued, with a copy of the Company Health and Safety policy and copy is available at our offices. The Policy is constantly updated in line with new legislation and Company policy. the Company undertakes training programmes to advise of statutory and Company revisions to Health and Safety arrangements.

The Company notifies all persons who are employed by the Company, sub-contracted to the Company, visiting the Company's premises, sites of operation or to whom the Company owes a duty of care, to co-operate with and conform to the Safety Policy of the Company.

The Director has overall responsibility for Health, Safety and Welfare but all staff are made aware of their particular responsibilities with regards to their Health, Safety and Welfare and of those under their control.

The Company will co-operate and co-ordinate with the Client, Principal Contractor where applicable and contractors as necessary for the purpose of health and safety.

The Company will ensure that welfare facilities including first aid boxes are available to all employees and contractors. In most cases Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited may undertake to co-ordinate its activities with those provided by the host client's facilities.

This Policy will be reviewed on an annually or more frequently as required by events.

Signed..... Mr. Peter McGinley
Director for the co-ordination of Safety of Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited
Dated: August 2010
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Company Organisation and Schematic Diagram

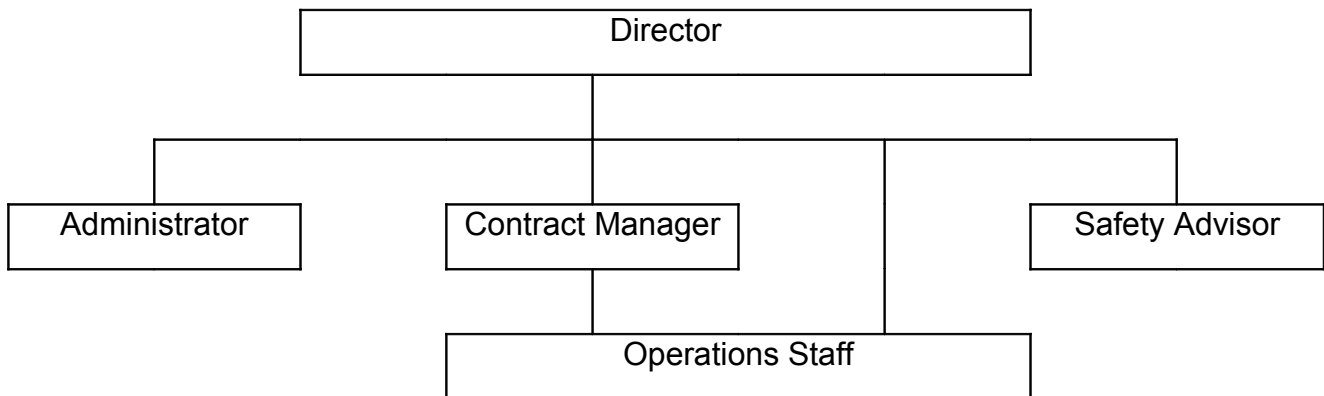
The Company will ensure that this Policy is applied and is adopted by all Personnel and visitors to their sites. In order that this can be achieved Euro Diamond Drilling Limited /Euro Diamond Drilling (UK) Limited has a management structure as outlined over with individual responsibilities detailed on the following pages.

Each individual person within the organisation has a duty of care to themselves and other persons who may be affected by their actions.

Any recognised breach of any Health and Safety Legislation or any potential hazard observed while at work is to be reported.

Employees are to pay due regard to any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provisions and to co-operate with the employer so far as is practicable to enable that duty or requirement to be complied with and are to act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.

Organisation Structure



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The Responsibilities of the Director
Mr. Peter McGinley

The overall responsibility for coordinating Health and Safety and Welfare issues rests with the Director, Peter McGinley but specific duties are delegated to others according to their experience, training and their role in the Company. Each person has a duty of care to himself as well as to all those they come into contact with during any part of the working day. The Director will ensure that this Policy is applied throughout the Company as well as being adopted by all operatives, sub-contractors and visitors. Due to the size of the organisation and the number of projects that may be undertaken at any one time there will be situations within the Company when employees may be relied upon to undertake the Health and Safety responsibilities of others.

Under the guidance of Peter McGinley effective accident prevention and safety training programmes are developed and procedures introduced to bring about a Safe and Healthy working environment. They will also ensure that, as appropriate, management are trained in these policies and play their part in promoting Health and Safety. All new employees will be trained at induction in the Company Health and Safety requirements and company rules. Training received by all employees will be entered in their personal training record file, this will be reviewed and any further training needs will be established. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

The Director of Euro Diamond Drilling Limited/Euro Diamond Drilling (UK.) Limited will in order to ascertain the quality of the Company Health and Safety culture will randomly undertake S.M.B.W.A's "Safety Management by Walking About" this will entail visiting work sites and observe safety practices for himself.

Formal inspections of the office/workshop will be undertaken to ensure that all work equipment is suitably maintained, checked for damage and wear in accordance with the Provision and Use of Work Equipment Regulations 1998. The general office/workshop environment will also be assessed for Health and Safety compliance e.g. blocked access and egress routes, risk assessments and working practices.

- The Director has a responsibility to ensure that adequate resources and time are allocated throughout the Company with regards to safety and health and that:-
- At all times consideration is given to health and safety in order that risks are reduced to levels which are as low as is reasonably practicable.
- Health and safety performance is monitored and objectives established with the aim of continuous improvement.
- To ensure that all plant and equipment is maintained to at least statutory standards and this includes electrical appliances and the keeping of records that can be viewed on demand by enforcing authorities,
- There is continued communication between all persons within the organization with the external safety consultants to ensure best practice is followed and expert advice sought.
- This Policy is implemented by all, and individuals meet their responsibilities.

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

- The Company's Employees are aware of their responsibilities and that each administers and promote with enthusiasm the requirements of this Policy to create and maintain a strong positive Health and Safety culture throughout the Company.
- To ensure that fire precautions and emergency evacuation procedures for the Company's premises and places of work are maintained in order and complied with.
- To ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned i.e. The Health and Safety Law Poster, Company Safety Policy and appropriate Insurance's Cover Notes etc.

The Director will determine at the Planning Stage:

- The most appropriate order and method of working.
- That only competent persons undertake any work activity.
- Time and resources to be allocated include adequate allowance for unplanned eventualities to ensure Health and Safety is not compromised.
- Arrangements to ensure the provision of adequate lighting, signage and means of evacuation in situations whereby the erection of scaffolding or other structures may compromise the safety of persons in occupied premises.
- The safety of third persons upon which the undertakings of the Company may impinge i.e. pedestrians, visitors, the general public, etc.
- The availability of welfare facilities, fire- precautions and first-aiders.
- Any particular training or instruction required, for specific tasks.
- Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences.
- Identify potential hazards at each stage and indicate precautions to be adopted.
- Prepare written risk assessments as required under the Management of Health and Safety at Work. (Amendment) Regulations 2006. Ensure they are available to other persons on site.
- Ensuring that COSH.H and Risk Assessments are carried out for all works and substances of a hazardous nature.
- Document a Safe System of Work for all work.
- Requires that any accident or near miss within the workplace is reported in including RIDDOR where applicable.

Ultimately Peter McGinley is to ensure that management set a good example and adequate time and resources are made available to ensure the competence of all staff with regards to Health and Safety and that there is co-ordination, co-operation and communication between all employees to achieve a uniform health and safety culture throughout the hierarchy of the organisation.

The responsibility of the Health and Safety Advisor

The responsibility of the Health and Safety Advisor is to monitor changing Health and Safety Legislation and good working practices with an aim of advising and recommending revisions, modifications and amendments to the existing Health and Safety Policy, documentation and systems of work to enhance the Health, and Safety culture and comply with the existing and/or new legislation.

In addition the Health and Safety Advisor will undertake to perform those duties laid out below when requested or should the necessity arise:

- To advise Management at all levels on the implementation of Health and Safety, i.e. relevant legislation. Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- To monitor by inspection of the workplaces, workshops and accommodation, the Health and Safety performance of employees and to report back to the Director on such inspections.
- To advise on and prepare, if requested, Health and Safety documentation.
- To prepare statistical analysis of accidents and causation classification, with recommendations on preventative measures to be implemented,
- To investigate and report: major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which the Company may be involved.
- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve, with the co-operation of the Management, compliance with current legislation.
- To advise on fire precautions signage and best practices with regards to fire prevention.
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- Give guidance on the correct reporting procedure with regards to accidents at work in accordance with. RIDDOR 95.
- To give guidance on training required ensuring continued competency and maintain a training programme.
- Undertake noise surveys when requested to ensure the compliance with. the Control of Noise at Work Regulations 2005.
- The Health and Safety Consultant or his nominee is also empowered during an inspection to stop machinery, systems of work or processes which he considers presents hazards to the operators or to other personnel and to bring to the immediate attention of the Director details of such actions.

The Responsibilities of the Site Supervisors

There is a general understanding that due to the sizes of projects and the fluctuations in work load within, the Company there will be situations whereby Supervisors will become operatives within the parameters of this Policy. Lines of communication with regards to Health and Safety will be clearly defined and responsibilities suitably apportioned and delegated. Persons undertaking a role are to be made familiar/become familiar with their Health and Safety responsibilities. The responsibilities of the supervisors will be to:

- Develop a strong concern for the safety of those that the Company engages on its sites and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that all employees and sub-contractors engaged on sites under your control have a good understanding of the risks associated with their activities and the materials they handle. Ensure that risk assessments and COSHH data information is issued or otherwise related. Check that those who need to be aware of it understand it. If not implement and re-check. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- At the start of every project provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives and sub-contractors on Health and Safety matters as information is received i.e. from the Site Manager,
- Ensure that adequate personal protective equipment is provided and worn when appropriate, replaced when damaged and is stored in an orderly fashion,
- Stop any unsafe or potentially unsafe working practices immediately and notify Mr. Peter McGinley of personnel who persistently breach Health and Safety rules.
- Ensure that a tidy workplace and storage areas are maintained and materials not needed are removed or stored in an orderly fashion.
- Always prevent obstruction of access and egress routes by the safe delivery, stacking and storage of materials.
- Ensure that each project under your control has adequate emergency procedures, fire-fighting equipment and first aid kit (and a trained First Aider or appointed person where required by law). Whether it is to be supplied by the Company or the Principal Contractor.
- Work equipment is to be maintained in a fit state. Equipment requiring repairs must remain safely out of use until such time as repairs that may be required are completed by a competent person.
- If for any reason, you are unable to fully attend to Health and Safety responsibilities at a particular site due to your absence wherever possible take responsibility for fully briefing whoever takes over your position on any safety matters or issues particular to the sites concerned. Take responsibility for sites, inducting your replacement if necessary
- Never, under any circumstances, allow works to proceed in an unsafe manner and report any accidents to Mr. Peter McGinley immediately after they happen. Ensure that any accidents are fully documented without delay.
- Ensure that all records and registers in the Site Safety Folder are kept up to date.

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

The Site Supervisor must also determine at the contract stage;

- That a tidy work and storage area is maintained and areas of works barriered and adequate signage erected where areas of works may present a hazard.
- The delivery and safe stacking of materials to prevent obstruction of access and egress routes.
- That arrangements are made between employees, sub-contractors and others at the premises to avoid confusion about areas of responsibility for Health, Safety and Welfare.
- That adequate supplies of personal protective equipment are available.
- Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR if applicable, and entered into the accident book.
- Where applicable that all hazardous materials are properly used and stored, as outlined in the COSHH assessment.

Above all recognize you can affect your own safety and that of others by an unsafe act or by not acting. In this respect your personal responsibility is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters for which you are responsible is regarded as extremely serious by the Company.

The Responsibilities of Employees

All employees of the Company are to comply with their individual duties under Section 7 and Section 8 of the Health and Safety at Work etc. Act 1974, and Regulation 14 of the Management of Health and Safety at Work (Amendment) Regulations 2006. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment. Due to the size of the organization and the number of projects that may be undertaken at any one time there will be situations within the Company when employees will be relied upon to adopt the Health and Safety responsibilities of those persons next in the hierarchy of authority to ensure the overall safety of the project.

To ensure that the locations where work is undertaken remain safe places of work, all operatives and contractors must:

- Read and understand the Company Health and Safety Policy, and comply with its requirements and develop a personal concern for the safety of yourself and others who may be affected by your activities.
- Obtain a good understanding of the risks associated with your activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure, that they are seen, read and fully understood.
- Especially understand the COSHH assessments and control measures to be used. In the event of any uncertainty stop work and ask for guidance.
- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so - don't! Contact the Director immediately.
- Wear personal protective equipment when necessary but regard its usage as a means of last resort. Work to eliminate or control the risk first.
- Do not use plant and equipment for work for which it was not intended, or if you are not trained or experienced to use it and report any damaged plant or equipment. Keep all tools and plant in good condition inspect them frequently and do not use them if they are damaged or inadequate for the job.
- Be aware that site emergency procedures would have been established. They are for your benefit. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is.
- Keep the work place tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed i.e. nails protruding from timber or cables unsafely located.

Do not play dangerous practical jokes or partake in "horseplay". Always consider how your acts or omissions may impinge on the Health and Safety of others.

- Report any injury to yourself, which results from an accident, at work, even if the injury does not stop you working.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. Suggest safer methods of working and to ensure that you and the general public are not put at any risk. Warn any other persons sharing the workplace of particular known hazards,
- Regard Health and Safety information and training as your right. Ask the Supervisor

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

for it and do not start work until you are satisfied as to its adequacy. Ask for and expect to receive a toolbox talk on any work and Health and Safety matters you feel unsure about.

- When at any time standing in for another employee or assuming the duties of another employee to carry out those duties in accordance with the appropriate section of this Policy.

Above all else understand and accept that you are likely to cause or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry.

The Responsibilities of Office Personnel

To understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made.

- To monitor, control and correct the Health and Safety actions of any persons under your control and to ensure Health and Safety is given top priority at all times.
- To ensure the free flow of information and that all whom report to you are kept fully up to date on any matters relating to Health and Safety.
- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions while at work.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work place.
- To help to maintain a comprehensive office accident log for the Company and to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay.
- Ensure that safe systems of work are used and that there is perseverance towards the continual improvement in the Company's Health and Safety performance and those that the Company employs.
- To assist the Director to ensure that accidents and incidents are fully investigated and the causation discovered and to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given and the records kept in good order.
- To ensure that the office is kept clean and tidy and that escape routes are kept clear at all times and frequently inspect immediate working environments to ensure that if a hazard presents itself it is reported directly or immediately corrected, when possible.
- To become aware of emergency procedures and to ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work.
- Report any incidents that may, if not corrected subsequently cause an accident.
- Provide the Director with details of any areas where, the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.
- When at any time standing in for another employee or assuming the duties of another employee to carry out those duties in accordance with the appropriate section of this Policy.

Legislation

Under the Environmental Protection Act 1990 and the Health and Safety at Work etc. Act 1974, the Secretary of State is empowered to make regulations for a number of purposes, which are listed in the Schedules to the Acts. The Environmental Agency and the Health and Safety Commission may approve and issue Approved Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders, Regulations and ACoP's remain in force until they are modified or repealed.

Enforcement

This is the responsibility of the Environmental Agency and the Health and Safety Executive appointed by the Commission, with the proviso that responsibility may be transferred in certain cases to local authorities. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied. If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months (3 months under the Environmental Protection Act 1990) and a fine of up to £20,000.00. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives), factual information obtained by them relating to the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Acts is liable, on indictment for certain offences, up to two years imprisonment, and / or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person, is liable to a fine for each day on which the contravention continues.

Accident Investigation

The Company together with the Health and Safety Consultants will undertake a thorough investigation of any accidents. Accidents will be investigated to identify the cause(s) and to ensure that suitable controls are implemented with the aim of preventing recurrence, removing the hazard and reducing the risk.

Accident Procedure and RIDDOR

The Director together with the H & S Advisor of the Company will ensure the reporting of all injuries and dangerous occurrences in accordance with RIDDOR. In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the Director will notify the Health and Safety Executive. The Company will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a clean, safe and healthy working environment. Information, instruction, training and supervision will be provided to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce. Following an incident on site the site supervisor will ensure the person injured is transported to a hospital for treatment if required and if not to ensure that they are provided with adequate First Aid on site before recommending that they visit the Doctor, then:

First Aid Incident:

- Ensure the safety and absence of risk in association with the cause of the accident.
- Write up the incident in the accident book.
- Inform the Director immediately and provide a copy of the first aid book details.
- Ensure that you appoint only competent personnel to undertake tasks.

RIDDOR Incident:

- If an employee or a subcontractor attends hospital as a result of an injury sustained while at work telephone the Director directly. Should the Director not be available contact the most senior person available.
- If a person does not arrive for work following a "First Aid. Incident" as outlined above, telephone the Director directly.

As soon as is practicable bring to the office a copy of the Accident book details together with a report e.g. as a minimum:

- Name and address of injured person(s) (see data protection section of this policy) Telephone number.
- Date, time and place of accident(s)
- A full explanation of the circumstances leading to the accident(s)
- Name of injured person(s) employer(s).

For accident and incident reporting on Network Rails infrastructure the Company will follow the procedures in accordance with NR/L2/INV/002.

ACCIDENT REPORTING

All accidents are to be reported to management and entered into the accident book, where applicable, the statutory requirement to report under RIDDOR 95 must be complied with. Records will require as a minimum:

- Name and address of injured person(s) (*see Data Protection section in this policy*)
- Date, time and place of accident(s)
- A full explanation of the circumstances leading to the accident(s)
- Name of injured person(s) employees).

ALCOHOL and DRUGS

Anyone found under the influence of or in possession of alcohol or illegal drugs will be removed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences. Anyone found smoking in an area other than designated smoking areas will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures.

Employees and subcontractors are reminded that some prescription drugs may induce tiredness and lethargy etc. any person who is taking medication prescribed or not must inform their Supervisor if those drugs could affect their performance while at work. Employees etc. are also requested to notify their Supervisor of any illness that may affect their ability to undertake work activities in a safe manner. Employees are required to submit this information pursuant to the Health and Safety at Work etc. Act 1974, Section 7.

The Company will when working on Network Rail infrastructure comply with the requirements of the Railways-and other Guided Transport System Regulations and the Transport and Works Act 1992, Railway Group Standards and Network Rail Standards. Euro Diamond Drilling Limited policy on drugs and alcohol makes it a disciplinary offence to be procession or under the influence of any banned drugs and Alcohol whilst at work. All Euro Diamond Drilling Limited employees are required to comply with Network Standard NR/L3/OHS/051 Drugs and Alcohol.

COMMUNICATIONS

The Company sees communications between all staff as an essential part of effective Health and Safety management and will endeavor to communicate to employees their commitment to Safety and to ensure that employees are familiar with the contents of the Company's Health and Safety Policy. Communication with employees will be in the form of meetings, memo's, toolbox talks, by example and the Policy Statement.

Staff are encouraged to nominate a representative to attend meetings to ensure that there is input on behalf of the general employees with regards to Health and Safety matters. The Company embraces with enthusiasm all methods in which employees can participate in the discussion, planning and implementation of Health and Safety. The Director in particular wishes to ensure that employees' Health and Safety Views are adequately shared and considered with an aim of continuously improving the general Health and Safety culture in all areas of the Company's operations on sites and within domestic premises.

The Company aim to work with their Client's Health and Safety representatives and other contractors and employers to ensure that all information and documentation is shared regarding environmental, and Health and Safety standards and is communicated to all relevant employees in order to ensure safe working practices and conditions.

Subcontractors when used are further required to ensure that all Health and Safety documentation requested by the Company is available for inspection and approval before commencement at work sites. Documentation will be required before the commencement of the works to allow sufficient time for the consideration of controls or for submission to the Client or their Safety Advisor.

Complaints Procedure

Work undertaken on construction sites is, by its very nature, has an impact on other persons or the surrounding environment. The Company will work pro-actively to ensure that generic site nuisances are restricted as far as is reasonably practicable. Consideration will be given to all reasonable recommendations to obviate the impact on the surrounding environment. Should a third party offer a complaint on site, this is to be recorded and forwarded directly to the Director. Should an employee consider that they have a valid complaint on any issue while at work they are to speak directly to the Director. In circumstances where this action may not be appropriate or they consider that the situation has not been rectified adequately they are to outline their complaint in a letter and forward it directly to Peter McGinley for his consideration whereby a meeting will be arranged to offer appropriate action and controls.

Confined Spaces.

When a confined space is identified in a risk assessment it will be entered only by operatives with suitable training and appropriate control measures. Confined spaces are any work area defined in The Confined Space Regulations 1997 i.e. any place, including any chamber, tank vat, silo, pit, trench, pipe, sewer, flue or well or other similar space in which, by virtue of its enclosed nature, there arises a reasonable foreseeable specified risk. Training of relevant employees will be undertaken in accordance with the above Regulations to ensure the safety of all persons entering such confined spaces. Consideration is to be given at all times to the risk of fume build up or agents of anoxia within premises when running plant, machinery or venting off gases in the prevention of asphyxiation.

Construction Designed & Management Regulations 2007

General

The Company will very rarely undertake the role of Principal Contractor as per the requirements of CDM.

Where required, method statements and risk assessments will be submitted to the Principal Contractor for inclusion in the Construction Phase Plan.

Management of the Works

On all works the Company will:

- Plan, manage and monitor the work and the workers,
- Check the competence of all of their appointees and workers,
- Train their own employees,
- Provide information to their workers,
- Comply with the specific requirements set out in Part 4 of the Regulations,
- Ensure that there are adequate welfare facilities for their workers,
- Ensure that every contractor who they appoint or engage to work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site,
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors work, and site induction (where not undertaken by the Principal Contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.

Site Accommodation and Welfare Facilities

The Company will ensure the necessary facilities to the standard required by The Construction (Design & Management) Regulations 2007 as a minimum, are available.

Emergency Procedures

If appointed as the Principal Contractor the Company will be relied upon to provide details of the following;

- The emergency procedures that will be applicable to the contract.
- Details of any arrangements made with the Emergency services.
- The arrangements of provisions of first aid on site.
- The arrangements of fire and fire fighting on site.
- The arrangements for reporting accidents and dangerous occurrences. RID DOR 1995

Protection to the Public

The Company will ensure suitable arrangements are made to ensure the safety of all third parties during the works by communication, signage, barriers and controls.

Control of Substances Hazardous to Health

When using substances which may be hazardous to health the Company will ensure the following are in place.

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- Arrangements for controlling risks from substances hazardous to health.
- Risk assessments for all substances which may be hazardous to health.
- Safe methods to be adopted in their use.

Electricity and Small Power Tools

The Company shall provide details of the following;

- Arrangements for controlling equipment hazards in accordance with The Electricity at Work Regulations 1989.
- Arrangements for inspection of Portable electric tools and supply cables.

Manual Handling and Lifting Operations

The Company shall provide details of the following when applicable:

- Manual handling arrangements in accordance with the Manual Handling Operations Regulations 1992.
- In order to minimise the need for manual handling.
- Mechanical lifting arrangements will be made to reflect the requirements of the Lifting Operations & Lifting Equipment Regulations 1998.

Noise

The Company shall provide details of the following assessments on request:

- A noise assessment as required by the Control of Noise at Work Regulations 2005.
- Arrangements to control noise levels of plant and equipment.

Personal Protective Equipment

The Company will provide Personal Protective Equipment to all employees on free of charge. An assessment will be carried out by the Company to identify the level of Equipment required in accordance with The Personal Protective Equipment at Work Regulations 1992.

Risk Assessment

The Management of Health and Safety at Work (Amendment) Regulations 2006 requires a risk assessment to be undertaken identifying significant risks, to enable employees to identify and prioritise the hazards and state what precautions are required to minimize and control the risks identified.

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Environmental Considerations

The Company recognises its Duty of Care under The Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, Hazardous Waste (England and Wales) Regulations 2005 and other associated statutory provisions.

Waste

The Company recognises its Duty of Care under The Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, The Hazardous Waste (England and Wales) Regulations 2005 and other associated statutory provisions.

"Hazardous Waste" will only be released to a licensed "Registered Carrier". All parts of the "Waste Transfer" note will be suitably completed with a copy remaining with the Company and records of the "Hazardous Waste" disposal are to be retained for 3 years after deposit of the waste.

Where over 200 kg of "Hazardous Waste" is produced over a 12 month period on our site/premises, the Company will register that location with the Environment Agency, annually after the first notification.

All waste will be suitably packed to ensure the safety of others during storage and carriage, and have a unique consignment code consisting of letter, numbers or symbol. This packaging must also prevent spillage, leakage, waste blowing or falling or the pilfering of contents by third parties.

The Principal Contractor will be relied upon to ensure that all waste carriers are competent as outlined above.

Consultation with Employees

The Company will ensure that there is regular consultation with all employees to achieve and maintain an effective Health and Safety culture within the Company's operations. The Company will consult with the employees before the introduction of new procedures or technology that may affect their working practices. Consultation will also occur after the introduction of new statutory information, new or modified work equipment or systems of work and when new substances are to be used. The consultations will be undertaken on a formal and informal basis e.g. during meetings or toolbox talks, according to the matters being relayed. Where necessary the Company will keep records of the consultations.

Control of Hazardous Substances

Due to the type of operations undertaken by the Company some hazardous substances are used. However, we will endeavour through our purchasing policy to purchase only those substances that are not hazardous to health, the Company recognises its duties in accordance with the Control of Substances Hazardous to Health (Amendment) Regulations 2004 and will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics i.e. cost, effectiveness and quality. Should hazardous materials not have a suitable replacement the use of such materials will be assessed in accordance with the Regulations and controls implemented to reduce the risk of injury to the lowest: level reasonably practicable. The use of those substances

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

subject to the COSHH (Amendment) Regulations 2004, will be restricted and strictly controlled as outlined above together with adequate information, instruction, training and supervision afforded those using the materials.

Co-Operation and Care:

If we are to build and maintain a Clean, Healthy and Safe working environment it is essential that: there is co-operation between all employees and contractors. Employees and contractors are expected to co-operate and accept their duties contained in this policy and recognise that they have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves, clients and all other people affected by the Company's undertakings.

Data Protection and Record Keeping:

Collection of data: In order to maintain accurate and efficient records information regarding the planning and management of Health and Safety is stored as follows;

- By means of paper based records, manually retrievable; and
- By means of retrievable electronic systems.

In all circumstances, it is the policy of the Company to maintain a record keeping system, regardless of description that provides protection for the privacy of all employees, where personal data is stored. N.B personal data is clef if fee/as data, which relates to a living individual who can be identified.

In all circumstances it is the policy of the Company to maintain a record keeping system, regardless of description, that provides protection for the privacy of all employees where personal data is stored.

Description of data: Some Health and Safety data retained by the Company will be classified as being sensitive personal data and may include;

Records of physical injury suffered during the course of employment e.g. the accident book.

- Records of occupationally induced ill health e.g. sickness records.
- Records of safety awareness training.
- Records of safety management audits, safety sampling, safety encounters or safety inspections, where the employee is named in the reporting document

Other data may include:

- Safe working procedures, developed in support of this Policy document.
- Construction Phase Health and Safety Plans.
- Safety method statements.
- Records of assessments of significant risks.
- Permit to work controls.

Processing of data: Data processing may comprise of any or all of the following:

- Collection or gathering of information.
- Subsequent retrieval of information.
- Disclosure of data to any source.
-

Requests for information on data stored.

Any employee may request information regarding Health and Safety relating to that individual, and information will be promptly released and explained. Should an employee consider that the data stored causes unwarranted substantial damage or distress. The employee may request that the processing of the data causing concern should cease.

Disciplinary Procedure

When there are issues of non-compliance of Health and Safety Regulations the Company will investigate them. The Director will collate any information and this will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the employees are made aware of the situations which are causing concern. If subsequently the problem persists then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee's attention will be drawn to a situation which is causing concern in order to give the employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where the Company is dissatisfied with an employee or sub-contractors performance on Health and Safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade representative. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and available for any appeals or legal actions arising from the issues of non-compliance of Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry that will be supervised by the Director:

- Failure by those in a Managerial position to notify and explain to employees over whom they have charge the controls in force to eliminate hazards and control risks and the procedures established for their protection and safety.
- Failure by those in a Managerial position to ensure that operatives over whom they have charge do not comply with the controls in force for projects and associated hazards / risks and the procedures established for their protection and safety,
- Failure to comply with the requirements of this Policy or any other Company Health, and Safety procedure.
- Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individual or to others.
- Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including
 - Personal Protective Equipment
 - First aid provisions and facilities
 - Welfare facilities
 - Safety notices, instructions or signs
- Consumption of or being under the influence of, alcohol or other substances during the course of employment.

Display Screen Equipment

The use of display screen equipment is not generally a high risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems, eye strain, fatigue and stress. The Company will undertake assessments to check that the DSE is properly installed in an acceptable, environment. DSE users are to co-operate with the Company in the assessment and efficient use of their workstation and report any difficulties or defects which could potentially contribute to a health hazard.

Employees who are required to use DSE for substantial work will receive advice so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working. Employees who carry out substantial work at a display screen will be entitled to the following eye tests, before commencing work on DSE or as soon as is practical, at regular intervals afterwards or when visual difficulties are experienced. Where, tests show that eyesight correction is needed to carry out work on DSE corrective spectacles required solely for DSE will be obtained for the user.

Documentation

The office will ensure that a complete copy of or where appropriate, relevant extracts from the Company Health and Safety Policy are made available to Clients, Site Supervisors and Contractors when requested for reference, A copy of the current Employers Liability Insurance Certificate will also be made available on request and displayed when practicable on site.

Each project shall be supplied with the following:

- All necessary inspection records
- Risk assessments.
- Safety notices.
- Up to date safety signs.
- A First Aid book.

Electrical Power Tools

When work equipment is hired ensure that instructions are received in its safe use and do not attempt to use any plant unless you feel competent in its safe operation taking into account the working environment.

Electrical equipment is to be tested at 3 monthly intervals compliant to HSE guidance note HS (G) 141. All tools used on site are to be 110V centre tapped to earth or of a low voltage. Staff will be properly trained only To use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued. All plant found to be faulty is to be given to the Director who is to ensure, that:

- Arrangements are made to ensure that it cannot be inadvertently or unscrupulously taken back into service.
- The equipment is returned to the office with suitable warning that it requires repair.
- The equipment is returned to the Hire Company with suitable warning that it requires repair
- It is repaired on site by a **qualified and competent person only**

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All office equipment is to be tested yearly and a general visual inspection is to be undertaken by staff before work with a formal inspection being undertaken quarterly.

Residual Current Devices (RCD'S) HSE guidance note HS (G) 1.41

"Due to the delicate nature of an ROD, it is not ideal for use in the rough environment of a construction site. It may not be possible to ensure that the housing for the RCD is maintained to the quality required in these locations, and control over the number of times the test button is operated may be difficult. The manufactures of RCD's do not generally recommend them to be fitted on portable apparatus which may receive mechanical shock or on equipment which might vibrate."

An RCD does not guarantee safety If an RCD fails to operate, or is faulty, this will not be indicated and the worker may remain unaware of the danger. They only protect against earth faults, and will not operate when there is no connection to earth, i.e. if current is passing from live to neutral. So it is possible to suffer an electric shock and injury even though the RCD is operating correctly. It is therefore not possible to place total or near total reliance for personal, safety on RCD's. In contrast, the use of passive systems, such as reduced low voltage, can give reliable protection against fatal electric shock." N.B. RCD's require a different range of tests to other portable equipment, and equipment designed to carry out appropriate tests on RCD's will need to be used, it is recommended that portable RCD's are tested monthly.

Emergency Procedures

The Company will establish and provide appropriate procedures to be followed in the event of serious and imminent danger to persons working for them in accordance with the Management of Health and Safety at Work (Amendment) Regulations 2006. The prime objective will be to ensure that no employee, sub-contractor or visitor can access any work area until appropriate pro-active plans with regards to emergency evacuation and actions in the event of serious and imminent danger have been taken. This will involve the relating via induction of adequate Health and Safety instructions to those persons entering the areas.

The Company will inform operatives of potential dangers, the controls and the emergency procedures. The employees will also be instructed on how to identify conditions in these potentially dangerous areas where it may be necessary to stop work and go to a place of safety. The Emergency Procedures will then provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared.

Employers Liability Insurance

In recognition of its statutory and common law duties, the Company has taken out insurance with an approved insurer. The certificate of insurance will be prominently displayed so as to be available for inspection at all reasonable times by employees and regulatory authorities i.e. the Health and Safety Executive Inspectors, Environmental Health officers, within the office and on all sites where practicable.

Fire Safety

In accordance with the Regulatory Reform (Fire Safety) Order 2005 the Company has appointed a 'Responsible Person' to undertake the following specific duties:

- Ensure that general precautions are in place to protect Employees from the risk of fire
- Ensure that a fire risk assessment is prepared and regularly reviewed.
- Ensure the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
- Ensure that specific arrangements are made for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances.
- Ensure that appropriate steps are taken to reduce the risks of ignition or have taken steps to limit the spread, growth and impact of a fire.
- Ensure that adequate and suitable means are provided, giving warning in the event of a fire, for the escape from a fire and for fire fighting.
- Any equipment, fixed or portable, used for fighting fires must always be kept in an operational condition.
- Ensure that identified risks and safety precaution information is passed onto Employees and others that may be affected.
- Ensure that Employees are adequately trained in relation to fire safety.

Fire-fighting equipment will be located at strategic points throughout the work areas. All equipment will be supplied by the Company and checked for its availability and worthiness weekly. Arrangements may be made with contractors in situations whereby the Company may not have a permanent Site Manager on site to ensure that suitable extinguishers and procedures are in place. Sub-Contractors and operatives will be relied upon to ensure that during all hotworks a portable extinguisher is to hand, this rule is extended to all work locations including domestic premises.

Employees of the Company will be instructed in the procedure for evacuating the premises and the location of the Assembly Point at induction to the Company. Employees are expected to tackle a fire themselves only if they have been trained in the use of fire-fighting equipment and if it would pose no threat to their personal safety to do so.

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First Aid

The Company will undertake risk assessments and ensure that there are sufficient competent trained First Aiders or Appointed Persons to meet the first aid requirements and also that there are well maintained First Aid facilities in accordance with The Health and Safety (First Aid) Regulations 1981.

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- the number of employees.
- the nature of the work in which they are involved.
- the size of the operation.
- how widely employees are distributed across works areas.
- the location of the site and its proximity to medical treatment.

The first aid kit and its location shall be known by all personnel and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One person holding a current First Aid certificate or an "Appointed Person" certificate will be responsible for the proper use and maintenance of the first aid box.

Hand-Arm Vibration

It is the buying policy of the Company to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. The Company will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding together with percussive hand tools used for riveting, chipping hammering and drilling. In the first instance mechanical methods will be used not requiring the exposure of the operative e.g. using a plant mounted "pecker" but should the operative be exposed the task will be allocated to a number of individuals to ensure job rotation and a reduction in the exposure time.

To ensure that operatives are aware of the effects of hand arm vibration they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.

Below are some examples of maximum usage for tools in order to prevent injury and ill health.

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Tool	Hand Vibration (m/s ²)	Maximum usage period in 8 hours (Minutes)
2- stroke breaker	10	38
Electric breaker (7kg)	9	46
Rotary/hammer drill (4kg)	10	38
Rotary/hammer drill (9kg)	14	19
Rotary drill	2.5	480
17/9" Grinder	5.5	124
Circular saw 6" -- 9"	2.5	480
Pogo scabbler	24	3
Orbital sander	2.5	480
Wall chaser (twin blade)	4	235

(Please note these values are indicative only, the following table is to be used for reference.)

Vibration values in m/s ²	Exposure time required to reach action level 2.8m/s ² A (8)	
	In minutes	In hours
2.5	480	8.00
3.0	418	5.55
3.5	307	4.08
4.0	235	3.13
4.5	186	2.47
5.0	151	2.00
5.5	124	1.65
6.0	105	1.38
6.5	89	1.18
7.0	77	1.02
7.5	67	0.88
8.0	59	0.78
8.5	52	0.70
9.0	46	0.62
9.5	42	0.55
10.0	38	0.50
10.5	34	0.45
11.0	31	0.42
11.5	28	0.38

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Housekeeping and Site Tidiness

Site tidiness will be considered at all stages of the work and co-operation is expected between the Company and other contractors. Waste material, especially combustible material, will be controlled and either deposited in an agreed area, or removed from site. Contractors when used are required to remove their own debris and material at the end of the working shift or at any point that it becomes a fire risk, trip hazard or blocks an access and egress route.

Ladders, Stepladders and Trestles

Ladders will only be used for very light work of a short duration and there will be three points of contact with the ladder at all times. Ladders over three metres in length will be tied or footed by a third person to ensure stability, alternatively proprietary "footing" equipment may be utilised. The use of ladders on uneven ground will not be permitted if they are not firmly tied by the stiles or the bottom of the ladder firmly footed or stabilised. The Director will oversee all works on site to ensure compliance i.e. that the ladder remains footed at all times and that the ladder is not used incorrectly e.g. upside down etc. The Director will have adequate training and information to ensure their competence in the inspection and use of the equipment i.e. that ladders are not twisted or damaged in any way and that only one person climbs a ladder at one time with small tools carried in a belt. A scaffold tower will be used if bulky or heavy items are to be lifted, when necessary they will be lifted by winch or gin wheel, Pole ladders must not have footholds blocked by ledgers or transoms and as with all ladders the angle needs to be 1 in 4. At the top of the ladder the overlap needs to be at least five rungs if a suitable handhold is not provided. All ladders will be removed to storage once the task is complete or chained to a structure to prevent their use for intrusion by trespassers etc.

Stepladders and Trestles will be either class 1 or class 2 when used on site as class 3 are for domestic purposes only. Equipment will be checked before use to ensure that it isn't defective. Steps and trestles need to be solid when opened out and placed on a firm footing. They will not be used on scaffolding or towers to gain extra height or where a fall may take a person over a leading edge i.e. a stairwell or roof. All working platforms will be at least 600mm wide or three scaffold boards and the span will not exceed 1.5 metres. Care will also be taken not to overload working platforms. Edge protection will be provided on all working platforms where a person may injure themselves if they fell therefore boards spanning the trestles will not be placed over this height. The common hazard of trestles is overloading. Supervision and competence of operatives will certify that they are not overloaded and are correctly used. All work undertaken from steps and ladders will be while facing the ladder/steps to ensure stability, while the top three steps will not be used as a working platform.

Manual Handling

The following regulations apply to the manual handling or lifting of materials:
The Manual Handling Operations Regulations 1992.

Planning.

All work will be tendered for or negotiated taking into account the above Regulations
The Director will ensure that materials are landed as close as possible by machine or truck to the work site. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads. A manual

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handling assessment will be undertaken in all situations in which a risk remains after the implementation of controls in accordance with The Manual Handling Operations Regulations 1992.

All site staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

Supervision.

Operatives will be instructed in the correct handling and lifting of loads when mechanical means are not practical and staff will ensure that there is a supply of suitable gloves available for issue as required for the handling of materials which cause injury to hands. Safety footwear will be worn at all times on site and the Director will dismiss from the work site any employee or employee of a subcontractor wearing unsuitable footwear. The Director will not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

Safe System of Work.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Musculoskeletal disorders
- Lacerations, crushing hands or fingers
- Tenosynovitis
- Bruised or broken toes or feet
- Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Manual handling operations will be avoided as far as is reasonably practicable i.e. by delivering work equipment, as close to the area of intended works and by the use of lifting devices, but where a risk of injury still exists it will be reduced to the lowest level possible.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual to perform the task in hand. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level possible throughout the workplace.

Monitoring Staff Hours of Work

The Company acknowledges the recommendations on Hours /Shifts following the report into the Clapham incident regarding the working of excessive hours. It will be the policy of the Company to use Group Standard GH/RT4004, and Network Rail standards i.e. NR/L3/ERG 003.

Maximum 12 hours per shift

Maximum 72 hours per week

Maximum 13 shifts per fortnight

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

Minimum 12 hours rest period between shifts

The Company will control and monitor all hours, including overtime worked to complete emergency or essential work, in order to ensure that safety performance is not jeopardised. The Director will ensure that a system exists to monitor and control working time of employees with Supervisors being responsible for ensuring rosters and work programming take due cognisance of this policy.

All staff rostering is recorded on the planning chart in the Company office and the chart is checked daily by the Office staff to ensure that excess hours are not rostered. In addition the actual hours worked are recorded on time sheets and transferred to an Excel spreadsheet. The Company monitoring hours system will be updated weekly. This spreadsheet automatically calculates the shifts/hours worked in the previous rolling 14 day period. The Office staff will then note any excess hours worked and initiate appropriate action.

Results of any reviews against excess hours reports are discussed with the Site Supervisors during periodic safety reviews. When there are lessons to be learnt which result in changes to working practices made, these are briefed to all employees. Should expedencies be required these will be checked with the Office staff who will confirm that they have been recorded and approved prior to the extra time being worked.

It is the Policy of the Company that any person who is taking medication, prescribed or not is to inform the Management if those drugs could affect their performance while at work or if the medication is likely to result in drowsiness. Employees, labour only contractors and subcontractors are reminded that some prescription drugs may induce tiredness and lethargy etc.

Employees etc. are also requested to notify their Supervisor if at any time due to work loads or personal, matters they feel that their ability to undertake work activities in a safe manner has been affected. In this instance an amicable solution will be found and shifts/hours reduced.

Noise

Where noise levels are suspected of being above the statutory level the Company will carry out full noise surveys, the staff will then be informed of the results. When there is reason to suppose that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates noise levels will be reviewed and changes made as recommended by the review.

The Supervisor will ensure that information on the noise level of any plant, which it is intended for hire or purchase is obtained and taken into account before hiring or purchase takes place. the Company will assess noise levels for operations and where guidelines are given by manufacturers these will be adhered to.

GUIDELINE: Can. the person using the equipment talk to someone 2 metres away without having to shout to be understood. If they have to shout, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered.

If there is any doubt, employ competent people and equipment to assess the noise levels.

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

All Noise Assessments will be kept in the Health and Safety Folder and will be available for reference by our employees given reasonable notice.

All employees will be given ear protection where required, together with full instruction on the wearing and maintenance of such protection. Failure to wear the supplied ear protection when required will result in disciplinary action being taken.

All employees must conduct themselves in an orderly manner and, wherever possible, shall not make a noise that would be detrimental to others.

All operations will be carried out with full regard to the following;

The Control of Noise at Work Regulations 2005

It is now law that in any activity where the noise level exceeds 85dBA, the operator must wear ear protection when the noise cannot be contained. Any activity where noise level exceeds 85dBA, the operator is not legally obliged to wear ear protection but must be available for their use if they so request.

ACTIVITY	WITHOUT PROTECTION		WITH PROTECTION	
	dBA at plant / at 1 metre	Max. Exposure Period	dBA at plant/at 1 metre	Max Exposure Period
Compressor (start up/shut: down)	95/n/a	15 mins	77	8 hrs
Compressor (Running)	76 (at 1 metre)	8 hrs	69	8 hrs
Excavator	93/90	25 mins / 50 mins	78/71	8 hrs
Floor Saws Power Saws	100/98	5 mins / 7.5 mins	76/81	8 hrs
Core Drill	98/95	7.5 mins / 15 mins	78/77	8 hrs
Generator	93 (at 1 metre)	25 mins	"	8 hrs
Portable Grinder	102/98	2.5 mins / 7.5 mins	87/77	140 mins
Percussion Drill	1:10/107	30 sees / 1 min	i.	140 mins

EAR PROTECTION IS ONLY ANY GOOD WHILST THEY ARE BEING USED. IF PROTECTION IS ONLY WORN FOR HALF THE EXPOSURE TIME THEN ONLY 10% PROTECTION IS GAINED, IF WORN FOR 7.75 HOURS OUT OF 8 HOURS EXPOSURE THE PROTECTION IS STILL ONLY 75%.

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

MINIMUM WORKING TIMES DUE TO EXPOSURE WITHOUT HEARING PROTECTION-
(If 80 dB (A) (Lep.d) is not to be exceeded)

Average Noise Level	Max Exposure in 1 Day
80	8 Hours
83	4 Hours
86	2 Hours
89	1 Hours
92	30 Minutes
95	15 Minute
98	7.5 Minute
101	3.75 minute

Sound Advice

We live in a noisy world, unfortunately some of the noise may damage your ears.

Noise Control

Whenever possible noise will be reduced or eliminated by modifying machinery. You can play your part by maintaining equipment in good operation and reporting noisy equipment to your supervisor when it needs attention.

Hearing Protection

Hearing protectors can be very effective but only if they fit properly and are worn correctly. The more careful you are in selecting and wearing your hearing protectors the higher the protection will be. Hearing protectors may initially feel uncomfortable but give yourself a chance to get used to them, even a new pair of shoes take time to be comfortable.

Ear Plug Fitting Tips

Description - These are compressed into shape prior to insertion. The most popular type is of expandable slow recovery foam. One size will fit almost everyone. Once in the ear foam plugs expand to provide a snug and secure fit.

How to use -- Slowly roll and compress foam into a thin cylinder shape, while compressed insert well into the ear canal. Fitting is easier if you reach around the head to pull the ear outwards and upwards during insertion.

Care and Cleaning - Keep the plugs clean and free from materials that may irritate the ear. They may be washed in warm water and a mild detergent, squeeze excess water from the plugs and air dry. Discard the plugs if they become hard or do not expand to their original size.

They may be cleaned with warm soapy water washed and dried thoroughly. Alcohol or solvents must not be used. Cushions should normally be replaced twice a year or more when they become stiff or cracked or no longer seal. Ear defenders should not be modified in any way. They should not be stretched or abused, as this will reduce protection.

Fitting Tips

When either muff or plug is correctly fitted the sound of your own voice should change, becoming deeper, hollow or muffled. If you can't hear the change or if it doesn't sound the

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

same in both ears then a proper fit and acoustic seal hasn't been obtained.

Your Hearing, Why and When to Protect It

Hearing loss forms part of the natural ageing process and will gradually decline with age. It affects the ability to hear high-pitched sound clearly. With hearing damage you may have trouble listening when background noise is present.

You don't get "Used To Noise"

Noise does not have to be uncomfortably loud to cause damage. You may even think your ears are used to the noise, but what has probably happened is that hearing loss has already begun. How quickly hearing loss takes place depends on the intensity of the noise, how long it lasts and how often you are exposed.

As a guide, when you feel you need to shout to be heard three feet away, the noise levels are such that ear protectors are recommended.

The policy in place is that steps will be taken to reduce noise and as a final defence suitable and sufficient ear protection will be provided, free of charge, to the workers. Hearing damage results from over exposure to noise. The Company undertakes to, so far as reasonably practicable:

- Reduce noise at source
- Use sound dampening devices
- Reduce the time that operatives are exposed to the noise
- Issue PPE, instructions, information and training.
- Designate ear protection zones and post signage accordingly.

Permits to Work

Due to the hazardous nature of some activities undertaken by the Company on rare occasions it is a requisite that they be undertaken in accordance with a permit to work system. The Director is to highlight during the tendering process to those preparing and considering Health and Safety requirements that a permit will be required to undertake the works. Typically, permits to work will be required for all operations undertaken for those tasks requiring the working on live services (only undertaken if it is unreasonable in all the circumstances for it to be dead); and it is reasonable in all the circumstances for him to be at work on or near it while it is live) or during plumbing operations requiring the application of heat.

Should a permit be required, it will be issued by a person nominated as being competent by the Director of the Company or by the Principal Contractor. This person is to ensure that all requisites of the permit have been considered and controls implemented before works commence. Only then will he authorise the permit. Once works are complete the nominated person is to "sign off" the permit as confirmation that the area is safe.

Plant and Equipment Maintenance

The company will ensure that all work equipment and plant is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, the log is to be kept up to date. Compliance with the Provision and Use of Work Equipment 1998 Regulations (PUWER) will be the minimum standard, required.

The Company has a statutory duty to maintain and inspect its plant and equipment and avoid risks to Health and Safety.

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The Company will use maintenance schedules to control and manage the equipment.

Various maintenance programmes may be required, these will need to take into account the operational needs as well as Health and Safety considerations and the possible impact of the environment. Also allowances must be made for the aptitude and skill of the operator.

Management may use:

- Unscheduled or breakdown maintenance
- Scheduled or routine maintenance
- Planned preventive maintenance
- Predictive maintenance
- Improvement maintenance.

The Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

The Company will develop safe systems of work, which identify risks and hazards and then eliminate or reduce the risk to a minimum.

Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and then at regular intervals, lifting plant is to be inspected weekly and a register kept. Operatives must report all faults, damage, defects or malfunctions to the Director and must not use defective equipment or plant. Defective equipment/plant will be immobilised and identified as awaiting repair.

The following regulations contain requirements to be complied with in the provision, maintenance operation and use of plant on site:

- Provision and Use of Work Equipment Regulations 1998 (PUWER 98).
- Lifting Operations & Lifting Equipment Regulations 1998 - Lifting appliances in general.

Planning Procedures.

All work will be tendered for or negotiated in accordance with the above standards and the requirements of the Management of Health and Safety (Amendment) Regulations 2006.

The Director will take all aspects of the work into account to ensure that sufficient information is provided to Hire Company's to enable the correct type of plant to be provided.

The Director will ensure that competent operators and banksmen are provided or that where necessary full training and instruction is arranged.

At the project planning stage it will be determined whether any preparatory work is required for the installation or use of plant on site and to ensure that any requirements are planned, e.g. plant unloading/loading areas etc.

Supervision.

The Director will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards. Any defects noted on hired equipment will be

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

reported to the Hire Company immediately.

The Director will ensure that only authorised operators are permitted to operate any item of plant, where any doubt of the competency of an operator exists, the Site supervisor will report to the Office or Hire Company immediately and will communicate with the Director. No young person, under 18 years of age will be permitted to operate any item of plant or act as banksman unless being trained under the direct supervision of a competent person. All plant will be properly secured and immobilised at the end of each day.

All necessary testing and **THOROUGH EXAMINATION CERTIFICATES** will be kept in the cabs of plant at all times and all items of plant requiring weekly inspections by the operator or other competent persons will have the inspection recorded in the site register or in the register kept by the operator of Plant.

The Director will ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried out to specific requirements.

The Director will ensure that any defect notified by the Plant Operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

The Director will not ask or permit the Plant Operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

SAFE SYSTEM AT WORK.

Hazards with the use of plant arise out of:

- Unskilled operation;
- Incorrect use.
- Poor maintenance;
- Reversing unsupervised.
- Defect in machine unchecked.
- Noise, (see separate section).
- All personnel required to enter areas where lifting appliances are in use (e.g. Cranes, excavators, piling frames etc.) will be provided with safety helmets and will be required to wear them as directed by the Director.
- Children must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours will be taken, particularly if it is not possible to fully fence the site.
- All banksmen, supervisory staff and operatives required to enter earth moving areas will be provided with a high visibility waistcoat.
- Plant Operators must not drink alcohol during working day or shift.

Personal Protective Equipment

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by the Company, Staff will be fitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. The Company will operate an on-going policy of monitoring equipment use. It will be a disciplinary matter if staff do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that employees shall wear a safety helmet, and safety boots or safety shoes at all times. Other PPE may be required according to the risk assessment and in accordance with the site rules.

Personal Protective Equipment - Visitors to Site.

Official visitors to sites (e.g. surveyors, engineers, inspectors etc.) will be required to wear a safety helmet and safety boots. Other PPE such as a high visibility waistcoat should be considered and used when required. Visiting managers, engineers or supervisors or contractors will be reminded that they should set a good example by wearing the appropriate protective clothing at all times whilst on site,

Procedure for New Employees Engaged by the Company

The procedure is to be carried out by Managing Director/Contract Manager or the Supervisor as appropriate:

- Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
- Issue the new employee with a copy of the Company Statement of Safety Policy and details of their responsibilities for safety matters- Also show the new employee where the complete Company Policy for Health, Safety and Welfare is kept and explain its purpose.
- Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measure.
- Show the new employee where copies of Regulations are kept.
- Warn new employees of any potential dangerous areas of operations on jobs or in the workplace.
- Warn the new employee of any prohibited actions, e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.

Ascertain whether there is any training or instruction required e.g. abrasive wheels, cartridge tools, scaffold inspections etc.

Issue to the employees any protective clothing or equipment necessary, e.g. safety helmet, eye protection, ear defenders/plugs, wet weather clothing etc., and obtain their signature for the items issued.

Where necessary, inform the new employee of vehicle servicing procedures etc.

Additional Procedure for New Employees Under 18 Years of Age

Inform them that they must not operate any plant, give signals to any crane driver, use any power tools or equipment unless being trained under the direct supervision of a competent

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

person.

Public/Third Party Safety

Under Section 3 of the Health & Safety at Work etc. Act 1974 the Company recognises its duty of care to the general Public/third parties and will take all necessary measures to safeguard the public during any work activity which may impinge upon them.

This will include signage, barriers, fully decked out and brick guard netted scaffolding and if necessary an operative on duty to control and guide movements of the Public. Site/workplace security will be put in place to stop members of the public/third parties getting into a position where they are a danger to themselves or to operatives of the Company. This will include working in residential properties where there may be children present. In occupied premises all persons that require information will be notified of the parameters of the works and will be notified accordingly of any changes to those work parameters.

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974. Consideration will be given at the planning stage to ensure the protection of others and when necessary, signage, barriers, screens etc will be provided to prevent ingress and ensure their protection.

Purchasing Policy

The Company recognises its duties in accordance with various Regulations with regard to the purchase of materials, substances, machines and equipment and will, before each purchase, consider how they may impinge on the Health, Safety and Welfare during their use, storage, handling and transportation. the Company. has a Purchasing Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria.

The Company will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics i.e. cost, effectiveness and quality with a less hazardous substance. Consideration, will also be given to ensure that where practicable substances which are hazardous to the environment will also be replaced by less hazardous chemicals when available.

Equipment and machines will be compared on features including ergonomics, noise, vibration, usability, suitability for the task, adequate, guarding and ease of maintenance and inherent hazards, environmental matters and price.

Choice of Personal Protective Equipment will not be limited to cost but assessed on quality and suitability for the protection it is to afford the wearer, it will also be compatible with other PPE and comply with standards.

Office furniture and equipment will be purchased after consideration has been given to: Ergonomics, fire rating, sustainable resources etc.

Refusal to Work on Safety Reasons

The Company are committed to providing safe systems of work for all our employees whilst carrying out their activities and undertakings and do not expect any member of staff to work in an unsafe manner. Full consideration will be given to the situation whereby a

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

member of staff refuses to work on safety reasons.

Our staff have confidence in their ability to question the safety of working arrangements without fear of victimisation, in the knowledge that points they raise will be given serious consideration. If any member of staff has reason to believe that the task they are required to undertake or have already commenced, will endanger either themselves or others, they are required to cease work and report, the matter to their immediate supervisor. The Site Supervisor after consulting with the Director and any relevant rules and instructions as necessary must decide whether grounds for refusal to work are justified. He will then consult with the working group and the system of work will either be confirmed or changes agreed after considering all circumstances.

All cases of refusal to work are logged at the relevant site office for inspection by management, and will be made available to the client if requested. The Director is responsible for reviewing all cases of refusal to work and instigating any follow up action. In the last instance for rail work, if operatives feel that they have a grievance that has not been rectified to their satisfaction and it is a matter of Health and Safety, their notice is brought to the attention of the Confidential Incident Reporting Analysis System (www.CIRAS.org.uk).

RISK ASSESSMENT/METHODS STATEMENTS

The company will carry out on-going risk assessments for operations in accordance with The Management of Health and Safety at Work (Amendment) Regulations 2006. Should it be considered, that there are multiple hazardous activities to be undertaken a Method Statement will be completed highlighting the sequence or steps to be taken to ensure a safe system of work. The method statement will highlight the hazards and controls to limit those risks and the risks and controls to be implemented will be communicated to all staff. Generic risk assessments will also be produced which will be checked to ensure their complete relevance at each work site.

The Company operatives will ensure that they are familiar with Method Statements before commencing their activities and are competent in the production of risk assessments. Operatives will use the generic copies of risk assessments to ensure that all controls required to reduce risks are applied. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements. All staff will be supervised to ensure that the above system is being adhered to and that assessments are a true reflection of the risks, Supervisors will always be present in situations whereby a Method Statement is to be followed to ensure the safe system of work is not deviated from.

Hazard: anything with the potential to cause harm, to persons, property or the environment

Likelihood the probability harm will occur from the hazard

Severity the extent of the injury/damage caused if this hazard occurs

Risk a combination of this likelihood and severity – the risk can be used to compare the differences.

Risk Management

Risk management is the basis of the Company's objective of achieving safe working places. The risk management procedures the Company adopts are as follows: -

1. Identification of the risks.

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- 2. Assessments of the risks.**
- 3. Identification of methods and practices of working to reduce the risks.**
- 4. Assessment of the reduced risk levels.**
- 5. Implementation of practices and procedures identified in risk assessments.**
- 6. Monitoring and control of risk and risk reduction procedures.**

Safety Advisor

The Company will employ or retain the services of a health and Safety Advisor to advise management when requested on matters relating to Safety and Health i.e., relevant legislation, codes of practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

Safety Inspections

Regular inspections of work sites are undertaken by the Director with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations. Approved Codes of Practice and Company guidelines. Our safety Advisor may also undertake independent unannounced inspections to cross-reference with those undertaken by the Company on larger projects at the request of the Director. The Director will nominate a person responsible for randomly undertaking a formal inspection of offices to ascertain that all work equipment is suitably maintained and where applicable that assessments and controls are present and adequate. Electrical equipment will be checked for damage and wear in accordance with the Provision and Use of Work Equipment Regulations. 1998 together with general office Health and Safety matters e.g. blocked access and egress routes.

Consultation with Employees on Health and Safety Matters

The Company will consult with employees on H&S matters to enable all persons to contribute to improving health and safety performance. Consultation will be carried out by appropriate means individually feedback at briefings or one to one meetings

Stress at Work

All employees are requested to inform the Management if at any time they feel that they are suffering the symptoms and effects of stress while at work. This may be due to personal matters, the effect of work load in the office; a particular problem or an accumulation of all of these matters. There is an open door policy at the Company to ensure that any person requiring help and assistance can approach management in order that a confidential meeting can be conducted and a suitable solution can be found.

Employees etc. are reminded that often stress is the result of an accumulation and build up over time whereby relief from the symptoms of stress will result in immediate improvement, to wait often causes unnecessary anguish, which may result in long term effects.

Suppliers/Subcontractors

The following paragraph may be inserted in all orders to suppliers or hire companies providing any article or substance for use at work.

In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of assy tests of examinations carried out and fall instructions for the safe use of the article of substance. Reference should also

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

be made to the Provision and Use of Work Equipment Regulations 1998.

All information received from suppliers will be passed to the Supervisors for implementation and reference by operatives.

System Audits and Monitoring of Performance

The Company will conduct a review of Health and Safety performance during meetings and any corrective actions advised or suggested will be investigated and appropriate actions implemented. The Director is responsible for collating Health and Safety concerns from the employees and subcontractors and actioning them on site when possible. The Director is to be notified of any accidents and will compile the supporting documentation for the authorities and keep records should an accident occur on site. When there are responsible accidents that require notice to the HSE in accordance with RIDDOR 1995 these, are reviewed by the external consultant, when necessary, to see what corrective or preventive action is required to prevent a similar accident occurring again.

Health and Safety matters to be monitored by the Company during a project are; -

- First Aid First Aider/Appointed Person, First Aid Box (s)
- Welfare Clean and Satisfactory
- Fire Precautions Adequate escape measures, equipment and Instructions
- Housekeeping Access and Egress, materials properly stored
- General Hazards Created by bad practices, design, materials or substances.
- Documentation Relevant Health and Safety paperwork, notices and information.
- Safety Equipment Personal Protective Equipment
- Access Equipment Scaffolding, Ladders, Steps
- Plant & Machinery Suitable and safe, also well maintained
- Training Suitably trained staff and Site Supervisor for the task.

If there are any corrective or preventive actions required on the project, these will be undertaken promptly to protect the Health and Safety of all those involved. Where appropriate, the Company will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety within the project. Actions when necessary will be communicated to Site operatives on other projects as appropriate.

Training

All employees are to be trained in accordance with the Management of Health and Safety at Work (Amendment) Regulations 2006. Where operatives are required to carry out key tasks they will be provided with the necessary training.

The Company will ensure that all operatives and contractors are competent and trained to the recognised acceptable levels required to undertake their job in a safe manner. Additional Health and Safety training will be provided for employees.

On recruitment and when exposed to new or changed risks refresher training will also be given as appropriate. On site Tool Box talks will cover all aspects of Safe Site Working Procedures and specific contract requirements.

The Company undertakes to provide Induction Training for general education and additional training for specific jobs as they occur and any additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties. All

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training deemed to be beneficial to employees will be provided and paid for by the Company in the interests of Health and Safety, training will be mandatory with records of training being kept within the office.

The Company has a firm commitment to the training of its employees in matters relating to Health, Safety and Welfare. The objective of the training is to raise competency, Health and Safety Awareness and to ensure that the obligations of the Company in these matters are fully complied with.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify to the Director any areas where they feel they require training or retraining in Health and Safety matters.

On site inductions will include familiarisation with the place of work e.g. welfare facilities, emergency procedures, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment. Toolbox talks will be undertaken on general topics or hazards that have been introduced to the site since induction.

Work at Height

The Company is aware of its obligations under the Work at Height (Amendment) Regulations 2007 and will avoid working at height where possible.

- All work at height must be properly planned and organized.
- All work at height must take account of the weather conditions that could endanger health and safety
- Those involved in working at height must be trained and competent,
- The place where working at height is undertaken must be safe,
- Equipment used for working at height must be properly inspected,
- The risks from fragile surfaces must be properly controlled
- The risks from falling objects must be properly controlled
- Ladders will only be used after risk assessment under Regulation 3 of the Management of Health and Safety at Work regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk or short duration or use or existing features on site cannot be changed i.e. space constraints (to justify not using safer work equipment).
- Ladders and stepladders must be placed on a stable and firm surface,
- Ladders must be positioned to ensure stability during use.
- Ladders and stepladders must be prevented from slipping during use
- Access ladders must have platforms every 9 metres,
- Every ladder to be used must have a secure handhold available,

Work Equipment

The Company will ensure that work equipment is maintained in an efficient state, in

Euro Diamond Drilling Limited/Euro Diamond Drilling (UK) Limited

working order and in good repair.

Where the equipment has maintenance log this log is to be kept up to date. the Company will endeavour to provide work equipment that complies with the statutory provisions contained within the Provision and Use of Work Equipment Regulations 1998.

All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order and the Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

When work equipment is hired the Company will ensure that instructions are received in its safe use and do not attempt to use any plant unless you feel competent in its safe operation.

Where work equipment is found to be faulty repairs will be carried out before the equipment is issued. All plant found to be faulty is to be given to the Director who is to ensure that:

- Arrangements are made to ensure that it cannot be inadvertently or unscrupulously taken back into service.
- The piece of equipment is returned to the main office with suitable warning that it requires repair.
- The piece of equipment is returned to the Hire Company with suitable warning that it requires repair, or
- Repaired on site, only by a qualified and competent person.

All office equipment is to be tested yearly and a general visual inspection is to be undertaken by staff before work with a formal inspection being undertaken quarterly by the Director.

Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and then weekly entering the findings of the inspection in a register. Operatives must report all faults, damage, defects or malfunctions to the Director and are not to use it until the fault is rectified. Defective equipment must be immobilised and identified as awaiting repair. There is a strict code with regards to the misuse of work equipment which may result in the suspension of employment.

Working in Occupied Premises

Where the Company is involved with work in occupied premises care will be taken for the health and safety of the occupier whilst the work is in progress. The Company will operate within the conditions of the Client's Contract and liaise with the Occupier and advise them on the work to be carried out and an approximate time scale for the contracted works.

Additional works that may arise during the process may affect the project. These will be discussed with the Client and Occupier. Company Operatives will wear any security / ID card required by the Client. The Operatives will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the Client or Occupier.

During the work the Operatives should not leave any materials or debris where it could be a trip hazard. All reasonable precautions will be taken to obviate the impact when carrying

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out dusty and noisy operations at all times they will be carried out with care and consideration.

The operatives will ensure that the property is left tidy and the waste materials are cleared regularly during the works, to reduce the risks of injury to the occupier and the general public. All barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- Fire evacuation routes
- The position and location, of fire-fighting equipment
- Emergency evacuation procedures
- Special circumstances relating to the. personnel working within or visiting the premises.
- Safety plans specific to the building or any part of the building
- maintaining fire compartmentalisation standards-
- Any special requirements in relation to the overall project works or any part of the work i.e. Permit to Work conditions.

Young Persons

When the Company employs people under the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the young person as required by the Management of Health & Safety at Work (Amendment) Regulations 2006.

The Company will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working environment as required by the above regulations. the Company will provide the appropriate supervision to ensure that the young person undertake their tasks safely. No young person, under 18 years of age will be permitted to undertake any work unless they are directly supervised by a fully competent person.

Monitoring of the Policy

Employees are encouraged to bring to the attention of the Director, areas, which in their opinion this policy appears inadequate. All such comments will be passed to our Independent Safety Advisors for their consideration and review.

This Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

HEALTH AND SAFETY POLICY DOCUMENTATION REVIEW			
To ensure that we comply with the requirements imposed by the Health and Safety at Work etc. Act 1974, our Health and Safety Policy Statement and Documentation will be reviewed periodically and at least annually.			
DATE OF REVIEW	REVIEWED BY	BRIEF DESCRIPTION OF CHANGES	REVIEW DATE
August 2010	Euro Diamond Drilling and Safety Advisor	Whole document reviewed. Many detail changes throughout the document	July 2011