

**TASQUFORCE TECHNICAL VENDING SERVICES**  
**GENERAL POLICY ON**  
**OCCUPATIONAL HEALTH & SAFETY**

The Health & Safety of employees of TASQUFORCE, and other persons who may be affected by our activities, is of vital importance and the Directors are committed to their Occupational Health, Safety and Welfare at all times.

This commitment is based on the desire to provide a working environment which will protect and promote the physical and mental health of employees, and other persons where appropriate.

**The Directors of TASQUFORCE : -**

- 1 accept their responsibility to manage Occupational Health, Safety and Welfare, will lead by example and ensure that work activities are planned, organised, monitored and managed effectively and safely.*
- 2 will take such measures as are required to ensure that our statutory duties are met.*
- 3 will promote and encourage a culture where Occupational Health, Safety and Welfare is accepted as being of at least of equal importance to operational performance and incorporated as an integral part of business practices and activities.*
- 4 will promote and encourage a culture where personal safety and health is consciously considered by all persons on all work activities.*

The achievement of this policy will require commitment and co-operation from employees, sub-contactors and contracted service providers at all levels by working in a safe manner, taking reasonable care to avoid accidents to themselves and others and by following any Occupational Health, Safety and Welfare related instructions, procedures and systems.

We recognise the importance of working safely and employees at all levels will be provided with training, information and other support as necessary to enable them to safely carry out work activities. By providing training, awareness and safe working practices at work we also hope to encourage and promote sound health & safety practices away from work.

We will regularly review the management of Occupational Health, Safety and Welfare and set and measure against objectives as part of a commitment to a continuing improvement in performance.

This policy will be supported as necessary by Policies on specific subjects and documents detailing organisational structures, responsibilities and appropriate arrangements.

**Policy Review**

This policy will be reviewed at least annually and revised where necessary.

**Signed (David John Halliday)**

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**TASQUFORCE . Director for Health & Safety**

April 2011

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**RESPONSIBILITIES, ORGANISATION & ARRANGEMENTS**

**RESPONSIBILITIES**

The Board of Directors of TASQUFORCE have overall accountability for Occupational Health and Safety throughout the company. They have a particular responsibility to promote, manage and ensure compliance with Occupational Health, Safety and Welfare in the areas under their control including the provision of adequate resources and implementation of effective systems to meet all legal and Company requirements.

In particular will: -

- Disseminate information within the company concerning any Occupational Health, Safety and Welfare matters
- Collate accident statistics
- Liaise with appropriate staff concerning developments in Occupational Health, Safety and Welfare
- Work with staff to ensure that Occupational Health and Safety Objectives are set, agreed and measured
- Monitor compliance with company policy and legislation
- Ensure creation and monitoring of an appropriate OH&S Long Term Plan

Responsibilities of **Directors** are defined below:

- (i) That the operation within their areas of responsibility are carried out in accordance with appropriate Company policies and legislation and that any requirements are integrated into the work activities under their control
- (ii) The issue, as necessary, of any general or specific instructions to employees, sub-contractors or contracted service partners regarding Occupational Health, Safety and Welfare matters and in particular safe working methods
- (iii) That any Occupational Health, Safety and Welfare requirements are regularly monitored, reviewed and updated as appropriate
- (iv) To ensure that employees are provided with adequate information, instruction, training and supervision in relation to Occupational Health, Safety and Welfare issues;
- (v) The protection of the Occupational Health, Safety and Welfare of persons in their areas of responsibility but who are not under the Manager's direct control (e.g. third parties, sub-contractors or contracted service partners, general public etc.), and ensure that when such persons carry out work, they do so with due regard for the Occupational Health, Safety and Welfare of themselves and other persons

- (vi) The appropriate facilities and arrangements are in place to enable effective two way communication of Occupational Health, Safety and Welfare information between management and employees, contractors, visitors, and the general public as appropriate to the activity being undertaken
- (vii) To set Occupational Health, Safety and Welfare objectives which are specific, measurable, agreed, realistic and time scaled;
- (viii) All work activities will be subject to a suitable and sufficient risk assessment and be reviewed as appropriate
- (ix) All accidents are reported, recorded and promptly investigated to an appropriate degree and appropriate remedial actions taken

### **Responsibilities - All employees**

Employees at all levels are required: -

- To take reasonable care not to endanger the health and safety of themselves, other workers, visitors or members of the general public;
- To co-operate with the Company in meeting Occupational Health, Safety and Welfare requirements;
- To adhere to any Company instructions, procedures and systems concerning Occupational Health, Safety and Welfare such as those relating to business travel, manual handling, the use of vending equipment, safe work methods etc.;
- To inform their line Manager of any Occupational Health, Safety and Welfare related problems or defects which may give rise to danger and reporting promptly any accidents or dangerous incidents which occur;
- Not to interfere with or misuse anything provided in the interests of Occupational Health, Safety and Welfare;
- To ensure that their ability to work has not been compromised by deliberate actions such as the consumption of alcoholic drink, drugs, lack of sleep or rest;
- To drive on company business in a safe and careful manner at all times.

### **ORGANISATION**

Clearly defined lines of communication are established to ensure that information on Occupational Health, Safety & Welfare is disseminated as appropriate. This must be a 'two way' arrangement with information being passed both up and down through the company.

### **ARRANGEMENTS**

The company will, through its Directors and employees, establish, implement, maintain and regularly review the following: -

- 1 Appropriate professional Occupational Health, Safety & Welfare services to support the needs of employees and the business;
- 2 Risk Assessments - All work activities will be subjected to suitable and sufficient risk

assessment and be reviewed as appropriate. The risk assessment process will determine any control measures necessary to eliminate, reduce or control risk. Work methods will be created and amended as appropriate to incorporate control measures and devise safe systems and methods of work

- 3 Effective systems for recruitment, placement, training, and assessment of employees to enable work to be carried out to the required Occupational Health & Safety and Welfare standards
- 4 Occupational Health, Safety and Welfare performance measures that are reviewed as an integral part of business performance;
- 5 Annual objectives for Occupational Health, Safety and Welfare performance that are specific, measurable, achievable, realistic and time scaled;
- 6 Effective communication systems to disseminate Occupational Health, Safety and Welfare information and allow employees to raise issues of Occupational Health, Safety and Welfare;
- 7 A programme of Occupational Health, Safety and Welfare training & instruction;
- 8 Accident investigation - All accidents are to be reported, recorded and promptly investigated to an appropriate degree and appropriate remedial actions taken. Major accidents will be reported to Group Occupational Health & Safety who will issue safety notifications across the business where relevant
- 9 Details of employees Occupational Health, Safety and Welfare responsibilities within Job Descriptions.
- 10 Identification and dissemination of best practice and benchmarking both internal and external to the site/business
- 11 Develop development plan for Occupational Health and Safety in line with the General Policy