

## HEALTH AND SAFETY POLICY STATEMENT

TSO seeks to conduct its business in a way that protects its employees, suppliers, visitors and clients from risk of injury or ill health. TSO maintains a process of continuous improvement and relies primarily on the systematic identification, assessment and control of hazards and risks, underpinned by relevant legislative and other requirements.

- Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
- It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times. Adequate facilities and procedures will be maintained to enable employees to raise issues of health and safety and for them to be addressed appropriately
- Competent people will be appointed to assist in meeting our statutory duties including, where appropriate, specialists from outside the organisation
- All employees are required to co-operate to ensure that all statutory duties are complied too. The successful implementation of this policy requires commitment from all levels of the organisation
- Each individual has a legal obligation to take reasonable care of their own health and safety and for the safety of other people who may be affected by their acts or omissions

In order to ensure success in our Health and Safety programme, effective communication is required at all levels in the Company, as this will secure the involvement and commitment of both management and employees. Open communication systems encourage comments and ideas for improvements to the system from both individuals and groups in the workplace. This ensures the Company policy and objectives relating to Health and Safety are clearly understood by all concerned.

Updated Group Health and Safety objectives and targets will be issued and these will be measured and monitored to ensure their achievement through regular inspections, audits and the thorough investigation of accidents and incidents. A best practice approach to Health and Safety will be communicated via the Company intranet. This approach will be kept up to date with regard to all proposed legislative changes.

All of the TSO Health and Safety policies, procedures and corporate standards are consistent with U.K Health and Safety legislation. The contents of these documents must be adhered to at all times.

Full details of our Health and Safety processes and organisational structure as well as requisite forms, templates etc. can be accessed via Peoplelinx and the Source, or may be obtained directly from Keith McIlroy, Group Health and Safety Manager, who can be contacted on 0777-194-3285 or at [keith.mcilroy@tso.co.uk](mailto:keith.mcilroy@tso.co.uk).

If you are in any doubt about any aspect of Health and Safety you should in the first instance contact your line manager and discuss these directly. Further detailed information will be made available via the appropriate means including noticeboards, Email, Peoplelinx and the Source. All employees shall familiarise themselves with the content.



Richard Dell  
Chief Executive Officer

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