

Health and Safety at Work Policy Statement

Fuel Oils Holdings Limited is committed to providing a safe working environment and to care for the Health and Safety of its employees. Fuel Oils Holdings Limited has a strict policy that it will comply with the provisions of the **Health and Safety at Work Act 1974** and all associated regulations and codes of practice that are made and may come into force under it from time to time. Fuel Oils Holdings Limited co-operates with the Health and Safety Executive and all other relevant agencies and takes into account all recommendations that they may make. Fuel Oils Holdings Limited will comply with what is regarded as best practise in relation to the work that it carries out. The following is a general policy statement.

Company Responsibility

1. The Managing Director has ultimate responsibility for Health and Safety matters and is committed to ensuring that standards are upheld and that sufficient funding and training is made available.
2. At all times Fuel Oils Holdings Limited will conduct its activities in such manner as to ensure that the Health and Safety of its employees are not affected and that they are not exposed to risk, as far as is reasonably practicable.
3. It is important that there is a clear recognition of the lines of responsibility in relation to Health and Safety matters to ensure that areas of Health and Safety are not ignored nor neglected. In this respect the general lines are:
 - (1) Overall responsibility for Health and Safety policy rests with the Managing Director.
 - (2) Overall responsibility for the day to day implementation of Health and Safety policy rests with departmental Managers.
 - (3) Fuel Oils Holdings Limited takes its duties of consultation very seriously and responsibility for consultation with employees on Health and Safety issues rests with the Directors. Where appropriate this consultation will take place through them or other staff representatives,
 - (4) On a day to day basis, managers have responsibility for implementing Health and Safety policies and employees must ensure that they comply with all the rules, regulations, instructions or other measures to ensure Health and Safety at work and they must co-operate with their managers in this respect.
 - (5) On a day to day basis there are set procedures should an accident occur. Employees should be fully acquainted with these and full details can be found on page nine of this Handbook. There are also rigorous reporting procedures in relation to accidents, which can be found in Fuel Oils Holdings Limited's Health and Safety Policy paper. The person to whom any queries should be directed in relation to any accident you may have at work is the Personnel Manager.

The Company's responsibilities

4. Fuel Oils Holdings Limited carries out the following in order to ensure that Health and Safety standards are complied with:
 - (1) Assessment of risks in the workplace to the Health and Safety of employees and identification of measures that need to be implemented to comply with all Health and Safety obligations. Periodic risk assessments are carried out for this purpose.
 - (2) The provision of:
 - a. a safe place of work by ensuring that all equipment, machinery and safety devices thereon, locations and means of access and egress to the workplace are such that the environment is safe;
 - b. all necessary safety equipment and clothing;
 - c. instruction and training to ensure safety standards are complied with.
 - (3) The establishment of clear emergency procedures.
 - (4) Regular consultation with the workforce to ensure that they are fully aware of safety matters, are able to air their concerns and that there is full co-operation between Fuel Oils Holdings Limited and the workforce.

The Employee's Responsibilities

In order to assist Fuel Oils Holdings Limited in ensuring safety standards are met the employee has a responsibility to ensure that he/she is fully conversant with all the requisite standards and any failure to comply with the health and safety standards may amount to a disciplinary offence. As part of this duty the employee should:

- Actively co-operate with Fuel Oils Holdings Limited to ensure that this Health and Safety policy is met by complying with all safety instructions or directions that are issued.
 - Ensuring that the Health and Safety of other persons are taken into account by complying with all Health and Safety requirements and by using all safety equipment or clothing that has been provided.
 - Ensure that any equipment or machinery is used in accordance with safety instructions and immediately report any malfunction or other difficulty with machinery or equipment that could be a risk or health hazard.
-
- Report any accidents that occur and co-operate in any investigation.