



HEALTH & SAFETY POLICY STATEMENT

Ross Galt Lock & Alarm Ltd. considers the protection of all its resources from accidental loss, including employees and physical assets, to be as equal a priority as output, quality and cost.

To meet our commitment to safety we will take all possible steps to create and maintain conditions and procedures which provide maximum protection for everyone who has contact with Ross Galt Lock & Alarm Ltd whether as an worker, customer, contractor or member of the general public.

We expect shared commitment to our Occupational Safety and Health management. To enable this we will ensure that every worker is:

- Informed about our Health and Safety policies
- Involved in identifying and controlling hazards in our organization
- Informed about hazards that exist
- Informed about what to do to avoid being harmed by hazards
- Informed about use of all safety clothing and equipment
- Involved in the development of procedures for dealing with emergencies
- Informed about, and understands, emergency procedures
- Informed about accident and incident procedures
- Trained to do the tasks for which they are employed
- Supervised (when necessary) in carrying out their duties
- Aware of their responsibilities for the safety of themselves, their fellow employees and the public

We will conduct all operations in compliance with relevant legislation, regulations, consents and licences.

Smoking is not permitted inside premises occupied or used by Ross Galt Lock & Alarm Ltd.

Ross Galt Lock & Alarm Ltd has appointed a Health and Safety Committee, who regularly inspects the premises occupied or used by Ross Galt staff, to identify significant health and safety hazards. Where a significant hazard is identified all practical steps are taken to eliminate, isolate or minimize the hazard in a timely manner. Hazards are defined and recorded in "Safety Manager, the Health & Safety Software system used by Ross Galt Lock & Alarm Ltd.

The Health and Safety Committee have prepared a building evacuation plan and have ensured all staff is fully aware of Emergency Procedures.

The date, time, location and name of persons involved in all accidents or incidents in or around the premises occupied or used by Ross Galt's or while out on work related jobs, where injury occurs or could easily have occurred should be recorded in an accident/incident register. This register is reviewed regularly to assist identification of significant hazards.

Ross Galt Lock & Alarm Ltd, has adopted a “Return to Work Policy” with the intent to utilize injured workers in a productive capacity while they are recovering from an injury.

Appropriate First Aid supplies are provided and maintained at all premises, and in all vehicles, occupied or used by Ross Galt workers. A register of workers with a current First Aid certificate has been created and will be maintained, so that an appropriately qualified person can be contacted in an emergency.

All workers will be adequately trained and have the knowledge and experience to carry out work, use plant, machinery and / or equipment.

Industry Acts, Regulations and approved Codes of Practice are legally binding upon Ross Galt Lock & Alarm Ltd and will be honoured. All vehicles used by the company must comply with the statutory requirements for registration, warrants of fitness and licences.

This policy will be reviewed Annually.
Date of last review: 20th September 2017

Graeme Fairbairn
Director

Geoffrey Falloon
Director