

FERRIER PUMPS LTD

HEALTH AND SAFETY POLICY

Part One: Health and Safety Policy Statement

1.1 Policy

The management recognise and support the policies, strategies and objectives for effective health and safety management applicable to the operation of Ferrier Pumps Ltd (FPL) staff, contractors, building, equipment and construction activities.

The policy of Ferrier Pumps Ltd is to plan and carry out its activities in compliance with all relevant legislation and codes of practice. FPL will also seek the highest standards of health and safety for its employees, contractors and others to whom its operations may affect. Our aim is to meet or exceed legislative requirements.

The management of health and safety is an integral part of all FPL activities. FPL can only maintain its valued reputation with a good health and safety record. Our aim is to fulfill our moral duty of protecting the health, safety and welfare of its staff, contractors and all others who use our premises or sites and are affected by our activities.

1.2 Strategy

By adopting a positive safety management system approach, FPL will strive continuously to improve its safety culture, involving employees and contractors at all levels. FPL will also pay due regard to health and safety in every aspect of the services it provides and will eliminate, as far as reasonably practicable, adverse effects on others.

FPL will assess the performance of all contractors, audit and monitor these assessments and review the status of the contractors as appropriate.

On each site, FPL will appoint a Site Foreman to take overall responsibility for the successful implementation of this Health and Safety Policy and compliance with all statutory provisions.

1.3 Objectives

At all levels of management, FPL will take the necessary measures to ensure, as far as is reasonably practicable, the provision and maintenance of:

- Plant, equipment and systems of work that are safe and without risks to health and safety
- Safe arrangements for the use, handling, storage and transport of materials and substances
- Sufficient information, instruction, training and supervision to enable employees and contractors at all levels to avoid hazards at work and contribute positively to their own health and safety and to that of others
- Safe places of work with safe means of access and egress
- A safe and healthy working environment
- Adequate welfare facilities

1.4 Employees

(Parts 2 and 3 of this policy outline and contain the detailed duties and responsibilities of individual employees respectively)

Employees and contractors at any level are actively encouraged to contribute to FPL intent to maintain a sound safety culture throughout their sites

Temporarily employed personnel are, for health and safety purposes, considered to be employees of FPL

FPL will bring Parts 1 and 2 of this Policy Document to the attention of all employees and these will form part of their contract of employment.

No safety policy can be successful unless it actively involves all employees and contractors. FPL will encourage employees and contractors to help in instigating, developing and carrying out measures to safeguard their own and other people's health and safety at work.

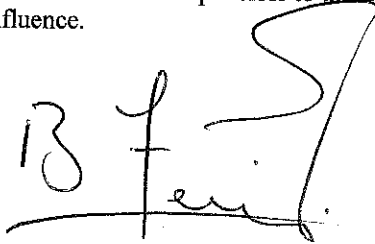
Employees and contractors are required to report any breach of policy, unsafe act or condition and not to commence or carry out any unsafe activity.

1.5 Organisation

The primary responsibility for ensuring safe conditions and systems of work lies with the Site Foreman of each site. FPL will maintain the services of a competent health and safety adviser to help the Site Foremen set up safety procedures. An audit and regular site inspections will be carried out to ensure that the required standards are being maintained.

The Managing Director holds the responsibility for ensuring that all staff and contractors are aware and comply with the requirements set out in the FPL Health and Safety Policy and Manual

Site Foremen are responsible to the Directors. They are to apply this Policy in their areas of control or influence.

A handwritten signature in black ink, appearing to read 'B Ferrer', is written over a horizontal line. The signature is stylized and somewhat cursive.

Signed:

Date: 31st August 2011

Managing Director
FERRIER PUMPS LIMITED

Review Date: August 2012.

Part Two: Safety Structure and Organisation

This part comprises an outline of the safety structure and organization. Further details of the duties and responsibilities of individuals are given in Part 3. See also the organization chart in Appendix I

2.1 Directors

The Directors have overall responsibility for the implementation of the FPL Health and Safety Policy. The Directors are assisted by the QHSE Co-ordinator and Site Foremen.

2.2 Site Foremen

A site foreman is appointed for each FPL site. Each site foreman is responsible to the Directors for ensuring works are undertaken in a safe manner. The site foreman will be responsible for reporting any health and safety concerns to the Directors. Site Foremen may also seek advice from the QHSE Co-ordinator.

2.3 Contractors

Contractors are responsible to the relevant site foreman for the effective application of the Health and Safety Policy and procedures on all activities associated with their works. In preparation for their undertakings, contractors shall consider all relevant health and safety issues and ensure that sufficient resources are available to overcome any identifiable risks. Firstly, contractors are to consult the relevant part of the Health and Safety Manual for assistance. Where additional assistance is required, contractors are encouraged to seek advice from the Site Foreman who in turn may wish to consult the QHSE Co-ordinator as necessary.

FPL will monitor and assess the safety performance of contractors. The assessment will be kept on record and may be used as part of the process for selecting contractors for further work.

Contractors must comply with the Site Rules and Site Induction.

2.4 QHSE Co-ordinator

The QHSE Co-ordinator is responsible to the Directors for carrying out safety inspections and audits, advising on specific health and safety issues, assisting in the production of risk assessments and carrying out safety training when required.

The QHSE Co-ordinator is also responsible for the upkeep and setting out of procedures within the safety manual

2.5 Employees

Employees are actively encouraged to contribute to FPL intention to maintain a sound safety culture throughout the organization

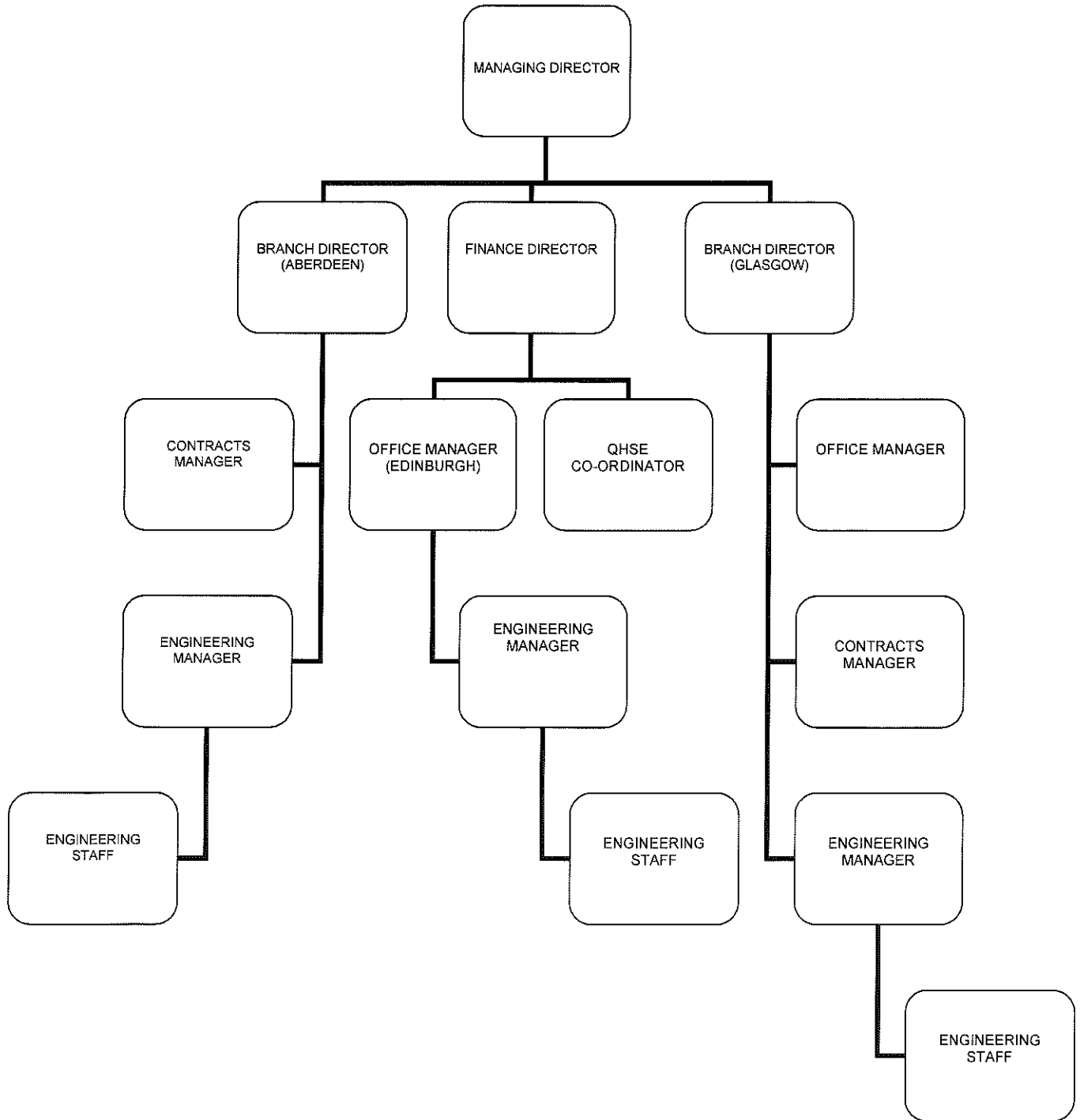
Temporary personnel engaged on a contract basis are, for the purpose of health and safety, considered to be employees of FPL

2.6 Safety Communication

In general, consultation and communication with employees on health and safety matters will be by direct communication, electronic mail or the use of notice boards or circulars. Where applicable, meetings will be held to discuss FPL approach to new legislation.

The site foreman with the assistance of the QHSE Team, will be responsible for ensuring adequate communication of health and safety information to contractors, and between contractors.

ORGANISATIONAL CHART



Part Three: Register of Responsibilities

3.1 Managing Director

Objectives

To manage and control all company matters, ensuring that all stated objectives, aims and targets are met and lead to the overall company goal

Duties

- Development of Company Business Plan in line with stated objectives
- Briefing and managing staff on all relevant aspects of company business
- Determining Company Policies with regard to HSE, ensuring compliance with current legislation
- Ensuring that Company Handbook Policies are communicated and understood by personnel
- Ultimate responsibility for Health, Welfare and Safety of all Staff
- Liaison with Branch Managers and the Board to promote the smooth running of all the company's operations

Reporting to:

Board of Directors

3.2 Finance Director

Objectives

To manage and control all financial and administrative matters for the company

Duties

- Production of management and statutory accounts
- Control of processing of all accounting and other computerised data
- Control and management of the company's computer system
- Management of the company's personnel and company secretarial information
- Management and control of all assets used in the running of the business including buildings, vehicles, computers and office equipment
- Liaison with Branch Managers and the Board to promote the smooth running of all of the company's operations.

Reporting to

Board of Directors

3.3 Branch Director

Objectives

To manage and co-ordinate the activities of the branch in order to maximise the company's profitability while providing our customers with the highest possible level of service.

Duties

- To take responsibility for overseeing the activities of the branch staff with a view to providing customers with the highest possible level of service
- To take responsibility for the administration of the branch including safeguarding of assets, banking cash, processing data and provision of a safe and healthy working environment
- To take responsibility for managing the branch staff including supervision of work schedules and working practices, scheduling of holidays, monitoring timekeeping and sickness and disciplinary/grievance procedures when appropriate
- To liaise with other branch managers and thereby help co-ordinate the group's activities in areas such as monitoring of stock levels, loan/transfer of staff and pooling of sales leads etc
- To liaise with Sales General Manager and thereby ensure sales strategies and issues are communicated to office based Sales Engineers
- To liaise with and report to the Board in respect of broader issues such as policy decisions, business development issues and sales strategies.

Reporting to

Board of Directors

3.4 Contracts Manager

Objectives

To control and manage all aspects of the company's contract operations, including hands-on participation in the detailed administration of each job, through to the successful completion of each project including handover and payment.

Duties

- To ensure that all contracts are administered in accordance with industry best practice and the company's agreed procedures and policies
- To be aware of the current status of each job, ensuring deadlines are met and jobs are progressed to meet client requirements
- To oversee preparation of tenders; signing them all off before submission
- To review all contracts before signing and thereby committing the company, including referral to external advisors and the Board as appropriate
- To liaise with clients over important issues, particularly contract variations and disputes
- To liaise with and report the Board on a regular basis in respect of the current status of all contracts, policy decisions and department strategies.

Reporting to

Board of Directors

3.5 Sales Manager

Objectives

To maximise the sales of the group through the co-ordinating and controlling the on-the-road salesmen as well as initiating and pursuing his own sales leads

Duties

- Co-ordination of the group's sales activities thereby ensuring a concentration of sales efforts on targets which are most likely to prove productive
- Establishing and managing a group sales strategy which will identify key targets while protecting and servicing existing customers
- Establishing and managing a reporting structure for the on-the-road salesmen which will provide the Board with benchmarks and regular data evaluating sales efforts and success rates
- To liaise with and advise Branch Managers of sales strategies and issues to thereby ensure they are communicated to office-based sales engineers
- To liaise with and report to the Board in respect of sales strategies and business development issues.

Reporting to

Board of Directors

3.6 Accounts Clerk – Head Office

Objectives

To carry out all accounting and administrative duties to the best of their abilities, thereby maintaining a good relationship with the company's customers and suppliers and providing administrative support to the rest of the company's staff.

Duties

- To carry out and control the creditors' cycle
- To process and control various elements of the cash cycle
- To carry out and manage all Head Office typing and word processing as required by other staff
- Administration of the accounts office including filing, archiving and general tidiness
- To liaise with the other accounts staff and thereby ensure that the department runs as a unit, all data gets processed on a timely basis and accurate output is produced both for internal and external use

Reporting to

Financial Controller

3.7 Accounts Clerk - Branch

Objectives

To carry out and manage the branch's accounting and administration to the best of their abilities, thereby maintaining a good relationship with the company's customers and suppliers and providing administrative support to the branch staff.

Duties

- To carry out and control debtors' collection for the branch
- To control cash movements for the branch including daily banking, posting of cash sheets and reconciliation and recording of petty cash transactions
- To carry out and manage all branch typing and word processing as required by branch staff
- Administration of the branch office including filing, archiving and general tidiness
- To liaise with the branch manager and the other accounts staff and thereby ensure that both all accounting data gets processed on a timely basis and the other administrative tasks in the branch get performed regularly in line with agreed procedures

Reporting to

Branch Manager/Financial Controller

3.8 QHSE Co-ordinator

Objectives

To manage the company Quality, Environmental and Health & Safety policies and procedures and monitor that safety related functions including risk assessments and training are being satisfactorily completed.

Duties

- To advise and assist the Company Directors/Managers and other persons involved in planning, organising, controlling and maintaining a safe and healthy environment for work
- To assist and develop the Company Policies and Procedures in compliance with legal obligations
- To advise and support all departments, ensuring that all staff follow correct procedures
- To identify the training needs of staff and liaise with managers to nominate staff for appropriate courses
- To prepare and co-ordinate the HSE audit and process
- To maintain effective communication with all staff
- To assess and monitor the HSE performance of all sub-contractors

Reporting to

Board of Directors

3.9 Office Manager

Objectives

To manage and co-ordinate the activities of the branch in order to maximise the company's profitability while providing our customers with the highest possible level of service.

Duties

- To take responsibility for overseeing the activities of the branch staff with a view to providing our customers with the highest possible level of service
- To take responsibility for the administration of the branch including safeguarding of assets, banking cash, processing data and provision of a safe and healthy working environment
- To take responsibility for managing the branch staff including supervision of work schedules and working practices, scheduling of holidays, monitoring timekeeping and sickness and disciplinary/grievance procedures when appropriate
- To liaise with other branch managers and thereby help co-ordinate the group's activities in areas such as monitoring of stock levels, load/transfer of staff and pooling of sales leads etc
- To liaise with Sales General Manager and thereby ensure sales strategies and issues are communicated to office based sales engineers
- To liaise with and report to the Board in respect of broader issues such as policy decisions, business development issues and sales strategies.

Reporting to

Board of Directors

3.10 Sales Engineer

Objectives

To provide the company's clients with the highest possible level of service; thereby maximising sales opportunities from each client.

Duties

- Prompt attendance to telephone customers' requirements including the provision of quotations, correct specifications, prices and any other requests
- Prompt attendance to trade counter customers' needs including sales, repairs, hires or returns, quotations, specifications, prices and any other requests plus prompt processing of the relevant paperwork
- Acceptance of goods-inwards deliveries from carriers in accordance with agreed procedures
- Administration of sales orders including sourcing goods from stock or by purchase, despatch of goods to customer, resolution of queries, printing of invoices and periodic review of unfinished orders
- Administration of purchase orders including competitive pricing, receipt and checking of goods received, approval of invoices, resolution of queries and periodic review of unfinished orders
- Following-up quotations issued which have not resulted in an order
- Administration of the sales office, front counter and warehouse, including filing, stock control and general tidiness
- To adopt a proactive approach to the company's sales operations by working as part of the sales team thereby helping to co-ordinate the company's efforts to provide its customers with the highest possible level of service.

Reporting to:

Board of Directors

3.11 Workshop Manager

Objectives

To manage and control the plant and labour resources of the branch, and thereby co-ordinate both to provide our customers with the highest possible level of service.

Duties

- Day to day scheduling of workshop staff to ensure jobs are completed when required by the customer
- Regular servicing and maintenance of the hire fleet to help minimise on-the-job breakdowns
- Regular reporting to the board in respect of labour and plant utilisation and efficiency
- Liaison with the branch manager and the board in respect of work practices, policy decisions and staff levels

Reporting to

Board of Directors

3.12 Engineering Manager

Objectives

To manage and control the plant and labour resources of the branch and thereby co-ordinate both to provide our customers with the highest possible level of service.

Duties

- Day to day scheduling of workshop staff to ensure jobs are completed when required by the customer
- Regular servicing and maintenance of the hire fleet to help minimise on-the-job breakdowns
- Regular reporting to the board in respect of labour and plant utilisation and efficiency
- Liaison with the branch manager and the board in respect of work practices, policy decisions and staff levels

Reporting to

Board of Directors

3.13 Engineer/Fitter

Objective

To carry out all engineering assignments, repairs, installations, alterations and assemblies to the best of their abilities, thereby providing our customers with the highest possible level of service.

Duties

- To carry out all assigned tasks in accordance with industry best practice and the Company's agreed policies and procedures
- To liaise with the workshop/branch manager and then schedule each working day/week to best match available time to assignments in hand
- To take responsibility for observing current company policies and working procedures especially with respect to time records and allocation of materials to jobs/contracts
- To take responsibility for ensuring the stores and workshop areas provide a safe working environment by keeping them tidy and free from waste at all times

Reporting to

Workshop/Engineering/Branch Manager

3.14 Contractors

Objective

To work in accordance with the policy and procedures set out by FPL.

Duties

- Report to site foreman before starting work on a site, in order that this foreman may inform the contractor of the site safety rules and instructions, any likely hazards involved in the work, appropriate safeguards and site emergency procedures
- Co-operate in complying with the requirements of FPL health and safety policy
- Act with due care for the health, safety and welfare of themselves, their colleagues and other persons around them
- Comply with FPL health and safety booklet and induction, and any site rules instigated by the site foreman
- Report to the site foreman any defects in equipment, unsafe site acts, omissions or conditions that come to their notice
- Report to the site foreman any incidents, which have led, or might have led, to injury or damage and then co-operate with any investigations undertaken to prevent accidents or their re-occurrence
- Ensure that no unauthorised persons access the working areas
- Ensure that the working area is left secure and all equipment isolated and disconnected at the end of each working day
- Practice good housekeeping
- Inform, train and instruct all his employees and any others involved, of the hazards and the appropriate precautions necessary on the site
- When deemed necessary, ensure their employees, including agency and contract staff, attend induction training before starting work on the site
- Comply with relevant legislation, approved codes of practice, guidance notes and any arrangements in the project's health and safety place to maintain safe working conditions, including the supply of any necessary personal protective equipment.
- Provide certificates of training achievement or other evidence of competence for their employees
- Keep the necessary statutory records (for example, on tests and inspections of lifting appliances and lifting equipment or records relating to electrical apparatus) on the site and make them available for inspection by the site manager
- When required, provide written risk assessments and safety method statements showing safe systems of work
- Remove from site any person who, in the belief of FPL, behaves irresponsibly or unsafely

Contractors will be assessed for health and safety performance during the project and at completion.