

HEALTH AND SAFETY POLICY

Creation date: 15/3/2015 Review date: 15/3/2016

FNT Advanced Services

This policy reflects the commitment of FNT Advance Services Ltd (the Company) to do everything in its power to ensure that no employees, customers, visitors or members of the public are harmed, either in the performance of our work or as a consequence of it. FNT accepts the responsibilities, as a matter of legal obligation and moral obligation to protect and promote the health, safety and welfare of its employees and others.

Company Approach to Health and Safety

The Company is committed to promoting a positive and proactive Health and Safety culture in which all employees are consulted and engaged in sustaining and improving safety practices within the company and are empowered to voice their concerns and ideas for improvement. To this end there is an open door policy with regard to Health and safety matters:

- Explanation of both this policy and any Health and Safety procedures arising from it is a part of the induction process for new employees. Health and safety is an agenda item of every meeting concerning performance of work on site and employee performance.
- All Health and Safety related documents are open to employees for inspection.
- All employees are aware of all Safety related procedures and documentation, which are updated and maintained in a controlled manner.
- Employees are consulted about proposed changes to this policy and any arrangements for its promotion and implementation.

Because our business involves work across a diverse range of industries, hazards faced by employees may change from site to site and from day to day. In addition employees will usually work as individuals, with only one employee on a given site at one time. In this context it is extremely important to identify and manage risks diligently; FNT therefore undertakes to provide training in risk assessment to all employees responsible for field work. It must be recognized that prior risk assessments cannot cover all eventualities and changing circumstances may bring additional risks. Employees are empowered and indeed required to take responsibility for their own safety and must **stop the job** if it becomes apparent that risks are unacceptable and/or not adequately controlled.

The company recognizes its wider obligations to its customers, suppliers and the public and will use its best endeavors to ensure that anyone who may be potentially affected by its operations will be protected under this policy.

This policy will be regularly reviewed with a view to continuous improvement – as a minimum at six monthly intervals. In order to proceed on

a factual basis it is imperative that **employees report all unplanned incidents with potential to cause harm (near misses).**

Specific Company Responsibilities

The company will make every effort to comply with the obligations laid down by relevant legislation by:

- a) Providing a safe workplace and healthy working environment, wheresoever situated, with safe access to and from the workplace.
- b) Provide a sound process for identifying, assessing and managing risks, whether the risks arise from its operations or are inherent in the sites at which work is carried out.
- c) Provide information, training, supervision and instruction to enable all employees to carry out their duties safely.
- d) Provide equipment which is fit for purpose and designed, constructed, operated and maintained in a safe manner.
- e) Provide a high standard of personal protective equipment suited to the employee and adequate for the tasks undertaken and the risks faced.
- f) Provide safe arrangements for the use, handling, storage and transport of articles and substances.
- g) Provide first aid facilities and training.
- h) Provide the resources necessary to implement this policy and fulfill its obligations.
- i) Identify responsibility and accountability for Health and Safety performance.

Specific Employee Responsibilities

All employees have an important part to play in the operation of the Health and Safety Policy, as well as specific obligations under relevant legislation. Every employee has the responsibility to:

- a) Become familiar with this policy and conform to it and relevant safety instructions at all times.
- b) Take all reasonable care for the health and safety of themselves, their colleagues, visitors, customers, contractors and the public during the performance of the work they are required to do.
- c) Use protective clothing and equipment where necessary.

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- d) Not to interfere or misuse anything provided in the interests of health and safety.
- e) Give all assistance required in the investigation of accidents.
- f) Co-operate with the management in any efforts to comply with the Health and Safety.
- g) Promptly report to management any incident which caused, or may have led to, injury or damage.

Xenofon Nikolakopoulos
Managing Director