



Health & Safety Policy Document.

Revised May 2008.

**Alex Fernie Audio Limited
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Co. Galway, Ireland
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HEALTH AND SAFETY POLICY STATEMENT

To comply with all relevant Health & Safety at work legislation it is incumbent upon Alex Fernie Audio Limited to issue a safety at work policy statement.

The purpose of this statement is to inform you of your obligations and intentions towards the provision of a working environment safe to you, your colleagues and the general public. It also outlines your duties regarding safe conduct at work, safe use of power tools and safe working practices particularly whilst working upon electrical equipment. Some of the following points are legal requirements, some are mere common sense. ALL are equally important.

Alex Fernie Audio Limited operating at Unit 5-7 Mace, Corrandulla, Co. Galway will comply with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Applications) Regulations 2007 as amended so far as it is reasonably practicable.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems for our employees, subcontractors and trainees alike.

Contractors and outside agencies working for Alex Fernie Audio Limited will be expected to operate within their own Health and Safety Policy statements within the overall procedures as determined by Alex Fernie Audio Limited.

Where no Health and Safety Policy statements are in place, written instructions will be issued to associated agencies requesting their compliance to co-operate where reasonably practicable within our stated policies.

We will so far as is reasonably practicable work alongside other contractors and agencies on various sites / locations, who we will expect to operate within their documented Health and Safety Policy statements and procedures.

Where applicable, so far as is reasonably practicable, we will we will operate within the Health and Safety policies as laid down by the venue or location where Alex Fernie Audio Limited are operating.

The allocation of duties for safety matters and the particular arrangements that we will make to implement our policies will be set out in our Health & Safety document. This document will be constantly reviewed and kept up to date, particularly as the business changes in nature and size.

Alex Fernie
Managing Director

UNDERTAKINGS

The Directors and Staff of Alex Fernie Audio Limited recognise and affirm their commitment to employees, contractors and trainees in accordance with the Health and Safety at Work regulations.

We will ensure the following:

1. All staff will be aware of the company's Health and Safety policy.
2. All staff to be aware of the location of first aid equipment and the correct procedures for dealing with and reporting accidents.
3. All staff will be made aware of the location of fire fighting equipment, alarms and the correct procedure for dealing with emergencies and evacuation.
4. All staff will be made aware of the procedures for reporting defects.
5. Good housekeeping will be encouraged to ensure a safe and clean working environment.
6. All tools and machinery will be checked and maintained in good working order.
7. Staff will be encouraged to put forward for discussion any proposals for improving existing situations.
8. All staff will be made aware of our Risk Assessment Programme and their duties within these regulations.
9. All members of staff, in whatever capacity i.e. full time, part time, sub-contractor or trainee will be issued with the complete H&S documentation relating to Alex Fernie Audio Limited. These documents will be explained and feedback encouraged.
10. We will undertake to review our policy on an annual basis.

RESPONSIBLE PERSONS

Overall and final responsibility for Health & Safety in the company is held by the Board of Directors.

The Company Health and Safety Officer is Alex Fernie (Director)

Alex Fernie is the appointed first aid officer. In his absence, Annaghdown Medical Centre is 200m distance from our premises.

Padraig Kenny & Son are responsible for the maintenance of the fire alarm system

Henderson Fire & Safety (091) 573679 are responsible for maintaining fire extinguishers.

All employees have the responsibility to co-operate with managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or manager becomes aware of a health or safety issue they must immediately notify one of the senior management listed above.

Outside the premises of Alex Fernie Audio Limited

Whilst working on site the responsibility for health and safety shall rest with the named Crew Chief for the project or contract.

DUTIES AND RESPONSIBILITIES

It is the duty of Alex Fernie Audio Ltd to ensure that:

- The place of work is safe and without risk to health.
- All plant and machinery is properly installed and maintained, to ensure reliable and safe operation.
- Safe systems of work and plant operation are instituted and enforced.
- Dust, fumes and noise are controlled or adequate protection from health risks from dust, fumes and noise is provided and that such protection is properly used.
- Electrical installations are safe and that adequate protection circuitry is provided and that electrical installations are regularly checked and serviced.
- All equipment shall be safely stored, particularly Alex Fernie Audio shall ensure dangerous and flammable substances are properly stored and that all handling (lifting, stacking, transporting) of equipment shall be carried out with adequate numbers of staff to ensure safety during handling and safe storage.
- Adequate fire extinguishers capable of dealing with all types of fire. Proper fire procedures are put into place.
- An adequate first aid kit is provided and that the first aid kit is properly provisioned to, at least, statutory requirements.
- General working conditions are of a standard that do not hinder the safe and healthy use of the workplace and plant, i.e. adequate lighting, heating, ventilation and toilet facilities are provided.
- To provide training, information, instruction and supervision to ensure health and safety and that staff do not operate plant, machinery or electrical equipment without proper training or qualification.
- It is the responsibility of Alex Fernie Audio Limited to ensure that all applicable legislation regarding health and safety at work is conformed with and that Alex Fernie Audio Ltd. Keeps all staff abreast of changes to the relevant legislation and update procedures accordingly.
- It is the responsibility of Alex Fernie Audio Ltd. that it informs all employees of the company's safety policy.
- The cost of training for safety and provision of safety garments or goggles, etc. shall be borne entirely by Alex Fernie Audio Ltd.

The responsibilities of employees as set out by sections 13 & 14 of the Safety, Health and Welfare at Work Act 2005 are:

- To comply with the relevant legislation and take reasonable care to protect his or her safety, health and welfare and that of any other other person who may be affected by their acts of omissions at work.
- To ensure that he or she is not under the influence of an intoxicant and to submit to any reasonable, appropriate and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner.
- To co-operate with Alex Fernie Audio Ltd. to enable the company to comply fully with relevant health and safety legislation.
- To not engage in improper or dangerous conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.
- To attend such training and undergo such assesment as may reasonably be required by Alex Fernie Audio Ltd.
- To make correct use of any article or substance provided by Alex Fernie Audio Ltd or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment.

- To report any work being carried on, any defect in the place of work or any contravention of the relevant legislation which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.
- An employee shall not, on entering into a contract of employment represent himself or herself with regards to their level of training
- Note to all self-employed sub-contractors; as a self-employed person legal duties, similar to those upon which Alex Fernie Audio Ltd. must comply, rest upon you to avoid danger or risk to health to yourself or others.

Duties and responsibilities to the general public:

- It is the responsibility of the company to ensure that members of the general public are protected from danger any risk to health
- When touring it is the responsibility of the company's agents (staff members or self-employed sub contractors) to ensure that due consideration is given to the safety of the public and others
- Particular importance shall be attached to ensuring that "flown" equipment is safely suspended according to all legal requirements and regulations and that all temporary electrical installations are safe and conform to all legal requirements

GENERAL CONDUCT

- To ensure a safe working environment the following rules regarding the conduct of employees and sub-contracted personnel shall apply:
- Staff shall not work whilst under the influence of drink or drugs. Any member of staff found at work under the influence of an intoxicant may be summarily dismissed, self-employed sub-contractors may be relieved of their responsibilities and asked to leave the site or premises. Any member of staff found under the influence of drink or drugs during set-up, concert or get out of a touring event might be relieved of their responsibilities and replaced on that tour.
- Staff shall use use all machinery, plant and electrical equipment in the proper manner, with due regards to their own safety and that of others. Any member of staff found using any equipment in any way other than that prescribed may be issued with a written warning or summarily dismissed. Staff found tampering with equipment so as to render that equipment unsafe, will be summarily dismissed.
- Staff shall ensure that when lifting or handling equipment, that there is enough staff to assist thus preventing accident or strain.
- If you should inadvertently damage equipment report it immediately. Do not be afraid of a reprimand. Damage caused through incorrect use may gain a reprimand BUT to damage equipment and leave it in a potentially hazardous state may lead to injury to others and therefore, far more serious consequences.
- The workplace contains many unforeseen dangers so always bear in mind the potential for accidents. Be mindful of the safety of yourself and those around you.
- Do not play practical jokes
- Do not indulge in "horseplay"

IN THE EVENT OF AN ACCIDENT

- Should an accident occur to you, immediately summon assistance. Should you be in the locality of an accident it is your first priority to render such first aid as you can. Should the accident be sufficiently serious to warrant calling an ambulance DO SO IMMEDIATELY without reference to a higher authority.
- Secondly, ensure that the safety officer is informed of the details of the accident. (In the event of the absence of the safety officer, inform the senior member of staff, or make an entry in the accident book.
- Safety at work can only be achieved through partnership, so help us by co-operating with the above guidelines. Should you be aware of any potential danger of health risks please inform the safety office.
- The first aid kit is kept in the third drawer down of the Warehouse hire desk.
- The appointed first aid officer is A. Fernie
- The Accident Book is in Alex Fernie's office.
- The Safety Officer is A. Fernie.

Action required in the event of someone suffering from electric shock:

1. Summon help, shout or try and attract someone's attention.
2. Switch off power
3. If the above cannot be achieved, try and push the casualty clear with a piece of wood or chair. Do not touch them until you know the electricity is off or they are clear from the area.
4. Providing appropriate safety wear is being worn e.g. thick rubber soled boots, thick rubber gloves, standing on rubber, wood or lino floor you can attempt to move a person whilst the electricity is still on. This should only be considered if no other options are available and the injured person is in danger.
5. Put the person in the recovery position and call for an ambulance if this has not already been done.

APPENDIX 1: SAFETY AT WORK POLICY STATEMENT

Safe Working Procedures for Employees and Self-employed Crew

Alex Fernie Audio Ltd is dedicated to delivering the best possible service to clients whilst ensuring that safe working practices and procedures are always applied and adhered to. This is to safeguard employees, self-employed crew, other working personnel and the general public on site at any venue, whether indoors or outdoors. It is therefore vital that all employees and self-employed crew ensure that safe working procedures are adhered to whilst setting up, operating and de-rigging equipment, both in the warehouse and on site. A general risk assessment is provided, but where specific risks are apparent the Alex Fernie Audio Crew Chief for the event will be responsible for identifying these risks and taking the appropriate actions to bring them to the attention of all parties.

Safety Equipment

- General safety equipment e.g. hardhats, earplugs, wet weather gear will be provided by the Company where appropriate, and it is the responsibility of each individual to request and utilise such items.
- Where specialist safety equipment is required by sub-contractors in order to carry out their work, e.g. safety harnesses for working at heights, these must be provided, inspected and maintained by the sub-contractor.
- First aid kits are provided in all production cases – please report any usage so those items can be replaced. All accidents must be reported to the Crew Chief who must in turn report to the Health and Safety Officer at Alex Fernie Audio in order that all such incidents can be reported in the Accident Book.

Safe Working Procedures

- The Company is dedicated to carrying out each operation involved in Company business in a safe manner. If any person is unsure of the correct or safe procedure in any given circumstance, and then it is the responsibility of that person to ask either the Crew Chief or a representative of the company how he or she should proceed. Never assume that a new task is safe. If in doubt – ask.
- All safety equipment necessary for each job must be worn at all times. It is the responsibility of the individual sub-contractor/staff member to ensure that he or she follows safe working practices. This is particularly important where any individual is working at heights. Harnesses should be worn, fastened and clipped on where appropriate at all times. Any person that is found not to be following safe working practices is liable to have his contract instantly revoked.

- With specific regards to working at heights all sub-contractors/staff members should note the following rules:
 1. Never climb unless specifically requested to do so by the Crew Chief.
 2. You have the right to refuse to climb
 3. Never climb alone – always have a good support person
 4. Always use a harness, and clip it on, where appropriate
 5. Never climb if you have consumed alcohol or taken drugs
- Never attempt to undertake a task requiring qualifications if you are unqualified in that area. If in doubt on this point – please ask.
- When asked to drive on behalf of the company – either in a company vehicle, your own vehicle or a hired vehicle, always observe the following:
 1. Always drive within the speed limit.
 2. Never drive if you have consumed alcohol or drugs
 3. Observe road conditions and drive accordingly
 4. Park all vehicles safely, and in a place allowed by law
 5. If transporting equipment always ensure that the truck or van is locked, and backed up to a wall of left loaded and unattended.
 6. If responsible for transporting equipment in a truck or van, ensure the load is safe and off wheels for carriage, use strapping or bars for loading if required. If in doubt – ask.
 7. Never drive is not licenced to do so, as this is not only illegal, but would invalidate any insurance policy
- During performances noise levels will reach measurements in excess of the statutory action level (85dB) and above. Earplugs are provided in production cases and should be worn. It is the responsibility of each individual sub-contractor / staff member to protect him/herself in these circumstances
- The work will involve some manual handling. Each individual sub-contractor / staff member must be aware of safe lifting procedure. You have the right to refuse to lift heavy items of equipment. Always ask for help to avoid injury. If in doubt – ask. Manual handling leaflets are available form the Safety Officer on request.

INSURANCE

- The Company carries Public Liability and Employer's Liability insurance, which covers the general public and direct employees in case of accident or injury.
- The Company is NOT responsible for insurance for any sub-contractor working on company business. All insurance e.g. the sub-contractor must provide medical, travel and accident insurance.
- The Company reserves the right to insist that the sub-contractor provide travel insurance (including medical cover outside the Republic of Ireland) where work outside the Republic of Ireland is involved. Any sub-contractor found not to be insured in these circumstances may be refused further contracts, and the current work period may be revoked instantly if he/she is found not to be insured in this way.
- IT IS STRONGLY RECOMMENDED THAT INDIVIDUAL SUB-CONTRACTORS ARRANGE INSURANCE COVER FOR ACCIDENT, WHERE INCOME WOULD BE PROTECTED IN THE CASE OF BEING UNABLE TO WORK FOR ANY LENGTH OF TIME FOLLOWING AN ACCIDENT.

Health and Safety Policy Statement ends.