

1. Health & Safety Statement

It is the responsibility of every staff member to familiarise themselves - and comply - with ACT's entire Health & Safety Handbook, as well as all procedures and systems relating to health and safety.

ACT is committed to ensuring the health, safety and welfare of all of its staff - as well as anyone else affected by its operations. ACT Directors and the Senior Management Team will ensure - so far as is reasonably practicable and affordable - that procedures and systems are established as necessary to implement this commitment and to comply with ACT's statutory obligations to prevent, control and guard against risks to the health and safety of its staff. The objective of ACT's approach to health and safety is to provide and maintain a healthy and safe working environment that minimises the number of instances of occupational accidents and illnesses. Essential to ACT's commitment to meet its health and safety obligations are the following factors:

- To allocate sufficient resources (including funds)
- To provide adequate control of health and safety risks arising from ACT's work activities
- To consult with ACT staff (as well as all other relevant interested parties) on matters affecting health and safety
- To provide and maintain safe plant and equipment
- To ensure safe use, handling, storage and transport of articles and substances
- To provide a safe means for access to and egress from the workplace
- To provide information, instruction and supervision for staff and systems of work that are safe
- To ensure all staff are given adequate training in health and safety issues
- To take steps to prevent accidents and cases of work-related ill-health
- To maintain safe and healthy working conditions
- To provide and maintain adequate facilities and arrangements for welfare at work
- To protect the health and safety of all visitors to ACT, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations
- To monitor the effectiveness of ACT's health and safety policies and procedures
- To review annually ACT's health and safety policies, procedures and requirements, identifying any issues arising over the previous year, as well as any areas for learning and improvement
- To develop a **Health & Safety Action Plan** after each annual review - which will be reviewed and approved by the Board - and which sets out any improvements required and the specific actions that will be taken to achieve them
- To circulate the **Health & Safety Action Plan** (or relevant extracts) among ACT's staff and volunteers as necessary.

Responsibilities for Health & Safety at ACT: While ACT will take all reasonable steps to ensure the health and safety of its staff, it is essential that staff understand that health and safety at work is also their responsibility. It is therefore the duty of each staff member to take reasonable care of their own and other people's health, safety and welfare; as well as their duty to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

If staff are ever unsure as to how to perform a certain task - or if they feel it would be dangerous to perform a specific job and/or use specific equipment - then it is the duty of that staff member to report this without undue delay to the ACT person responsible for health & safety and/or to their line manager.

Alternatively, if a staff member is ever concerned about any matter relating to health and safety at ACT, they may invoke the Company's formal **Grievance Procedure**, or alternatively they may make a complaint under the Company's **Whistleblowing: Disclosures in the Public Interest Policy**.

It is a requirement that all ACT staff - who are working on a third party's premises - familiarise themselves with that organisations relevant Health & Safety Policies and Procedures; and adhere fully to its requirements.