



THE EMPLOYEE DEVELOPMENT FORUM LTD

HEALTH AND SAFETY AT WORK POLICY

It is the policy of the EDF Ltd to ensure the health, safety and welfare at work of all apprentice learners employed by their employers, development partners and other associates or other persons coming into contact with or working for and on behalf of the EDF Ltd.

Mr P. F Kendall, Managing Director, has ultimate authority and responsibility in relation to health and safety topics. Those persons associated to the organisation whether employed or not, have a responsibility for the safeguard of others welfare, health and safety whilst at work.

The Apprentice Development Team will do all in their power to ensure as far as is reasonably practicable, that;

1. The provision and maintenance, of a safe places of work, with proper access. The provision of equipment, materials, clothing and methods of work incorporating safety precautions, which are thereby without, risks to health.
2. That the processing, handling, storage and transport of materials and equipment can be achieved without hazard.
3. Periodic checks are carried out to monitor and control adherence to statutory requirements, Codes of Practice and Company standards relating to safety, health and welfare in the work place, taking any necessary steps to eliminate potential or actual hazards.
4. The provision of such information, instructions, training and supervision necessary to ensure the health and safety at work of employees.
5. The thorough investigation of all reported accidents and near misses with a view to preventing their recurrence.
6. That Personal Development Partners are made fully aware of and comply with the Company's safety policy, standards and regulations.
7. That first aid facilities, fire precautions, fire-fighting equipment and the emergency evacuation procedure are regularly examined and, if necessary, improved.

Employed Apprentice Learners, Young Apprentices and Personal Development Partners

Each employed apprentice learner, young apprentice and personal development partner is expected to conform to Company policy and regulations on health and safety topics and to recognise their responsibility in law for their own safety and that of colleagues.

Further, employed apprentice learners, young apprentices (non employed) and personal development partners are expected to help and co-operate in achieving safe and hazard-free working areas and operations. Specifically, employed apprentices and young apprentices on work placement must comply with the following



1. All precautions, protective clothing and equipment prescribed in an approved method of work must be applied as directed.
2. Only personnel who are trained and authorised to use equipment, machinery or vehicles may do so, provided always that it is in a safe and proper working condition, and that all guarding and other precautions are operating.
3. All equipment, work and storage areas, gangways and staff facilities should be maintained in a clean and tidy condition.
4. All machinery, power supplies and materials must be left in a safe condition when unattended or when work ceases.
5. Repairs and adjustments to equipment or machinery may only be carried out by those who are qualified and authorised to do so.
6. Any dangerous or injurious incident must be reported at the earliest opportunity to the appropriate person and the details recorded in the Treatment and/or Accident Book.
7. Misuse or interference with any item provided in the interests of safe and healthy working conditions will be treated as serious misconduct.
8. Practical joking, horseplay or reckless behaviour is forbidden.
9. While working on away sites, apprentice employees and development partners must comply with all safety policies, procedures, rules or precautions laid down by customers.

In conclusion, each employed apprentice learner, young apprentice and personal development partner is required to conform to Company policy and regulations on Health and Safety topics and to be responsible for his or her own safety at work and that of colleagues.

The EDF Ltd welcomes suggestions designed to eliminate potential hazards and to improve safety standards at work.



Paul F Kendall
Managing Director

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