

## HEALTH AND SAFETY POLICY STATEMENT

Terra Consultancy considers a safe and healthy working environment for all its employees an important duty in the conduct of its business operations. Terra Consultancy's aim is to ensure that its premises constitute a safe work environment for all by controlling the hazards in and around our premises, as well as preventing the hazards caused by what its employees do. In this respect Terra Consultancy is committed to giving health and safety the highest priority in all of our activities.

Terra Consultancy accepts the fact that this implies a corresponding duty of ensuring that necessary organisation, equipment and training is provided to fulfil this obligation. An effective health and safety policy requires the full collaboration and co-operation of all at all levels. Thus, we expect staff, visitors, independent contractors and other employers who work at and with Terra Consultancy to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.

### **It is the Responsibility of Management:**

- to maintain the spirit and letter of the principles incorporated in the relevant legislation to ensure the safest systems of work and a safe, healthy working environment.
- to provide adequate and appropriate facilities and arrangements for welfare at work, which are, so far as reasonably practicable, safe and in which risks to psychological and physical health are controlled.
- by consultation and joint involvement of management and employees, to enlist the active interest, participation and support of employees in promoting good standards.
- to identify hazards and conduct formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by the Company.
- to ensure that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained.
- to provide the information, instruction, training and supervision at all levels necessary to ensure that staff are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them.
- to provide the necessary organisations, expertise and resource, including communication and consultation, planning, monitoring, inspection and auditing procedures to ensure that there is effective management of health and safety throughout the Company.
- to give adequate information on relevant hazards to any person whose health and safety might be affected by them.
- to keep up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- to monitor the safety performance of all employees and contractors who work for the Company

### **It is the Responsibility of Every Employee:**

- to take all reasonable care for the health and safety of him/herself and of fellow employees and to report any hazard which cannot be controlled personally
- to co-operate with the organisation by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment.
- where there are no existing Company policies or guidance, Terra Consultancy expects its staff and contractors to meet the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, Terra Consultancy will work with our staff and contractors to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.
- The role of 'safety co-ordinator' is of vital importance for maintaining a continuous and critical scrutiny of working conditions throughout the workplace, reviewing safety performance and promoting safer working.

Terra Consultancy undertakes to continually review and develop its safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, contractors, visitors, or adversely affect the environment.

All members of the Management Board are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the Company. Every member of Company is expected to share this commitment, implement this policy wholeheartedly and to work together to achieve it.

The managing director accepts ultimate responsibility for health and safety within the organisation as a whole.

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