SECTION 1

HEALTH AND SAFETY MANUAL

BS OHSAS 18001: 2007

Section: No 1

Issue Date: 30/08/2011

INTRODUCTION.

In consideration of **BS OHSAS 18001: 2007** Dalair Limited by way of this document seek to demonstrate our commitment towards the continual improvement of the health, safety and welfare for all, and describe how the company manage and maintain our health and safety management system.

We have decided to take on the requirements of the standard to help us minimise and reduce the impact of health and safety issues, which may affect the business. We hope by raising health and safety awareness throughout the company and influencing those who work with us, we will create a positive effect upon health and safety locally and also promote the health and safety culture nationwide to our clients and customers.

SCOPE.

The Wednesbury based headquarters is the recognised centre for application, design, contracts and manufacture of air handling units for air conditioning and ventilation systems. It is supported by two satellite offices, based in London and Manchester, which have been established solely for the support of sales functions within the company to provide Dalair with a presence within these areas that are not included in the management system scope. We also have new premises named, Dalair Technical Centre, based close to HQ with the function of being a stand-alone test facility.

We as a company specialise in the design, manufacture, delivery, installation, service, maintenance, testing and commissioning of Air Handling Equipment. Our products consists of the building of an acoustic housing that incorporates various items of pre-selected equipment, normally fans, motors and filters along with various types of heating, cooling and humidification equipment, that subject to effective control strategies, will enable the final product to deliver an air conditioned environment to the space being served. The installation, site service and maintenance are not currently included in the scope at present but will be added in the near future.

Since its conception in the early 1980's the Company has developed the product in line with both the industry trends and the needs of our customers.

The health, safety and welfare of its employee's and those people who may be affected by our operations or activities is essential within the organization. To meet this requirement the company will operate BS OHSAS 18001:2007 management system to manage its risk management strategy and to address changing legislation. Risk assessment, proactive monitoring, safe systems of work, method statements, training and regular review, will achieve this.

The health and safety management system will cover the Dalair Manufacturing base and Dalair Technical centre.

HEALTH AND SAFETY POLICY

Top Management of Dalair Limited are committed towards an Health and Safety Policy as required under the Health and Safety at Work Act 1974, that fully recognises and accepts its responsibilities to provide a safe and healthy workplace and environment for all its employees and others affected by our business activities.

Dalair Limited is committed to:

- The prevention of possible injury caused by accidents or incidents and cases of work related ill health arising from work activities and the continual improvement of occupational health and safety performance.
- Continual improvement of our OHSAS 18001:2007 management system procedures and controls and that it is measurable by performance.
- Setting key objectives and meeting targets on health and safety issues. These will be reviewed at 6 monthly management reviews.
- Review our health and safety policy every 6 months at management review or if necessary due to change.
- Identifying, controlling and wherever possible reducing or eliminating health and safety risks associated with our activities.
- Put in place measures to protect employees, contractors and visitors from the risks of noise at work.
- Providing a clear definition of health and safety responsibilities throughout the company.
- Identify, manage and review our legal requirements and ensure commitment to compliance with applicable occupational health and safety legislation and all other requirements.
- Training all of our employees on important health and safety matters.
- Ensuring that health and safety concerns are considered when developing and changing business activities, processes and products.
- Ensuring adequate resources are available to fulfil this policy.

We aim to achieve these objectives through hazard identification, risk assessment and by implementing appropriate management controls BS OHSAS 18001:2007. We require, as an integral part of our processes, that the business be operated and managed so as to ensure a high level of protection for the health and safety of our employees, contractors, the public and the environment. We shall continue to integrate health and safety considerations into the business operations.

Responsibilities are defined throughout the organization. Managerial and supervisory roles are responsible for implementing the defined safety arrangements for the areas and activities under their control. The effective implementation of this policy requires the co-operation and active involvement of employees at all levels and in all areas.

Employees are required to:

- Co-operate with the company to ensure compliance with all applicable statutory requirements by working in accordance with the safety management system and standard operating procedures.
- Work safely to ensure their personal health and safety and that of any other persons who could be affected by their acts and omissions.
- Report any areas where the existing safety arrangements fail to reduce risks to an acceptable level.

The Health and Safety Policy is communicated to all persons working for or on behalf of the company. This policy will be displayed at all business addresses, on department notice boards. If amendments are made to the policy, they will be circulated to all accordingly. The policy is available to all external interested parties via our website www.dalair.co.uk or hard copy on request.

The Managing Director, supported by the Health and Safety Manager, will be responsible for implementing and reviewing this policy as well as monitoring the company's health and safety performance.

Mr D.J.Moseley - ***Managing Director (Joint)*** Mr P.J.Shore - ***Health and Safety Manager***

Signed………………… Date: 24th MARCH 2011 Signed………………… Date: 24th MARCH 2011

Dalair Limited Work Related Stress Policy

The Law:

Under the **HEALTH AND SAFETY AT WORK ACT 1974**, employers have a duty to ensure, so far as is reasonably practicable, that their workplaces are safe and healthy. "ill health resulting from stress at work has to be treated in the same way as ill health due to other, physical causes present in the workplace".

What is stress?

The Health and Safety executive defines stress as "the adverse reaction people have to excessive pressures or other types of demand placed upon them. It arises when they worry that they are unable to cope."

Stress Management:

Stress can be good and bad, good when it motivates people and brings out the best in them and bad when it is excessive and beyond the tolerance level of the person suffering from it. The impact of stress varies from individual to individual. What one person finds stimulating may be stressful to the other. The challenge is to maintain a balance. We are all different!

The causes of stress are more often than not a combination of home and work pressures.

Dalair recognise the importance that stress is not seen as a personal problem. Stress is an issue which Directors, Managers, Charge hands and Staff as a whole are committed to addressing.

Policy Statement and Commitment:

Employers need and are entitled to expect their employees to share the responsibility for controlling the harmful effects of stress in the workplace. Employees have a duty to inform their employer of the stress they are suffering or make it obvious that there is an impending harm to their health.

We as the employer recognise that stress can be a considerable risk to both physical and mental health. This policy outlines below the actions the company will take to combat stress related issues in the workplace.

The Company undertakes to:

- Promote a good, open and supportive climate and working culture, where stress is not seen as a personal weakness.
- Increase general awareness of work related stress.
- Provide methods to prevent and combat harmful workplace stress.
- Assist any employee in managing pressure overload.
- Provide appropriate level of training in identifying and managing work related stress.
- Manage problems that occur and provide a confidential counselling service with support.
- Monitor and evaluate work related stress indicators.

To combat stress it requires a partnership between the employee and employer, a partnership based on trust and honesty.

Constant changes and the resultant stress are part of the modern workplace; there is no getting away from this fact. It is how we all respond to the change that makes the difference. We cannot eliminate stress, but collectively we can control it.

Managing Director (Joint)Signed:………………….. Date…../…../…..

Health And Safety Manager:………………………… Date…./…../…..

Policy on Alcohol, Drug and Substance Abuse at Work

1. **Scope**

1.1. This policy will apply to all staff and personnel employed by Dalair Limited. Employees working on or off Dalair Limited premises should use the policy and approach as best practice.

2. **Introduction**

2.1. Alcohol, drug or substance abuse affects performance, conduct and relationships at work and at home. Employees who develop a problem may cause harm to themselves or others.

2.2. Under the Health and Safety at Work Act (1974), Dalair Limited has a duty to ensure the health, safety and welfare at work of all their employees and other persons, including visitors and contractors, using their own and other premises. The act places a general duty on employees to take reasonable care of their own health and safety and of any other persons who may be affected by their acts or omissions whilst at work.

2.3. In addition to the Health and Safety responsibilities, the company is obliged to comply with the Misuse of Drugs Act and notify the police if an employee is found in possession of non-prescribed drugs or to be supplying or producing illegal substances.

3. **Definition**

3.1. Alcohol abuse is defined as a level of drinking which affects an employee’s ability to work safely.

3.2. Drug or chemical substance abuse is defined as the taking of an illicit substance into the body in an unprescribed manner.

4. **Policy**

4.1. Each employee on joining the company will receive an induction explaining the company’s zero tolerance on alcohol, drug and chemical substance abuse at work.

4.2. This is explained in the employee’s contract of employment (Terms and Conditions). If an employee reports for work under the influence of non-prescribed drugs or alcohol this is regarded as gross misconduct. The employee will not start work and will be suspended, at which point a full investigation will take place. Following the investigation, it may result in the employee being dismissed without notice. Any investigation required will be carried out in line with the company dismissal and disciplinary procedures.

4.3. The misuse of alcohol, drugs or chemical substances does not exonerate an individual from the results of their actions or from disciplinary action.

4.4. Every employee must notify the company of any prescribed drugs they are taking for any medical conditions.

4.5. If a line manager believes a member of staff is under the influence of alcohol, drugs or has substance abused, he will then initially speak to the member of staff concerned to check they haven’t taken either a prescribed drug that is creating a side-effect or are seriously ill. If neither is the case, the line manager should call a senior manager to witness the behaviour leading to them being concerned before considering suspension.

4.6. The company policy is that the consumption of alcohol, the taking of illegal drugs or chemical substance abuse or being under the influence of either whilst at work is a dismissable offence, irrespective of whether a specific incident or accident has occurred.

5. **The Role Of The Line Manager**

5.1. Although every employee has a responsibility to help, the key individual in identifying an employee as possibly having a drink, drug or substance abuse problem is the line manager. There are a number of symptoms of such abuse, which the line manager is best placed, because of his own responsibilities, to observe.

For example: -

a) <u>Work performance</u>

- Lower productivity
- Spasmodic work pace
- Poor concentration and quality of work
- High level of mistakes and errors in judgement
- Become quickly fatigued
- Begins to lie about work performance

b) <u>Absenteeism</u>

- Increased frequency of days off
- Repeated absence on first and last days of rostered work
- Increases minor illnesses
- Frequently late for work
- Often fabricating reasons for leaving work early
- Unexplained disappearances from the job

c) <u>Changes in behaviour or personality</u>

- Neglect of details
- Tendency to blame others for shortcomings
- Sensitivity about references to drinking
- Avoidance of senior staff
- Intolerant and verbose
- Increased nervousness, hand tremors
- Swelling or flushing of the face

d) <u>Accidents</u>

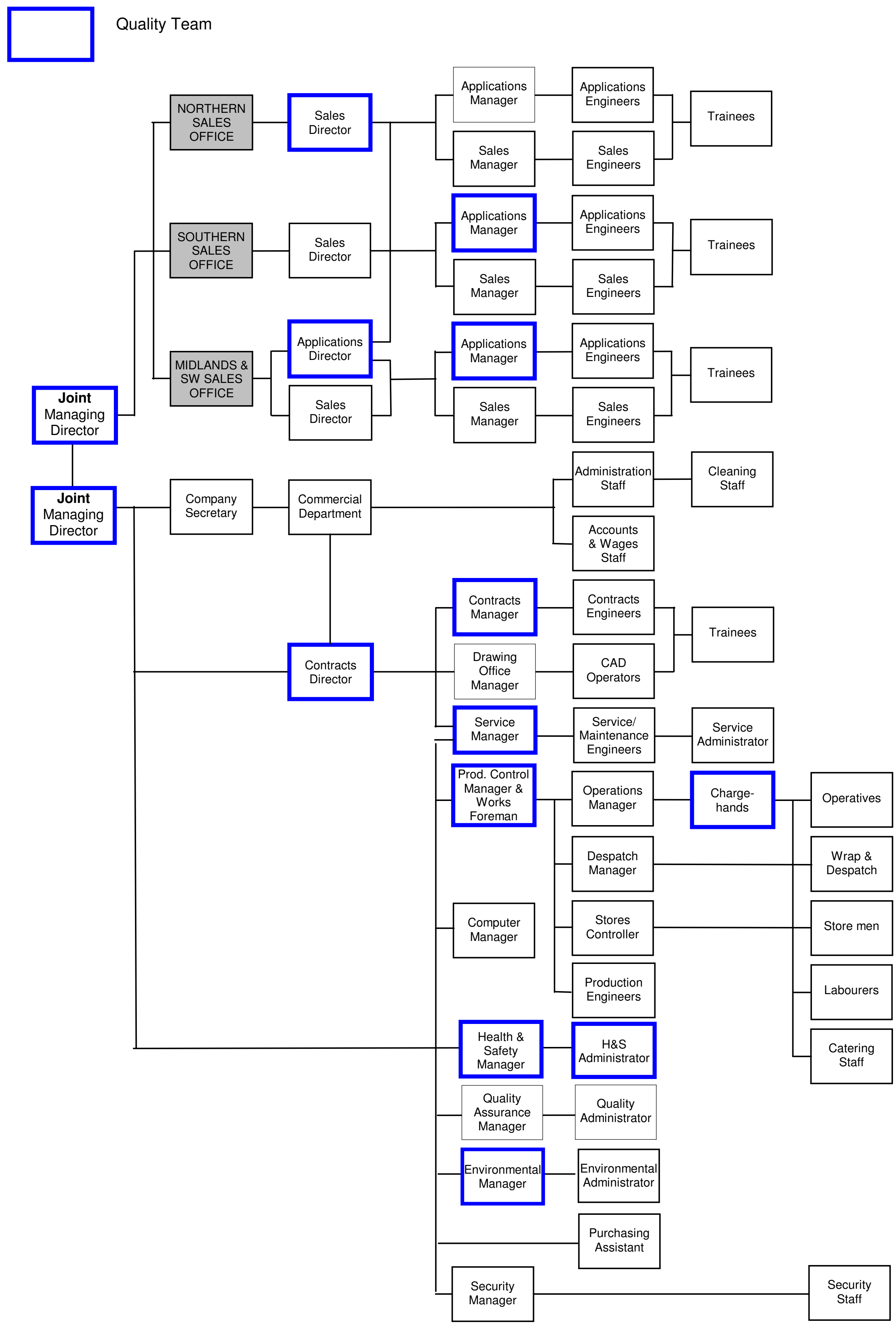
- Frequent injuries
- Increased time off due to accidents
- Careless handling and safe methods of work
- Lack of common safety sense

5.2. If a line manager does identify an employee as having any of the above problems, he will follow the company policy as stated in section 4 of this document.

6. <u>The aims of The Policy are to: -</u>

- Promote awareness and prevent the consumption of alcohol or the use of drugs or chemical substance abuse by company employees.
- Indicate to employees that it is gross miss-conduct to arrive at work under the influence of any of the above substances. (Which could result in the termination of their employment).
- For line managers to be pro-active in identifying any signs of substance abuse.
- Safeguard all employees and anyone who may be affected by a person's action under the influence of such substances, which may compromise health and safety.
- Ensure health and safety standards are met for those employees who represent the company off site and maintain high standards of health and safety for the client.

ORGANISATION CHART (Family Tree)



Health and Safety Roles and Responsibilities.

Joint Managing Directors: Top Management hold ultimate responsibility for the company's Health and Safety management systems. They will ensure availability of resources to establish, implement, maintain and continually improve the Health and Safety management system to BS OHSAS 18001:2007. They will lead the company to ensure objectives targets and programmes are achieved.

Applications / Contracts / Sales Directors: Company Directors roles are to lead their respective departments through the Health and Safety management systems created by the Health and Safety team. It is their responsibility to ensure procedure compliance and input / see through the company's objectives, targets and programmes.

Applications, Contracts, Drawing Office, Production Managers: Company Managers are to ensure compliance to procedure, collect monitor and measurement data and feed back into management review.

Site / Service Manager: To manage the site / service team in accordance with the set health and safety policy and procedures. Sub-contractors on site acting for or on behalf of the company are under his control.

Production Control Manager: Is responsible for ensuring that all front line managers, section leaders and shop floor staff are fully aware of the Health and Safety systems in place to work safely during the manufacturing processes and that adherence is applied. He has responsibility for the control of all works activities that may impact on health and safety and is to feed back data to the Health and Safety Manager and also to the management review, ultimately for the company's objectives targets and programmes to be reviewed.

Health & Safety Manager: He is responsible for ensuring compliance with all relevant health and safety legislation. He is responsible for all associated risk assessments and documentation and regular review. He is jointly responsible for safe systems of work and procedure's during the manufacturing stages, and that all health and safety issues are considered and adhered to. Monitor and measurement data is under his control with feed back into management review. The Health and Safety Manager will monitor closely all emergency preparedness and response controls. He has been given full responsibility to establish, document, implement, maintain and continually improve an health and safety management system to BS OHSAS 18001:2007. He has the authority to amend health and safety procedure and processes with the assistance and consultation with the health and safety team and top management. Analysis of data shall be under his guidance, with review fed back to Top Management. He will lead the management systems in accordance with the company's objectives targets and programmes.

Line Managers and Section Leaders: Are responsible for ensuring that the health, safety and welfare of the staff under their supervisory control is adhered to and they are working safely in accordance with the safe systems of work and the BS OHSAS 18001:2007 management system. They must report back to The Production Control Manager or the Health and Safety manager if they cannot work safely due to unsafe acts or conditions that will impact on employee's health, safety and well-being.

All employees: Are responsible and required to co-operate with the company to ensure compliance with applicable statutory requirements by working in accordance with the health and safety management system and standard operating procedures. To work safely to ensure their health and safety and that of any other persons who could be affected by their acts and omissions. To report any areas where the existing health and safety arrangements fail to reduce risks to an acceptable level.

Lead Auditors: The Health & Safety Manager is defined as the lead auditor of the systems. He will be qualified to a recognised standard and competent to carry out audits alone.

Auditors: All auditors shall receive external training given by an approved service provider. When a level of competence has been achieved, they will be able to carry out audits under the supervision of lead auditors.

DEFINITIONS:	
HAZARD	Source or situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment, or a combination of these.
RISK	Combination of the likelihood and consequence (s) of a specified undesirable health, safety, welfare or environmental event occurring.
ABNORMAL CONDITIONS	Unplanned or unexpected conditions that are not part of the organisation's operating plan.
NORMAL CONDITIONS	Conditions that are a known or anticipated part of an organisations activities or operating plan.
EMERGENCY CONDITIONS	An unexpected situation or sudden occurrence of a serious and urgent nature that demands immediate action.
SIGNIFICANT HEALTH AND SAFETY RISKS	Risks that, without consideration of controls, are the most likely to cause serious impacts such as injury or illness, fatalities, significant environmental issues, regulatory violations or enforcement actions, and / or major asset, product or business loss.
RISK ASSESSMENT	A systematic approach used to determine the degree or risk or vulnerability associated with identified hazards. The process includes assessment of the likelihood and consequences of a hazard resulting in an undesirable health or safety event such as fatality, injury or regulatory violation.
CONTRACTOR	Any non - Dalair employee doing work for Dalair, whether on or off Dalair property.
ORGANISATION	The entity for which the health and safety management system applies. For purposes of complying with the BS OHSAS 18001: 2007 standard.
PROCEDURE	A formal and documented combination of methods, steps and actions established by the organisation to achieve specific results, behaviour or activity.
STAKEHOLDER	Person or persons significantly impacted or potentially impacted by the organisations operations. These may include employees, customers, neighbours, emergency responders, other industries, the public, government authorities and regulators, or anyone else with a significant personal interest in the organisation's operations.
NONCONFORMITY	Non- fulfilment of a requirement.
PREVENTATIVE ACTION	Action to eliminate the cause of a potential nonconformity or any other undesirable potential situation that may occur.
CORRECTIVE ACTION	This action is taken to prevent any recurrence of an undesirable situation.
WORKPLACE	Any physical location in which work related activities are performed under the control of the organisation.

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Business Assurance

CERTIFICATE OF APPROVAL

This is to certify that the Occupational Health & Safety Management System of:

Dalair Limited
Wednesbury, West Midlands
United Kingdom

has been approved by Lloyd's Register Quality Assurance to the following standard:

OHSAS 18001:2007

The Occupational Health & Safety Management System is applicable to:

Activities associated with the application design and manufacture of air handling units for air conditioning and ventilation systems.

This certificate is valid only in association with the certificate schedule bearing the same number on which the locations applicable to this approval are listed.

Approval
Certificate No: LRQ 4006575

Original Approval: 5 October 2011

Current Certificate: 5 October 2011

Certificate Expiry: 4 October 2014

R T Medcraft

Issued by: Lloyd's Register Quality Assurance Limited

UKAS MANAGEMENT SYSTEMS
001

This document is subject to the provision on the reverse
71 Fenchurch Street, London EC3M 4BS United Kingdom. Registration number 1879370
This approval is carried out in accordance with the LRQA assessment and certification procedures and monitored by LRQA.
The use of the UKAS Accreditation Mark indicates Accreditation in respect of those activities covered by the Accreditation Certificate Number 001
Macro Revision 13

LRQA
Business Assurance

CERTIFICATE SCHEDULE

Dalair Limited
Wednesbury, West Midlands
United Kingdom

Head Office

Southern Way
Wednesbury, West Midlands
United Kingdom

Activities

Activities associated with the application design and manufacture of air handling units for air conditioning and ventilation systems.

Locations

Technical Centre, Blakeley Wood Road
Tipton, West Midlands
United Kingdom

Storage and testing of air handling units for air conditioning and ventilation systems.

Approval
Certificate No: LRQ 4006575

Original Approval:	5 October 2011
Current Certificate:	5 October 2011
Certificate Expiry:	4 October 2014

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