



HEALTH & SAFETY POLICY

Compliance with Safety, Health and Welfare at Work 2005

Flexsource Solutions Ltd, part of the Cpl Group can confirm that it will at all times comply with all aspects of the Safety, Health and Welfare at work Act 2005 and ensuing legislation.

1. Safety Declaration

Flexsource Solutions acknowledges its role in protecting the safety, health and welfare of all people employed in the organisation and affected by the workplace. The Company is committed to implementing, controlling and maintaining a programme that ensures, where possible, that all risks and hazards are eliminated or otherwise controlled to an acceptable level. We will implement safe work systems and methods to ensure the safety, health and welfare of all.

Flexsource Solutions understands its legal obligations and its commitment to comply with the Safety, Health and Welfare at Work Act, 2005, and any other legislation such as the General Applications Regulations 2006 or as required under European Union Law.

The success of this policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for health and safety within the Company and within your individual department. You should also be aware that you have an obligation to take care of your own safety and that of others who might be affected by your actions.

HEALTH & SAFETY POLICY

The Company recognises and accepts its responsibilities as an employer to provide a safe and healthy workplace and working environment for all employees, customers and visitors to Company premises. This responsibility will be met in so far as it is reasonably practicable, in particular, in relation to the provision and maintenance of: -

A safe place of work, safe access to it, safe exit from it and a healthy working environment.

This policy provides for the employees employed by Flexsource on site with a client company site. In all cases where the employee is under the task direction and control of the client company, the provisions for the Safety, Health and Welfare at Work act, 2005 are the responsibility of the client company and all relevant Safety, Health and Welfare at Work policies are to be adhered to on the client company site.

Equipment and systems that are safe

Flexsource Solutions will provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards, work efficiently and contribute positively to their own safety and health at work.

Employees are reminded of their own duties under the Safety Health and Welfare at Work Act, 2005 which states that all employees must take reasonable care for their own safety and that of others and co-operate fully with the Company or Client to enable it to carry out its own duties successfully.

If an employee notices or suspects a hazard to health or safety they should report it immediately to their Flexsource Solutions or Client Line Managers. Equipment that is faulty should not be used and any defects should be reported, immediately.

Flexsource Solutions maintains and regularly updates a safety statement and a broad range of safety controls and procedures. Flexsource employees on client company sites are required to acquaint themselves with the Client's safety statement and procedures and to observe them at all times. Health & Safety procedures are provided as part of the client company induction process.

Accidents

All accidents, no matter how minor, must be reported to your Flexsource Solutions Manager and the Client Line Manager as soon as possible after they occur. There is an obligation on employees to ensure that accidents are recorded.

Smoking

Flexsource Solutions operates a No Smoking Policy. The Company believes that both direct and passive smoking poses a health risk to employees.

All employees are entitled to a healthy, safe and pleasant working environment. In the interests of this Flexsource Solutions specifies that employees may only smoke in outdoor areas that have been specifically designated for this purpose. Smoking in an area that has not been designated as a smoking area may result in both disciplinary action and legal action under the Public Health (Tobacco) Act 2002 and subsequent amendments. Please adhere to the Client Company policy relating to smoking as smoking areas are site specific.

Fire & Evacuation

Fire Instructions

If a fire is detected on the Company's premises employees should act in accordance with the following instructions: -

- (i) Immediately operate the nearest fire alarm
- (ii) Call the Fire Brigade immediately
- (iii) Use the nearest fire exit
- (iv) Leave the building and report to the person in charge

Do Not:

- Stop to collect personal belongings
- Re-enter the building

Detailed site-specific fire safety instructions are available from your Flexsource Solutions Manager and Client Line Manager so that all employees should be aware of the exact procedures to follow on their site. This includes an awareness of the fire warden, as appropriate, for their immediate area. It is the responsibility of each employee to ensure that they are familiar with this information. Please adhere to the Client Company policy relating to Fire and Evacuation.

Occupational Health

First Aid facilities are available from the designated first-aid officer in your office or work area that has undergone first aid training. Your Flexsource Solutions Manager can give you information in this regard.

Details of the current fire officers and first aid officers are available from your Flexsource Solutions Manager or as on some sites, on the Intranet. Please ensure you know who the Fire Officer and First Aid

officer are for your area. You have a responsibility to familiarise yourself with this information. If you are based on site you need to familiarise with site specific information.

Finally please read and follow all safety regulations posted on the relevant notice boards/intranet sites as are issued to employees from time to time. Please adhere to the Client Company policy relating to Occupational Health.

Identification of Hazards in the Workplace

Flexsource Solutions will appoint competent person(s), either from within or outside the Company, to identify hazards in all areas of the workplace. Assessment will take place twice yearly and at any other time, should the need arise.

The appointed assessor(s) will have access to all areas of our premises, including, all offices and any land or outbuildings owned or controlled by the Company.

The assessor/s will receive full co-operation from all Flexsource Solutions employees should he/she/they require it. This includes demonstrations of work method and examinations of individual work practices. When on a client company site the Client Health Safety policy relating to hazards in the workplace will apply.

Assess Risks arising from the Hazards

The appointed Company assessor, **Majella Harty** will, following identification of hazards, assess the risks.

Co-operation will be expected and forthcoming from all Company staff. A written copy of the assessment will be kept on file. Should anyone consider that a hazard or important issue has not been dealt with or dealt with appropriately, and then he/she should bring the issue/hazard to the attention of the appropriate supervisor.

Where possible all risks will be eliminated. Where it is not possible, then the risks will be limited or controlled at an acceptable level. Control and protection procedures will include safe systems of work, personal protective clothing and equipment and any other control necessary. When on a client company site the Client Health Safety policy specifically relating to hazards in the workplace will apply.

Arrangements and Resources for Securing Safety, Health and Welfare

To secure the Safety, Health and Welfare of employees, the Company will allocate the following resources:

- A safety committee comprising safety representatives and the safety officer. This committee will meet to review all safety issues and accidents/dangerous occurrences in order to ensure compliance with the provisions of the safety statement and National/EC Legislation
- Provision and maintenance of fire protection equipment
- Provision of written information and instructions regarding fire safety in the building
- Provision and maintenance of first aid boxes throughout the building
- Provision of safety training as outlined in this document
- Flexsource Solutions commits to dedicating at all times the financial resources necessary to ensure, as far as is reasonably practicable, the safety, health and welfare of its employees and visitors to the premises.

- For Flexsource employees on site the client company Health & Safety policy will be responsible for the provision of the resources above.

Revision and Monitoring

The safety statement will be reviewed on a yearly basis by management and the safety committee will be changed, as appropriate. In the event of revisions in legislation, a review of the statement will also be required.

Compliance with the safety statement will be monitored by:

- Audits carried out by the safety committee
- Evaluation of accident reports and statistics.

Employees will be notified through staff meetings of any changes to the Safety Statement and it will be reviewed on a yearly basis at this forum.

The revision and monitoring of the safety statement when on a client site will be the responsibility of the client.

Specification of Co-operation Required from Employees

Co-operation of Employees

In order to have an effective Health and Safety policy, the co-operation of the individuals in matters relating to Safety, Health and Welfare is of paramount importance and the Company and Client Company expects every employee, contractor and visitor to:

- Take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work
- Co-operate with each other so that Flexsource Solutions or any such other person will be enabled to comply with any of the relevant statutory provisions
- Use any suitable personal protective equipment provided, in the correct way. Personal Protective Equipment includes appliances, protective clothing, conveniences, equipment or other means or things provided for securing the safety, health and welfare while at work
- Report to a manager, without unreasonable delay, any defects in equipment, place of work, or system of work, which he/she considers might endanger Safety, Health and Welfare
- Ensure that no employee shall intentionally or recklessly interfere with or misuse an appliance, protective clothing, convenience, equipment or other means or thing provided for securing the Safety, Health and Welfare of persons arising out of work activities
- Ensure that they are aware of the identity of all persons responsible for securing the Safety, Health and Welfare of persons working on the premises.

The Company and our Client Companies require that all employees clearly understand and comply with the rules and regulations pertaining to the following:

- Where an employee wilfully or knowingly disregards his/her duty in relation to an individual's health and safety, he/she may be subject to disciplinary action, including dismissal
- The proper use of equipment, the adherence to lifting methods and housekeeping procedures in order to maintain a safe and healthy workplace

- Emergency evacuation procedures. Detailed notices of the procedures are posted throughout the building. It is the responsibility of all to ensure that they are aware of these procedures, in particular, the evacuation point
- Flexsource Solutions has provided and will continue to maintain work areas and facilities which are safe, clean and healthy. However, all employees have a duty, through proper use of work areas and facilities including toilets, kitchens, etc., to keep the workplace in a safe, clean and healthy condition for the continued benefit of themselves and their fellow employees
- Employees must inform their supervisor immediately of any injury no matter how minor. An accident report must be completed jointly by the employee and their supervisor and returned to the safety representative within 24 hours. Particular attention should be given to the detail on the accident report form
- Employees are obliged to inform their supervisor of any hazard or incident (whether it be a machine or dangerous behaviour on the part of an individual or individuals) which may affect their own health and safety, or that of any other person. The supervisor must follow up on that information with a view to preventing any similar incidents in the future. If employees are in any doubt about actions to be taken in relation to safety, they must consult their supervisor immediately as failure or delay in doing so could result in injury, either to themselves or to others
- All employees on client company sites must adhere to the Client's Safety, Health and Welfare at work policies

Roles and Responsibilities

Roles and Responsibilities The points which follow outline the Flexsource Solutions model for an effective health and safety work environment. It ensures mechanisms are in place for consistency, communication and responsibilities. Such mechanisms are included in the Client Company Health & Safety policy.

Organisation

Flexsource Solutions CEO has overall responsibility for the provision of a safe working environment for all employees and visitors whilst they are at the Company's premises. The client company is responsible for all Flexsource employees on the client company site in line with the provisions of the contract in place. A safety officer may be appointed to manage safety in the Company. Provisions may be administered by the safety officer but overall responsibility will still lie with the CEO.

Corporate Obligations

- Ensure that there are safe means of access and egress to the place of work
- Endeavour to ensure that the equipment and facility is safe, and without risk to health
- Ensure that all employees receive adequate safety training and instruction appropriate to the task performed
- Ensure that all employees are aware of the actions to be taken in the case of an emergency and that properly maintain firefighting equipment is available
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear
- Consider and support any representation about health and safety from any employee
- Be fully familiar with the Company's safety statement and ensure all employees are informed of its contents and any subsequent revisions
- Demonstrate through personal behaviour, that only the highest standards of safety are acceptable

- Ensure that communication is maintained with other tenants in the building in relation to health and safety matters
- Adhere to the client company Health and Safety statements and provisions therein

The Safety Committee

An employee may be a representative on the Safety Committee. The function of the Safety Committee will be to discuss matters relevant to the safety and health of all people working in the Company. All meetings will be held in the office during working hours. Members should keep themselves informed of:

- The legal requirements relating to Health and Safety at Work
- The practical hazards of the workplace and measures deemed necessary to eliminate or minimise risks deriving from these hazards.

The Safety Committee will have the authority to:

- Request advice on matters of accident prevention and fire safety
- Carry out regular audits using the audit forms provided
- Represent the workplace when meeting with officers from the Health and Safety Authority (H.S.A.)

The client company will be responsible for site specific Safety Committees.

The Safety Officer

The Safety Officer will:

- Be aware of his/her duties and responsibilities required by legislation and will endeavour to ensure correct use of work area/equipment
- Endeavour to ensure that all repair and maintenance work is completed to standards meeting legal requirements so that all defects are attended to promptly
- Ensure that all accident report forms are completed and followed up as appropriate
- Accompany the H.S.A. on all office tours and ensure that their recommendations are carried out
- Provide information on health and safety matters
- Ensure that the safety statement is read and understood by all employees and appropriate third parties
- Act as an advisor carrying out spot checks on all departments from time to time and update and upgrade hazard identification and risk reduction statements as required.
- The Client Company will be responsible for the actions of the Safety officer.

Fire Safety Officer

The role of the Fire Safety Officer is outlined in the emergency evacuation procedure.

The role of the Fire Safety Officer is the responsibility of the Client Company,

Arrangements for Consultation with Employees on Health and Safety

Consultation Mechanism

The Company is committed to meeting its obligations of the 2005 Act concerning consultation with safety representatives and others at the workplace including client company representatives. The following process allows employees to be fully informed and involved in the Company's safety procedures. The Client Company will manage the Consultation of employees on each site.

This is accomplished through a Safety Committee structure involving team members selected on a volunteer basis, with representatives from each area. Employees should note that if they wish to sit on the safety committee they should communicate this wish to a supervisor or manager.

The Safety Committee will meet regularly. All employees are actively encouraged to participate in the safety process on matters relating to Safety, Health and Welfare. Employees have access for addressing issues with anyone in the Company.

Any employee may assume the role of safety representative for the purpose of the 2005 Act. Appropriate safety training will be provided to all safety team members to enable them to conduct their duties, as appropriate.

Informing Employees and Visitors on Health and Safety

Employees

The training department will be responsible for co-coordinating all staff safety training. In this regard:

- All employees will receive training to ensure that they understand the safety precautions and the emergency procedures to be followed
- Training in Manual Handling Techniques will be given to all employees within 1 month of hire date. Any employees directly involved in manual handling tasks will receive training at Induction
- Training in first aid will be given to a selected number of employees
- Training in fire prevention and procedures to be followed in the event of a fire, will be given to all employees on their first day
- All formalized training courses attended by employees will be tracked and retained for 30 years.
- The responsibility to record all inductions and site specific Health and Safety training rests with the Client Company

Visitors to Flexsource offices

The following procedures must be upheld to ensure the safety of visitors to the premises and also employees of the Company.

- Reception must be aware of all visitors to the premises. All visitors must sign in and out at reception
- Visitors are requested to observe the fire policy at all times and to conduct themselves in a safe manner
- Visitors should be accompanied while on the premises. While this is not always possible, employees should follow this guideline as closely as is reasonably practicable
- Responsibility for the safety of the visitor and ensuring that the visitor is aware of the Company's Health & Safety policies, including their fire policy rests with the visitor's host

- Health and Safety procedures for visitors to client sites is the responsibility of the Client Company site

Drugs and Alcohol (Intoxicants) in the Workplace Policy

Flexsource holds a vital interest in maintaining a safe, healthy and efficient working environment for all its employees, contractors and visitors. Being under the influence of drugs or alcohol while at work may pose serious safety and health risks for the user as well as those who work with or otherwise come into contact with the user. The possession, use, or sale of illegal and legal drugs or of alcohol on the job may also pose unacceptable risks for safe, healthy and efficient operations.

It is imperative that all employees come to work at all times in a condition that enables them to perform their duties satisfactorily.

Alcohol

Flexsource prohibits the use, purchase, distribution, dispensing or consumption of alcohol by any employee while performing company business or while on company premises.

Drugs

Flexsource prohibits the use, sale, manufacture, purchase, dispensing, distribution or possession of illegal drugs by any employee while on company/client property, or on company/client business, or attending any company/client sponsored or authorised social function, or attending for work while under the influence of an illegal drug. Flexsource regards legal drugs which have not been legally obtained, as falling within this category.

In addition, an employee under the influence of a legal drug (prescription or otherwise) which adversely affects that employee's behaviour, may be asked to take leave of absence or comply with other appropriate action, including assignment to another job position, as determined by Flexsource management in consultation with appropriate medical authorities, while the effects of the drug continue to impair normal performance. This leave may be paid or unpaid depending on the circumstances of each individual case, each of which is to be reviewed by Flexsource Management.

Employees found to be selling purchasing, consuming or using alcohol and/or illegal drugs while on duty or at any time on company/client premises, or on company/client business as noted above, may be subject to immediate termination of employment, even for a first offence. This is regarded as serious gross misconduct.

In the case of conduct that may amount to a criminal offence, the company reserves the right to also report the matter to the An Garda Síochána or other appropriate authorities.

Alleged breaches in any of the above policies, will lead to a disciplinary investigation, which may invoke a disciplinary sanction up to and including dismissal in accordance with the Corrective Action Policy.

Drug & Alcohol Testing

The Company may conduct drug and/or alcohol testing under any of the following circumstances:

RANDOM TESTING: Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.

FOR-CAUSE TESTING: The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not

limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the incident may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" includes not only the individual who was or could have been injured, but also any employee who potentially contributed to the incident in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and including dismissal. In such a case, the employee will be given an opportunity to explain the circumstances through a fair investigation process. Furthermore, the company will draw all appropriate and reasonable inferences from any refusal to co-operate fully with any such request.

GUIDANCE

All employees are required to refer any matter of suspected or proven alcohol or drug abuse to their Flexsource Account Manager immediately on becoming aware of the situation themselves. Flexsource will investigate the matter and consult with all relevant parties within a maximum 24 hours of the reported incident.

The Flexsource Account Manager should be briefed in writing on all facts in relation to the matter.

Any breach of this policy will be dealt with under the Flexsource Corrective Action Policy.

Signed by

Garret Roche
Flexsource Solutions Ltd
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