
HEALTH AND SAFETY AT WORK ETC ACT 1974

HEALTH AND SAFETY POLICY STATEMENT

FLOGAS BRITAIN LTD

GENERAL STATEMENT OF POLICY

The protection of the health, safety and welfare of employees, customers and others involved in or affected directly or indirectly by its operations is of the highest priority to Flogas Britain Ltd (trading as 'Macgas' in Scotland). As such, it is the responsibility of all Management and staff to follow the Company's policy outlined below.

The Company has appointed the Operations Director as having overall responsibility for health and safety policy. Ultimate responsibility for health and safety lies with the Managing Director and Board of Directors, and comes first on Management meeting agendas.

In meeting this responsibility Flogas will:

- **Involvement.** Recognise and encourage the involvement of employees, and consult with them on day to day health and safety conditions to promote co-operation on all matters of health and safety.
- **Improvement.** Strive to improve continually health and safety performance in the prevention of accidents and cases of work-related ill health.
- **Review.** Regularly review the health and safety hazards arising from its business and operations, and assess, manage and provide adequate control of health and safety risks arising from work activities.
- **Targets.** Set key health and safety objectives and monitor and review performance in these areas using a range of indicators.
- **Training.** Provide direction and adequate training to ensure employees are competent and capable to safely complete their work duties.
- **Communication.** Effectively communicate information relevant to health and safety both internally to employees and externally, to and from other bodies.
- **Conditions.** Maintain safe healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage and use of substances.
- **Emergency procedures.** Prepare, maintain and implement emergency procedures appropriate to all Flogas sites
- **Resources.** Make available appropriate resources to implement the policy.

The above applies also to contractors, suppliers and partners who we ask to demonstrate the same commitment to continuous improvement in standards of health and safety performance. Staff whose willful actions may seriously endanger themselves or others will result in disciplinary action being taken, which may result in dismissal.

To ensure that this policy is implemented, the Company has adopted a Safety, Health and Environment (SHE) Management System, which defines the organisation, implementation, measurement, review and safety audit procedures.

Signed;



Date; May 2014.

L.Gannon, Managing Director

HEALTH, SAFETY AND ENVIRONMENTAL OBJECTIVES 2014/15

Flogas Britain Ltd has set itself the following key objectives for the period up to the next review of the Health and Safety Policy:

- Health & Safety Audit improvements, to target our Operational Regional Areas to achieve a minimum combined average safety score of 93% whilst ensuring their lowest scoring site achieves a minimum of 85%.
- To rationalise all ex BP LPG sites Human Factors task assessments and work instructions for LPG Tanker plant operations into Flogas formatted Works instructions.
- A threefold target in respect to Human Factors across the company;
 - To review training and competence framework to reflect any changes identified from human factors “Error Analysis”
 - Complete site specific site Error Analysis and works instructions for all Top Tier COMAH sites with Autogas units and Cylinder scrapping operations.
 - Review and plan a program for Top Tier site specific maintenance tasks.
- To implement a computerised system for the management of Safety Critical Assets and Equipment across Flogas Britain.
- To reassess the Hearts & Minds ‘Understanding our Culture’ with the new senior management team and staffs integrated from acquisition during the preceding year.
- Plan and commence delivery of further ‘Safety Culture’ training to all site managers and supervisors. Training to be based on selected elements of the Hearts & Minds culture program identified from the outcome of the above and from the previous assessment.
- In respect to buried metallic pipework installations; By the end of 2015 we shall ensure all 672 known ‘Medium’ risk commercial customers with buried metallic pipework installations shall be fully resolved and to re-risk assess all customers who have submitted incomplete questionnaires.
- Improve on previous years carbon emissions with a view to maintaining our Carbon Trust Standard accreditation.

ORGANISATION FOR HEALTH AND SAFETY

The organisation for managing health and safety matters within Flogas Britain Ltd is described in procedure SHE4a of the SHE Management System (SMS).

The basic principle for the responsibility for health and safety in Flogas is that it is a line responsibility, with overall responsibility resting with the Managing Director and board of directors. Every employee regardless of seniority or responsibility has a duty to ensure that all relevant working practices, procedures and safe systems of work are followed and that standards are maintained.

Employees responsible for other staff however have certain additional legal responsibilities for health and safety. They must ensure that all relevant operational procedures, codes of practices, instructions and legislation are adhered to. Hazards must be identified and assessed and action taken to reduce risks to as low a level as is reasonably practicable.

Managers must ensure that effective arrangements are put in place to preserve the safety of customers, contractors and staff paying particular attention to young and inexperienced workers as well as pregnant staff. Ultimately line managers hold responsibility for operational SHE performance. Day to day safety and environment issues must be considered in conjunction with all other business decisions.

Structure

The company has appointed the Operations Director having overall responsibility for health and safety policy formulation and implementation. He shall ensure that specialist and expert advice to line management on health and safety issues is provided. On the Senior Management Team he will ensure that health, safety matters are given equal prominence with all other business decisions and that the implications of H, S & E issues are addressed before entering into any new business activities.

The Operations Director is supported in these activities by the following:

Health & Safety Compliance Manager

Responsible to the Operations Director for developing company policy, he ensures that a timely and appropriate advice service is provided to all staff on all SHE matters. The Health & Safety Compliance Manager is responsible to ensure company written procedures are consistent with the Health and Safety and Environmental Policies taking into account best industry practice and current legal requirements. He ensures that appropriate key indicators of safety performance are developed and monitored.

He is charged with providing leadership, support and professional guidance on SHE issues in order to ensure that operational and business managers can discharge their welfare responsibilities effectively consistent with company policy and business needs.

In providing this support the Health & Safety Compliance Manager ensures that the best possible

safety and environmental advice is given to operational management based upon current best industry practice. He is the lead correspondent for Flogas with the Enforcing Authorities where incident reporting is occasioned.

The Health & Safety Compliance Manager has the responsibility and accountability for maintaining the SHE Management System, support and auditing to ensure that SHE standards are maintained.

Technical Standards Manager

Reports to the Health & Safety Compliance Manager and has overall responsibility for monitoring and maintenance of appropriate technical standards.

He is responsible for providing Operations with advice on engineering matters, the establishment and monitoring of suitable and up to date policies, practices and operating procedures as well as producing timely and acceptable Safety Reports for the business' top tier COMAH sites. The Technical Standards Manager is responsible for carrying out technical audits on the plant to ensure safe operation and conformance of the equipment with current industry standards.

The organisation for health and safety is shown in [Figure SHE4.1](#), attached.