

Hallgate Timber places a high regard for the health and safety of its employees and others who may be affected by our activities. Through our health and safety system Hallgate Timber will endeavour to protect people in relations to our operations and ensure that legal requirements are met. Hallgate Timber understands that not all risks can be eliminated but most can be reduced through the cooperation of management and employees, Hallgate Timber recognise that good working procedures, safe working methods and well maintained equipment aid in good productivity.

Health and safety is the responsibility of both the employer and the employee. All employees have a responsibility to ensure the health and safety of themselves and others. *The Health And Safety At Work Act 1974* requires you, as an employee, to take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do. You must not interfere with, or misuse, anything provided for health, safety or welfare. *The Management Of Health And Safety At Work Regulations* also require you to use all equipment, safety devices etc provided by the company properly. If you are not sure on how to use prementioned equipment then ask your Health and Safety representative for instruction. Additionally, you must also inform your Health and Safety representative of any health and safety issues that could cause serious or immediate dangers. All safety signs should be noted and actions followed.

It is important that all areas are kept within reasonable tidyness, wheelybins and small skips are provided for waste. Fire exits should not be obstructed, neither should access to fire extinguishers. Do not leave objects where they pose a danger to others. Welfare arrangements such as toilets and canteen should be kept clean and tidy.

No person under the age of 18 should use mill machinery unless specifically authorised by management. If machine guards are faulty or missing from machinery this should be reported to your Health and Safety representative. Be aware that the noise levels in the mill can be high and appropriate hearing protection may be required when entering.

In the event of a fire make others aware of the danger and evacuate the building or if it is safe to do so extinguish the fire using the appropriate fire extinguisher. Make sure someone contacts the fire service even if it is a small fire that you think that you can extinguish safely. The fire assembly point is on the car park adjacent to Lime Walk at the front of the Yard.

Employees should not be under the influence of alcohol or drugs whilst at work, any accidents caused by this will be your own responsibility. If you have any health conditions that may affect yours or others safety at work you must inform Management or your Health and Safety representative.