

QMS Procedure

7.1.4 Environment for the Operation of the Process

Scope

This Procedure sets out the requirements to ensure that the work environment supports the achievement of organisational policies and objectives.

1. Health and Safety Conditions

The HSQE Manager shall ensure that all employees are made aware of J & E Hall's HSQE Policy and ensure that both they and the Company comply with the conditions set out in that policy.

All staff members who require personal protective equipment to carry out their role shall be issued with such equipment at no cost.

All accidents and near misses are to be reported, investigated, and recorded.

2. Work Methods

The Company should ensure that procedures are in place which set out safe working methods for the companies operations.

Training shall be offered to any staff member to enable them to develop their potential within the company.

3. Work Ethics

The Company's policy is that all people receive equal treatment regardless of their sex, marital status, sexuality, race, creed, colour, psychological, ethnic or national origin, or disability.

Where possible, all positions within the company are advertised to existing staff before being externally advertised.

4. Ambient Conditions

The Company shall ensure that the working conditions for its staff comply with Health & Safety Legislation with regards to maintenance, ventilation, temperature, lighting, hygiene, washing and sanitary facilities, workstations, provision of drinking water, rest and eating facilities.

5. Records

The Company shall maintain records of all maintenance, assessments, changes and training for all sites under its control.