

TigerGeo Health and Safety Policy

Introduction

TigerGeo is committed to ensuring a safe and healthy working environment for all employees and for others who attend our places of work. Safety management is integral to our work and overseen by the Operations Manager who engages directly with the company Directors. All health and safety procedures, internal and external training, and day to day record keeping are subject to monitoring and review. Guidance documents are freely available throughout the company and all employees are encouraged to read these and to discuss their content at staff meetings.

Most of the day to day risks and hazards are due to TigerGeo's role as a contractor visiting sites, i.e. places of work for which there may be little prior knowledge, and also due to the active outdoors nature of the work. There is therefore considerable emphasis on managing health and safety on a self-contained basis. In addition, the significant amount of travelling involved requires that particular attention is paid to driver and vehicle safety.

External guidance

We have appointed Alan Ward (Bigfoot Services Limited) as our ISO/HSE Technical Adviser to assist us through the process of achieving ISO certification for ISO9001, ISO14001 and OHSAS18001/ISO45001 through production of an Integrated Management System (IMS). Alan is also our external health and safety advisor and has a proven track record, a NEBOSH Certificate in occupational health and safety, an IOSH licence to deliver IOSH Working Safely and Managing Safely courses, a IEMA Associate Certificate and is an IOSH Technical Member.

The following external health and safety guidance has been adopted as integral to safe operations:

- IAGC Land Safety Manual for Geophysical Field Operations
- HSE AFAG701: ATV quad bikes
- HSE Information Sheet 33: Safe use of all-terrain vehicles (ATVs) in agriculture and forestry
- HSE - Driving at Work
- Prospect – Driving and Roads
- Prospect – Lone Working
- Agricultural chemicals

In addition to these there are specific TigerGeo policy documents for specific activities, including:

- Driver safety
- Obligations under RIDDOR
- Manual handling
- TigerGeo COSHH Assessment for unleaded petrol

Competencies and training

During December 2017 two members of staff from field and operations management will complete their IOSH Managing Safely qualifications and CHAS certification will be achieved as soon as reasonably practicable after that.

All employees routinely engaged with fieldwork have the following safety-related qualifications:

- Rescue and Emergency Care First Aid Level 2 (sometimes also Level 3)
- LANTRA CLVA06X (ATV)
- CSCS AQP cards

Personal protective equipment

Core PPE items to specific ISO and / or BS standards are provided individually for all employees and include steel-free toe-capped work boots, waterproofs and gloves. Additional PPE items maintained as a pool include hard hats, safety glasses, rubber 'barrier' gloves, high visibility vests and trousers.

Auditing and reporting

There is a non-blame reporting policy in place within TigerGeo and are employees are encouraged to engage in mutual discussion of any incidents, near misses etc. and to contribute to development of improved ways of working. All employees are trained, within the scope of their day to day work, in the completion of safety audits and safety reporting.

Proforma accident, near miss and incident recording forms are maintained at all places of work and there is a process for integrated accident and near miss follow-up response and reporting.

Written audits are maintained as a core health and safety procedure, including weekly (or more often if necessary) for:

- all terrain vehicles (ATVs)
- all other vehicles used for company business (so also private vehicles although there is a presumption against using these)
- driving and working hours, the latter broken down into particular classes of activity

Copies of these are available for inspection. Regular written audits are also undertaken for:

- First Aid kit contents
- Personal protective equipment

Day to day health and safety management

Practical management is undertaken as a core activity, using internal and external guidance. A risk assessment and method statement is prepared for all activities including each place of work and this is available to all employees with copies in work vehicles. This is supplemented by project specific toolbox talks at the start of and at intervals during the project.

The management of the health and safety of all employees, visitors and members of the public is taken into account equally during all operations and all employees are supported in their duty to ensure and safeguard safety within the workplace.

Signature of Director:

