

ByteWorks

HEALTH & SAFETY POLICY

..IT always works

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Revision History

S/N	Author	Revision	Date	Comment
1	Osuagwu Ezeukwu	Version 1.0	03/03/2014	Concept Initiation by Ezeukwu Osuagwu

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STATEMENT OF GENERAL POLICY

Our statement of general policy is;

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of assets.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

LEADERSHIP & RESPONSIBILITY

Chief Executive Officer (CEO)

Overall and final responsibility of Health and Safety is that of the Chief Executive Officer (CEO). It is the sole duty of the CEO to establish and implement Health and Safety procedures as well as emergency procedures (e.g. evacuation) in case of fire outbreak or other significant incident.

Chief Technology Officer (CTO)

The Chief Technology Officer (CTO) performs supervisory roles to ensure that HSE policies are adhered to by all staff of the company.

Head of Operations

The day - to - day responsibility for ensuring this policy is put into practice is that of the Head of Operations. The duties include;

- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- To provide adequate training to ensure employees are competent to do their work.
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
- To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.
- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.

The Head of Operations is to also ensure that escape routes are well mapped out and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.

LEADERSHIP & RESPONSIBILITY

Other Employees

Safety is an integral part of every job and every employee has a responsibility for safety. Other responsibilities of the employee with regards to Health and safety are;

- To co-operate with supervisors and managers on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety
- To take reasonable care of their own health and safety; and
- To report all health and safety concerns to an appropriate person (as detailed in this policy statement).

LOCATION OF HEALTH & SAFETY EQUIPMENTS

The location of health and safety equipments are listed below

ITEM	LOCATION
First Aid Box (which contains Blood pressure checker, pain relieve drugs, bandages, analgesics, etc)	Office of the head of operations
Emergency exit	At the Board room
Accident Book	Office of the head of operations

The blood pressures of all staffers are checked on monthly basis to enhance a healthy workforce.

MANAGEMENT REVIEW AND CORRECTIVE ACTION

Corrective action and improvement are critical components in verifying that the HSE policy is working and identifying areas for improvement. The HSE policy includes formal audits, regular monitoring and measurement, and structured management reviews to ensure the continuing suitability, adequacy and effectiveness of the management system. These reviews will incorporate any HSE concerns of employees.

Change and regular review of the HSE policy depends on seasonal variations and the particular need of employees.



Signed: _____

EZEUKWU OSUAGWU
CHIEF EXECUTIVE OFFICER

Date 03/03/2014



Signed: _____

NNANEME ILOEJE
CHIEF TECHNOLOGY OFFICER

Date 03/03/2014

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