

HEALTH & SAFETY NOTICE



HSN-05 ISSUE 03 JANUARY 2003

HEALTH, SAFETY, WELFARE AND ENVIRONMENT COMMITTEE (SWEC)

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SAFETY, WELFARE & ENVIRONMENT COMMITTEE

INTRODUCTION

1. This Health and Safety Notice should be read and understood by all employees of Vacman Cleaning Ltd.
2. The, Safety, Welfare and Environment Committee (SWEC) meets once a year or at such times as may be required by emergencies or other urgent considerations. The Managing Director or a member of the Senior Management Team will chair the meetings of the Committee.

TERMS OF REFERENCE

3. The function of the SWEC is to promote co-operation between the management and the employees in instigating, developing and carrying out measures to ensure the employees' health, safety and welfare at work. Whilst management is ultimately responsible for ensuring that its Health and Safety policy is being fulfilled and for the regular and effective checking of health and safety procedures, the SWEC approves the arrangements for ensuring the continued well-being of staff and visitors.
4. The terms of reference of the SWEC will include:
 - 4.1 the development, introduction and monitoring of health and safety rules and safe systems of work,
 - 4.2 reporting to management on unsafe or unhealthy conditions and practices together with recommendations for remedial action,
 - 4.3 examination of safety audits and inspection reports,
 - 4.4 the study of accident statistics and trends,
 - 4.5 consideration of reports from appointed safety advisers and safety representatives,
 - 4.6 analysis of information and reports provided by enforcing authority inspectors,
 - 4.7 providing a link with the appropriate inspectors appointed by the enforcing authorities,
 - 4.8 reviewing the adequacy and effectiveness of safety and health communications in the workplace,
 - 4.9 reviewing the effectiveness of health and safety training;
 - 4.10 promoting the health, safety and welfare of the company's workforce.

MEMBERSHIP of SWEC

- 5. The membership of the Committee needs to be compatible with the requirement to represent the interests of all employees and management alike. Management representation is aimed at ensuring adequate authority to give proper consideration to views and recommendations, and will include those with the appropriate knowledge and expertise to provide the necessary information on official policy, teaching needs and technical matters in relation to premises, plant, machinery and equipment.
- 6. The current membership by name of appointee is given in Appendix 2.
- 7. This Health and Safety Notice is issued after due consultation between Management and Employee representatives.

Approved by:

Issued by:



.....
Managing Director

Date:...../...../.....

HSN-5: APPENDIX 1

MEMBERSHIP of SWEC

Management Representatives

Neil Montgomery

Wendy Brodie

Bob Wallace

Employee Representatives

Rod Shand

Iain Maclelland

David Millar

Davina Macleod

Liz Gray

Trade Union Representatives

Safety Advisors

Donnie Martin