



## **GENERAL SAFETY RULES POLICY**

### **POLICY**

It is the duty of every employee of Triton Security & Facilities Management Ltd to;

- Comply with the requirements set out in the Company Health & Safety Policy.
- Take reasonable care for their own safety.
- Take reasonable care for the safety of fellow workers.
- Co-operate in the implementation of the Company Health & Safety Policy.

### **CLIENT RULES**

It is the duty of every employee of Triton Security & Facilities Management Ltd who visits client premises to;

- Follow safety rules set down by the client company.
- Respect the safety of client company employees.
- Take reasonable care for the safety of visitors.

### **EQUIPMENT AND MACHINERY**

It is the duty of every employee of Triton Security & Facilities Management Ltd to;

- Use only equipment for which he/she is authorised.
- Follow rules/safe systems of work set out in training for use of that equipment or machinery.
- Not to interfere with things provided to ensure safety of equipment and machinery.
- To report immediately to supervision any defects of equipment or machinery.

## **ELECTRICITY AND GAS**

It is the duty of every employee of Triton Security & Facilities Management Ltd to;

- Take reasonable care for his/her own safety in so far as his/her activities may be affected by the dangers of electricity and gas.
- To bring to the attention of fellow workers any electrical or gas defect which may present a danger.
- To draw attention to any activity which a fellow worker may be performing which would endanger himself/herself or others to the effects of electricity or gas.
- To report immediately to supervision any defect which has the potential to cause danger from the effects of electricity or gas.

## **CHEMICALS**

It is the duty of every employee of Triton Security & Facilities Management Ltd to;

- Follow instructions and rules provided regarding safe use of substances and chemicals.
- Ensure all chemicals and substances are stored in a safe manner and are returned to that store after use.
- Deal with spillages immediately and in the way appropriate to that individual substance or chemical as instructed.
- Co-operate in the interest of safety by wearing personal protective equipment/clothing as is appropriate to the use of the individual chemical or substance.
- Co-operate by the wearing of personal protective equipment/clothing as is appropriate when the activities of fellow workers may expose the employee to risk from chemical or substance.
- Report to supervision of any spillage of, or exposure of an employee to substance or chemical.

## **BUILDINGS**

It is the duty of every employee of Triton Security & Facilities Management Ltd to;

- Report to supervision any damage to work premises whether or not it appears to present a danger.
- To take reasonable care for their own safety in avoiding building conditions that appear to present immediate danger.

## **HAZARDS**

It is the duty of every employee of Triton Security & Facilities Management Ltd to;

- Report hazards immediately to the local manager.
- Take reasonable care for their own safety by not continuing with activities which appear to present a hazard of injury until such time as supervision have authorised that it is safe to do so.
- Warn fellow workers of immediate danger.

*There is a Company Hazard reporting System in place.*

## **ACCIDENTS**

It is the duty of every employee of Triton Security & Facilities Management Ltd to;

- Report immediately to a supervisor when accidents occur in the workplace.
- Report immediately to a supervisor incidents not resulting in actual bodily harm, but having the potential to cause injury.
- Report all accidents and incidents using the correct Company Procedure.

## **FIRST AID**

It is the duty of every employee of Triton Security & Facilities Management Ltd to;

- Seek first aid treatment when injured at work.
- To ensure fellow workers injured at work, if unable to seek help for themselves, receive suitable attention as soon as possible.
- To report any use of the first aid facilities to supervision.
- To make correct and authorised use of first aid facilities.

## **DISCIPLINE**

The Health & Safety at Work Act Section (7) places legal duties on all employees. Employees of Triton Security & Facilities Management Ltd are expected to comply with company rules.

Failure to do so may result in the employee being the subject of company disciplinary procedures.

A handwritten signature in black ink, appearing to read 'Ashley Wood', written in a cursive style.

**Ashley Wood**  
**Managing Director**