

The Profibus Group

The New House, 1 Grove Road

Epsom Surrey

KT17 4DE

Tel: 020 7871 7413

Fax: 0870 141 7378

Email: uk@profibus.com

Web: www.uk.profibus.com

Health and Safety Policy and Arrangements

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Prepared in conjunction with SEH Limited
The Old Post Office, Horns Drove
Rownhams, Southampton SO16 8AJ

Telephone 023 8073 9573

Introduction

The PROFIBUS Group, UK (PGUK) is an industry association whose Committee members meet at the business premises of individual member companies. This Health and Safety policy and its supporting arrangements have been developed in order to ensure that the organisation's activities are conducted in such a manner that individual members are not placed at risk

The organization does not have any premises of its own or any full time employees however it recognizes the need to comply with current relevant Health and Safety legislation. It has therefore elected to operate the following policies in order to achieve this.

Health and Safety Policy

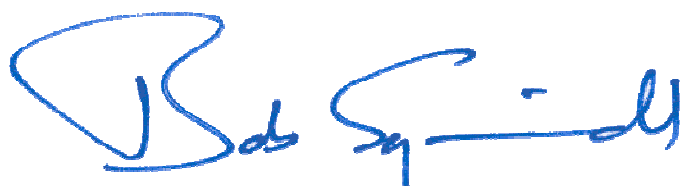
The PGUK policy shall ensure that their operations [wherever they may be carried out] are conducted in such a manner that our members may conduct their business under Safe and Healthy Working Conditions within the premises of member Companies. PGUK members also accept their responsibilities for the Health and Safety of other persons who may be affected by our activities.

In order to achieve this, member companies have a duty to Provide, Ensure and Maintain Safe and Healthy Working Conditions, Equipment and Systems of Work, within their premises to ensure that visiting members are not placed at risk. The objective is to ensure safe meeting environments at all locations.

Member Companies shall undertake to provide such information, training and supervision for PGUK members as they deem necessary for this purpose.

The PGUK chairman is responsible for the upkeep of this document as the nature and activities change. A formal review of this document will take place at least annually.

The allocation of duties for safety matters and the method by which they are implemented are set out within the Health and Safety arrangements. All member Companies are requested to support these in order to achieve the group's objective.

A handwritten signature in blue ink, appearing to read 'J. S. Smith', is written across the page.

Chairman – Profibus Group

This policy will be communicated to all new committee members upon appointment, and advised to all PROFIBUS member Companies.

Responsibilities

The Committee Member representing the Host Company will have overall responsibility for the health, safety and welfare for visiting members while they are on the Company's premises.

PGUK members visiting a host company shall sign in using the hosts normal signing in process. This will include ensuring that all visitors are made aware of any particular hazards and relevant safety rules which apply to the premises.

Visiting members shall co-operate with the representative of the host company following instructions given which relate to their health, safety or welfare while they are on the Host Company's premises.

If any member observes a hazard which could present a risk to members health, safety or welfare they are requested to bring it to the attention of the representative of the Host Company in order that appropriate action may be taken.

Risk Assessments

Host companies will ensure that Risk Assessments undertaken on their premises cover all visitors adequately and members must bring to the attention of all visitors, the nature of any specific hazards that may affect their health safety and welfare.

Where activities are undertaken in other locations i.e. Conference or exhibition venues, a suitable Risk Assessment shall be obtained ensuring all necessary and appropriate precautions have been taken. In accordance with normal Risk Assessment requirements, the results of all such Risk Assessments must be communicated to all participants by the chairman.

In cases where the organizations providing the conference venue or exhibition facility have their own Health and Safety procedures in place, these must be reviewed as part of the PGUK Health and Safety procedures.

Fire Precautions

Member companies must ensure that adequate provisions are made to ensure that in the event of a fire or other emergency, a safe evacuation may be carried out. Visitors must be advised of the nature of the fire alarm and the location of fire exits. Suitable arrangements must be made for disabled visitors.

The representative of the Host Company will have overall responsibility for ensuring that in the event of an emergency evacuation all visitors are accounted for and taking charge of the situation until the emergency services arrive.

First-Aid and accident Reporting

In the event of an accident occurring, the Host Company’s normal procedures shall be followed and details of any accidents should be recorded in the Host Company’s Accident Book. Any member who has an accident or who feels unwell when on a Host Company’s premises should inform the meeting Chairperson in order that appropriate action may be taken.

Welfare Facilities

It is the responsibility of the Host Company’s representative, to ensure that visitors are advised of the whereabouts of welfare facilities. i.e. toilets. and ensure that appropriate refreshments are provided, in accordance with the Host Company’s existing relevant policies.

Consultation and Review

This document shall be reviewed and accepted by the PGUK committee prior to adoption. The Chairman or his representative shall be responsible for any changes or amendments. Any such changes shall be noted in the Revisions Section.

The policy and arrangements will be formally reviewed annually and any a process of consultation followed prior to any changes being implemented

Revisions.

- 1)
- 2)
- 3)

