

TEP Renewables Limited
(the “Company”)
23-25 Waterloo Place Leamington Spa CV32 5LA
Company Number 9094126

HEALTH & SAFETY POLICY

1. POLICY STATEMENT

The Company recognises and accepts its health and safety duties and it is committed to: (a) the health, safety and welfare at work of its employees and other visitors to its premises; and (b) complying with applicable health & safety legal requirements with particular regard to the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999; and (c) the continuous improvement of its health & safety control arrangements and performance.

Specifically, the Company is committed to providing and maintaining:

- control of the health & safety risks arising from work activities;
- a safe place of work with safe means of entry and exit;
- safe plant, equipment and systems of work;
- a safe and healthy working environment;
- arrangements for the safe use, handling, storage and transport of articles and substances;
- necessary information, instruction, training and supervision to protect safety and health at work

TEP Renewables Ltd consider the health, safety and welfare at work of its employees to be an essential part of being a responsible and productive company that manages business risks and delivers long-term shareholder value.

2. OBJECTIVES

The overall health & safety objective of the Company is to prevent accidents, injuries and occupational ill-health at all locations under Company’s management control.

Specifically, it is the Company’s objective that the following “minimum control arrangements” are in place at all Company locations:

- (a) employee access to and basic understanding of this H&S policy document;
- (b) documented responsibilities for H&S at work
- (c) up-to-date H&S risk assessments and fire risk assessments;
- (d) the provision of necessary H&S information, instruction and training;
- (e) the provision and use of necessary personal protective equipment (PPE)
- (f) arrangements for emergency response / evacuation, first aid and occupational health;
- (g) documented procedures / safe systems of work, where necessary to establish and maintain a safe and healthy working environment
- (h) H&S control arrangements for contractors and visitors;
- (i) communication and consultation with employees on H&S issues
- (j) monitoring, investigation and reporting of any incidents, accidents or occupational ill-health;
- (k) corrective and preventative actions where any incidents, accidents or occupational ill-health occur.

3. ORGANISATION AND RESPONSIBILITIES

The QHSE Manager of the Company has prime responsibility for all aspects of health and safety at work.

The QHSE Manager is responsible to the Board of TEP Renewables Ltd for the implementation of this policy, which will be reviewed every year.

The QHSE Manager is responsible for producing and maintaining procedures which establish minimum criteria for health and safety throughout the Company, for assisting operational staff to achieve and exceed these criteria, and for monitoring compliance.

In delegating routine health and safety matters to appropriate levels the Management shall ensure that those responsible for nominated duties are fully informed and trained in their role and provided with resources necessary to achieve the objective(s). Job descriptions will include elements of health and safety, which are particular to all the individual functions.

Management shall ensure that all employees under their control receive adequate health and safety training on recruitment, transfer or a change in responsibilities, in addition, on the introduction of new equipment or processes where changes can, affect the risk to health and safety.

Risks to health and safety shall be identified through formal assessment and where risks cannot be removed shall be reduced to the minimum level possible.

Management will establish effective communications and will liaise with employees at all levels on relevant matters concerning health and safety.

Employees must take all reasonable care of their own health and safety and that of others who may be affected by their actions.

Employees must use safety devices or equipment provided and must not interfere with or minimise anything, which is provided in the interests of health and safety. In addition, they must bring to the attention of the company any matters that may cause a risk to health and safety.

4. COMPANY ORGANISATIONAL ARRANGEMENTS

DUTIES AND RESPONSIBILITIES OF THE QHSE MANAGER

The QHSE Manager retains overall control of the company policy decisions and is accountable for overall health and safety performance of the Company. He will ensure cordial and effective working relationships with statutory enforcing authorities responsible for health and safety at work.

The QHSE Manager bears responsibility for ensuring adequate allocation of resources to meet health and safety requirements both present and future and for budgeting and planning for long term improvements relating to agreed programs drawn up by the Company.

The QHSE Manager will be responsible for guiding the company in the direction that will maximise health and safety standards consistent with company growth. Input from other managers will be expected to ensure that balanced judgements are made in respect to this.

GENERAL DUTIES AND RESPONSIBILITIES OF THE MANAGEMENT TEAM

The members of the Management Team will:

- Familiarise themselves with those parts of the Health & Safety Policy relevant to their activity;
- Ensure that working conditions of staff meet relevant current legal requirements. Guidance must be sought if in doubt;
- Ensure that staff are adequately trained and supervised to carry out their tasks efficiently and safely;
- Ensure staff who operate or work with hazardous or potentially hazardous materials or equipment, are aware of the hazards and take the necessary precautions;
- Ensure that staff working away from office are provided with safe plant and equipment, the appropriate safety equipment and clothing, and are properly trained and adequately supervised.

DUTIES AND RESPONSIBILITIES OF ALL EMPLOYEES

It is the duty of every employee whilst at work, and of any contractors / visitors at Company facilities:

- to take reasonable care for the health & safety of themselves and others who may be affected by their acts or omissions;
- to cooperate with colleagues, line management and the Company on health & safety matters, including investigation of any incidents or accidents which has either led to injury or which could have led to injury in the Company's opinion;
- not to misuse or interfere with anything provided in the interests of health, safety and welfare;
- to clean up their working area and maintain high standards of local housekeeping and hygiene;
- to report any health & safety concerns to their line manager and / or the QHE Manager
- to promote ideas on the improvement of health and safety standards and also provide suitable suggestions for reduction in risks.

DUTIES AND RESPONSIBILITIES OF SUB-CONTRACTORS

It is the responsibility of the Company's subcontractors to:

- Comply with all Health & Safety requirements of the Company and health & safety legislation relevant to their activities;
- Provide all health and safety documentation requested including insurance details;
- Conform to all instructions and safe working practices issued or instructed by the QHSE Manager;
- Carry out adequate induction of employees and subcontractors in respect to Company's health and safety management systems and procedures, and client site related safety rules and issues;
- Act in a responsible manner at all times, both on Company's premises and client sites;
- Report to Company's management any potentially dangerous situation that could cause injury or ill health
- Ensure any protective equipment identified, as being required by risk assessment are provided and worn at all times;
- Refrain from abusing health, safety and welfare facilities provided and ensure such facilities are kept clean and tidy.
- Ensure all employees and subcontractors are fully covered by insurance against accidents, injury and damage caused;
- Report all accidents and damage incidents to the Company's management in accordance with the Reporting Injuries Diseases and Dangerous Occurrences (RIDDOR 2013).

SITE LEVEL RESPONSIBILITIES

At all locations where Company's employees work or to which they report (e.g. construction sites, project offices), the management of health & safety at work is the ultimate responsibility of the senior manager at that location.

Day-to-day responsibility for the management of health & safety shall be delegated through the line management structure, as outlined above

5. CONTROL ARRANGEMENTS

The Company shall have in place and shall maintain an Occupational Health & Safety Management System (OHSMS), comprising:

- this policy document and its definition of OHS Objectives, Responsibilities and Control Arrangements;
- an up-to-date Global OHS Hazard and Risk Assessment;
- Health & Safety Standards, an OHS Manual / Guidelines, and Safety Standards
- global improvement programmes and targets
- global performance monitoring, auditing and reporting arrangements

All project site locations under Company's management control shall have in place and maintain necessary health & safety control arrangements as required by this policy document, the nature of and hazards posed by their operations, and applicable legal requirements.

Specifically, the Company's "minimum control arrangements" (which comprise items (a) –(k) in section 2 above) shall be established and maintained at all Company locations.

6. FIRE PRECAUTIONS

All employees and sub-contractors visiting the Company's premises must attend the site induction to understand the site fire precautions and evacuation procedures.

In the event of the fire alarm being activated all persons must stop work immediately and proceed to the fire assembly point

All office-based staff must be aware and understand fire precautions and evacuation procedures.