

Phoenix Energy Holdings Ltd
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Phoenix Energy Holdings Gas Ltd

Health & Safety Policy

March 2011

Policy Authorisation:

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Phoenix Energy Holdings Ltd

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1.0 INTRODUCTION

The Company takes the health, safety and welfare of its staff and those who are affected by its work seriously. It is our policy to exceed, where possible, the minimum health and safety requirements of the law. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employees.

2.0 PURPOSE

To outline the policy requirements and individual duties and responsibilities of Phoenix Energy Holdings Group and its employees to ensure their health and safety and compliance to legislation.

3.0 SCOPE

This policy applies to all employees of Phoenix Energy Holdings Group and its subsidiaries (“The Group”).

4.0 REFERENCES

- Health and Safety at Work Act 1974
- Health and Safety at Work Order (Northern Ireland) 1978
- Safety Health and Welfare at Work Act 2005 (ROI)
- ASHES HSE Manual and Risk Assessments

5.0 DEFINITIONS

Companies within Phoenix Energy Holdings:

- Phoenix Natural Gas Ltd is responsible for the construction and safe operation of the Distribution network within the Greater Belfast licence area.
- Phoenix Supply Ltd supply natural gas to customers connected to the Network.
- Phoenix Energy Services Ltd provide servicing and maintenance services to the home heating market within Northern Ireland. They also provide emergency response and asset maintenance services to Phoenix Natural Gas.

6.0 POLICY

HEALTH & SAFETY STATEMENT

Phoenix Energy Holdings Group

Chief Executive Officers Statement

In support of the fundamental business goal of running a successful Natural Gas business, Phoenix Energy Holdings Group and its subsidiaries ("The Group"). are fully committed to achieving high standards of performance in safeguarding the health and safety of employees, and minimising both the risk to the public and the impact on the environment of our activities.

To this end it is the Group's intention to ensure compliance with all statutory duties of employers to employees, and others as specified in the Health and Safety at Work etc. Act 1974, Health and Safety at Work (NI) Order 1978 and Safety, Health and Welfare at Work Act 2005 (ROI) and all other health, safety and welfare regulations as appropriate.

An excellent health, safety and environmental record is a positive business investment for us. This policy outlines the main responsibilities and organisational arrangements within the Group.

The Group has established a Health and Safety Management System designed to comply with the requirements of the OHSAS 18001 standard.

For detailed guidance reference should be made to the ASHES HSE procedures Manual and guidance documents.

Peter Dixon
GROUP CHIEF EXECUTIVE OFFICER

6.1 Policy

The Group will have in place and maintain systems to achieve the following principles:

- Compliance with all relevant legislation, appropriate codes of practice and any other requirements applicable to our business
- Provide and maintain a working environment for employees that is safe and without risk of injury and ill health with adequate facilities and arrangements for employees at work
- Establish effective lines of communication with internal and external bodies regarding all areas of health and safety, including trade unions, agencies and consultative bodies.

- Require all employees, including contractors and partners, to work to Group standards, to work safely and with due consideration for the health and safety of themselves and the public and to protect the environment.
- Assess the health, safety and environmental impact of its policies, programmes, plans and activities.
- The Group is committed to continual improvement and will set itself health, safety and environmental related targets and objectives covering all aspects of its operations. These will be monitored and reviewed and amended when necessary to ensure an effective process of continual improvement.
- The Policy will be reviewed on a regular basis to ensure it remains up to date and relevant to the activities of the Group.
- Ensure that appropriate instruction, training and supervision, is available to meet individual responsibilities and needs.
- Foster an understanding of health, safety and environmental issues relating to its business activities among employees, suppliers, customers, stakeholders and communities local to its operations and seek to understand and take account of their concerns.
- The Group will implement, maintain and review this policy and ensure that it is communicated to all employees and ensure that contractors used by the Group are fully aware of this policy. The policy will also be made available to any other interested parties.
- Provide adequate resources to fully implement and develop effective health and safety management systems throughout the Group.

1.1

6.2 Duties & Responsibilities

6.2.1 Responsibilities of Directors

The Chief Executive Officer is responsible, through his management teams, for ensuring that adequate organisation and arrangements exist for the effective implementation of the policy on health, safety and the environment and for compliance with statutory requirements and good practice.

Directors set targets and objectives as appropriate and ensure adequate resources are available to meet the health, safety, welfare and environmental objectives.

Directors actively promote health, safety, welfare and environmental issues and ensure that performance is measured and reviewed at board and senior management meetings.

Directors ensure details of any safety or environmental incident involving a fatality, major injury or significant damage to the environment or property are reported at the earliest opportunity.

Directors ensure such incidents are fully investigated and any lessons learned are communicated.

6.2.2 Responsibilities of Managers and Supervisors

Management of Health, Safety and the Environment is a prime responsibility of all levels of management and shall be an integral part of all business processes. As managers and supervisors you must;

- Understand and comply with the requirements of the Group's health, safety and environmental policies and Group ASHES management system.
- Implement the policy within your area of responsibility based on guidance provided.
- Ensure you are familiar with the issues and the legal requirements relevant to your area of work and understand health, safety and environmental risks of the operations and activities for which you are responsible.
- Minimise health, safety and environmental risks, by risk assessing the work activities you control and take measures commensurate with the level that the risk demands.
- Ensure that all work is properly planned and resourced, that appropriate controls are implemented and that the personnel involved are adequately instructed, trained and competent.
- Ensure that in-house health, safety and environmental inspections are carried out and that any corrective actions are taken.
- Ensure all Health, Safety and Environmental accidents and incidents, including "near misses", are reported as required by legislation and Company policy, so that lessons can be learnt and shared.

6.2.3 Responsibilities of all Employees

What ever job you do, you have a duty to co-operate in ensuring that your workplace is safe for everyone who might be affected by your actions, and to take reasonable care not to do anything which might endanger either yourself or others or cause avoidable damage to the environment.

- Be familiar with the workplace health, safety and environmental regulations and safe systems of work that apply to your work and insist that these regulations are observed.
- Work according to the Groups safe systems of work and operations controls.
- Report any accidents and "near misses" you may have when working as soon as possible to your manager / supervisor, including any situations which are potentially unsafe or present a threat to the environment.
- When working take account of factors that will minimise the risk of injury, damage and loss to all of those involved in the works.

- Identify hazards and report these to your manager. Do not continue working with a hazard until a proper assessment has taken place – suggest ways of eliminating hazards.
- You must not knowingly act in a way in which may cause either you or the Company to be in breach of the law or damage the reputation of the Company. You must take into account the potential hazards and risks in everything you do.

6.2.4 Health, Safety and Environmental Manager

HSE Manager's responsibilities are as follows;

- Advise the Group Management Team and the CEO on policy formation and strategy programme for health, safety and environmental management.
- Advise Group Management Team of proposed changes to statutory health and safety legislation and the implications of same.
- Maintain an up-to-date portfolio of specialist advice and information on techniques to assist the business processes and achieve compliance with legislation and the Group health, safety and environmental policy.
- Shall ensure all key HSE meetings are conducted.
- Ensure a suitable HSE Management system is implemented, maintained and reviewed.
- Advise and support Group managers in fulfilling their Health and Safety Responsibilities.
- Maintain contacts with Regulators, Legislators, other companies and organisations to influence developments in safety and environmental legislation and monitor comparative performance.
- Communicate effectively health, safety and environmental issues and information throughout Group and to external bodies as appropriate.
- Investigate all incidents, accidents and near misses in conjunction with managers
- Report to the management team on HSE performance.

6.2.5 Organisation

The Group Management Team have the overall responsibility for ensuring the effectiveness of health, safety and environmental management.

The responsibility for health, safety and the protection of the environment is clearly allocated to senior management, line management and supervisors who are expected to be fully committed to achieving continuous improvement and to **leading by example.**

6.3 Arrangements

The Group will develop, maintain and improve a positive health, safety and environmental culture through senior management by: -

- Ensuring the effective operation of the Health, Safety and Environment Management System - The ASHES HSE Manual shall contain all Health, Safety and Environmental operating procedures. These procedures shall be communicated to relevant employees, audited at scheduled intervals and revised where appropriate.
- Ensuring adequate risk assessments have been completed assessing the risks to people and property arising from activities and the use of substances, ensuring risk control measures are in place and performing regular reviews.
- Ensuring that employees are competent and adequately trained to carry out the duties assigned to them. Training can be carried out in house or by an approved training provider. New employees performance will be closely supervised by managers and experienced staff to ensure they understand the nature of the hazards present.
- Implementing measures, reviewing and auditing systems to monitor the achievement of performance standards against compliance with legislation, company policy, best practice and Key Performance Indicators.
- Ensuring systems are in place for the reporting and investigation of “near misses”, accidents and incidents.
- Having arrangements in place to assess the performance of contractors carrying out work on the Group’s behalf.
- Ensuring documented fire, emergency and evacuation procedures are in place, including carrying out routine inspections of premises to ensure compliance with fire protection measures and emergency procedures and drill performances are regularly reviewed.
- Ensuring sufficient numbers of suitably trained and qualified “first aiders” and provision of first aid equipment is provided in line with risks associated with respective works.

6.4 Consultation & Communication

The Group shall endeavour to keep all staff informed on Health, Safety and Environmental Issues. Communications shall take place at all levels and involve;

- Circulation of Policies and Procedures
- Issue of Health and Safety Reports.
- Issue of Health and Safety Statistics
- Promotion of Health and Safety Initiatives and campaigns.

As part of the induction procedure the Company health and Safety Policy will be explained in detail to new employees.

Senior Managers, Line Managers and Supervisors must ensure that sufficient information about Hazards, Risks and Preventative Measures are provided to those who may be affected.

All employees will be consulted on health, safety and environmental matters that may directly or indirectly affect them. This consultation may be formal (via employee / management health and safety meetings) or informal (during the course of day-to-day duties). Employees will also be consulted if accident or incident investigation findings or revised risk assessments indicate that work operations and activities may change.



ACKNOWLEDGEMENT FORM

Acknowledgement of receipt return slip

Please read, sign and then return this slip as soon as possible to Personnel and Training Officer.

I acknowledge that I have received a copy of the Phoenix Health, Safety and Environmental Policy statement and I understand that it is my duty to carefully read the contents and observe all instructions for proper and safe performance of my work.

Name (Block Capitals) _____

Signed _____

Date _____

Location _____