

SOS Limited

The Complete Office Solutions Company

Company Registration No. 2787467

HEALTH AND SAFETY POLICY STATEMENT

General Statement

The Health and Safety of all our employees, customers, visitors and members of the public is of paramount importance to S.O.S Ltd.

Senior Management have reviewed the Health, Safety, and Environmental Legislation when considering their responsibilities and setting the Company's Health and Safety Policy objectives.

Company Responsibilities

S.O.S Ltd will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. It will manage its business in such a way, and so far as is reasonably practicable, that the safety and welfare of persons not employed by S.O.S Ltd are not exposed to risks.

This policy document explains in broad terms, what must be done by everyone within S.O.S Ltd to achieve these objectives. The aim is to provide a sound basis for the co-operation between management and employees and is intended to encourage continuous improvement of our Health, Safety and Environmental performance.

Objectives and Commitment

Our objectives toward fulfilling this policy are to:

- Concentrate on the elimination of risks to persons, as a first priority, then on risk reduction, prevention of injury and loss due to damage
- Identify the health and safety hazards and manage those hazards so that the risks are effectively controlled, in accordance with this policy.
- Work to safety standards, which satisfy our Statutory requirements and reflect good industry working practices.
- Review and develop these standards continuously and when changes in Legislation, industry practice or technology occur, revise them accordingly

We are committed to consult with employees on health, safety and welfare issues by:

- Ensuring that our employees are trained to understand and carry out their job responsibilities. This will involve, but will not be limited to, selection, training, re- training, supporting and continuous assessment of employee performance.
- Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

Legal Obligations

S.O.S Ltd recognises the legal obligations placed on it by the Health and safety at work etc Act 1974 and other Statutory Legislation, as it may be applicable to our undertaking.

Our Health and Safety documentation and records are kept in the Managing Directors Office, Warehouse Office and will be made freely accessible to customers, visitors and member of the public and any other person(s) who may be affected by our operations.

A copy of the Employee health and Safety Information Manual is located in the canteen being easily accessible to all employees for their reference.

Employees will be made aware of this facility and are obliged to familiarise themselves with the contents of this manual as it contains essential information for their health, safety and welfare. Should any employee have any questions on any health and safety related matter they must raise it with their immediate supervisor.

Health and Safety Advisory Service

In order to assist us in our undertaking, we have appointed **Mentor**, Health & Safety Consultants, to provide competent advice and guidance, which we will duly adhere to.

Richard Jones
Managing Director

23 June 2006