

GALLEY OPERATIONS SAFETY GUIDE

GENERAL INFORMATION

The information contained in this manual is the core safety guide for all Catering Personnel, but this information will not take precedence over any applicable government regulations or those procedures specified by clients. Wherever such regulations and/or procedures are more restrictive than those contained in this manual, then such regulations and/or procedures will take precedence over those contained in this manual.

This manual will be reviewed at regular intervals by the Company Safety Manager. All employees are encouraged to submit comments and recommendations to the Company to further improve the information and procedures contained within.

Policy Statement

The following is a statement of the General Health, Safety and Environmental Policy (HSE) for [catering dept.].

- (a) **General:** The prevention of accidents and injury is a prime policy objective and great importance is placed on ensuring and maintaining the health and safety of employees. Furthermore, the Company wishes to protect all persons with whom employees may have association during work activities. It is therefore the intention of the Company to observe and comply with all statutory provisions and to take any additional measures which it sees fit in the pursuance of safety.
- (b) **Implementation:** To implement the Policy, the Company's objectives are:
 - (i) to ensure that all work places are suitably equipped and free from recognized hazards which are liable to cause death, injury or illness;
 - (ii) to provide employees with suitable safety equipment where appropriate;
 - (iii) to comply with all laws which regulate employee health and safety;
 - (iv) to hold all supervisory personnel responsible for developing and maintaining safety consciousness among their staff;
 - (v) to identify and undertake appropriate training;
 - (vi) to seek ways of improving health and safety in the work environment;
 - (vii) to encourage employees to improve health and safety awareness in their own sphere of activity, to prevent injury to themselves and to other people, and to report accidents and hazards to their superiors.
- (c) **Responsibilities and Organization:** Overall responsibility for ensuring that all safety matters are efficiently promoted and implemented rests with the Company President. This responsibility is delegated to the General Manager who will co-ordinate safety matters on behalf of the President. The General Manager will further delegate day-to-day safety matters to the various Supervisors who will supervise and guide their own staff on all health and safety matters.

It is the obligation of all [catering dept.] employees to participate in maintaining a healthy, safe and clean work environment. Employees are responsible for completing the job safely. If unsure of the safe way to proceed, they must ask for assistance from their supervisor, and must report any unsafe situation or action.
- (d) **Safety Instruction and Guidance:** The Company Safety Manual carries detailed information and instructions on health and safety matters. Copies of the Manual are available for consultation at all Company sites and will be issued to employees and contractors, together with appropriate revisions and updates.
- (e) **Individual Responsibility:** Employees and contractors at all levels are required to co-operate in implementing the requirements of all Health and Safety laws and codes of safe practice. They are to refrain from any action or omission or anything that constitutes a danger to any person and are

to be alert to such dangers, advising the Company of any situation or practice which may endanger persons or equipment.

- (f) **Review:** This policy will be reviewed and amended as necessary, and employees will be advised of all changes at the earliest opportunity.
- (g) **Environmental Policy:** Our policy is to employ the best environmental standards and procedures even in the absence of any legal requirement to do so. We will do it because we believe it is right and we believe that it is good business practice.

To implement our commitment, we pledge to conduct our business according to these principles:

- To protect the land and water resources where we conduct our operations.
- To promote environmental awareness and a sense of environmental responsibility in our employees, suppliers and clients, providing training where required.
- To cooperate with Government and others if so asked, in the creation of responsible and effective laws and regulations to safeguard the environment.
- To be sensitive to local community concerns about the environmental impact of our operations, providing education whenever possible.
- To maintain the highest degree of integrity with our clients and Government officials and, in addressing environmental concerns, to be especially diligent to ensure that we deliver what we promise, recognizing that public trust is difficult to build but simple to shatter.

THIS IS A 6-PAGE DOCUMENT.