

TigerGeo Safety Policy

General

TigerGeo is committed to ensuring a safe working environment for all employees and for others who attend our places of work. Safety management is integral to our work and overseen by the Operations Manager who engages directly with the company Directors. All safety procedures, internal and external training, and day to day record keeping are subject to monitoring and review. Safety guidance documents are freely available throughout the company and all employees are encouraged to read these and to discuss their content at staff meetings.

All field safety is guided by the International Association of Geophysical Contractors (IAGC) Land Safety Manual for Geophysical Field Operations, version 10. This is a detailed and comprehensive document that provides information on all aspects of practical safety maintenance and work specific hazards encountered during geophysical and similar fieldwork.

Most of the day to day risks and hazards are due to TigerGeo's role as a contractor visiting sites, i.e. places of work for which there may be little prior knowledge, and also due to the active outdoors nature of the work. There is therefore considerable emphasis on managing safety on a self-contained basis. In addition, the significant amount of travelling involved requires that particular attention is paid to driver and vehicle safety.

There is a non-blame reporting policy in place within TigerGeo and are employees are encouraged to engage in mutual discussion of any incidents, near misses etc. and to contribute to development of improved ways of working. All employees are trained, within the scope of their day to day work, in the completion of safety audits and safety reporting.

Personal training & PPE

All employees engaged in fieldwork have current Rescue and Emergency Care First Aid (REC) Training to Level 2 and some also Level 3 standard, provided by Bigfoot Services and renewed before expiry.

In addition there is an ongoing programme of obtaining CSCS cards for all employees that work away from the office.

Core PPE items provided individually for all employees include steel-free toe-capped work boots, all-weather insulated overalls, waterproofs and gloves. Additional PPE items maintained as a pool include hard hats, safety glasses, rubber 'barrier' gloves and high visibility vests.

Guidance

Core safety guidance is printed and available in all work vehicles, including:

- HSE Employee's Leaflet
- IAGC Land Safety Manual for Geophysical Field Operations
- Kawasaki Tips and Practice Guide for the ATV Rider
- HSE Agricultural and Forestry ATV Quad Bikes
- HSE Safe Use of All-terrain vehicles (ATVs) in agriculture and forestry
- this document
- TigerGeo driver safety policy
- TigerGeo RIDDOR policy

Additional guidance is available through the company intranet, including

- HSE - Driving at Work
- Prospect – Driving and Roads

- Prospect – Lone Working
- Agricultural chemicals

with other documents added from time to time.

Audits

Written audits are maintained as a core safety procedure, including weekly (or more often if necessary) for:

- all terrain vehicles (ATVs)
- all other vehicles used for company business (so also private vehicles although there is a presumption against using these)
- driving and working hours, the latter broken down into particular classes of activity

Copies of these are available for inspection. Regular written audits are also undertaken for:

- First Aid kit contents
- PPE

Record keeping

Various written records are maintained, including an accident, near miss and incident recording system and a corresponding follow-up response record.

Every project is individually subject to a written risk assessment and a follow-through assessment and sign-off procedure. The risk assessment process includes examination of available aerial photography, historic and current map data, information (wherever possible) on crops and livestock, soil data and any site-specific information provided by the client.

The risk assessment process includes version control and re-assessment facility and is regarded as an ongoing process throughout a project, rather than a single shot process at the start of work.

The assessment forms part of a safety pack that is present within all vehicles attending a site. The pack also includes the contact and location information for the closest accident and emergency hospital, site management / landowner contact details.

Specific policies

Specific policies exist for activities identified as of higher risk, including:

- driver safety
- manual handling
- accidents reportable under RIDDOR

Other specific policies exist for activities that could give rise to accidents or adversely affect the safety of the workplace for others, e.g.

- drugs and alcohol policy
- smoke-free policy

Fire safety

A written fire safety audit is conducted annually, or more often in response to changes, for the storage and office premises of the company.

Safety of visitors

The maintenance of the safety of visitors and members of the public in general is regarded as equal to that of employees and it is the duty of all employees to ensure and safeguard safety across the workplace.