

Welcome to

BAE SYSTEMS Avionics Limited
Rochester



BAE SYSTEMS

www.rochesteravionicarchives.co.uk

Health and Safety Policy Statement

It is the policy of the management of BAE SYSTEMS Avionics Limited to do all that is reasonably practicable to ensure a safe and healthy working environment.

The promotion of health and safety measures is regarded as a mutually beneficial objective for Management and Employees at all Levels. The avoidance of hazards arising from Company operational activities or products is of paramount importance.

The Site Directors are responsible to me for all health and safety matters, which includes ensuring that the requirements of the Health and Safety at Work Act 1974 and all associated legislation are met and that all the Company's organisation and arrangements are implemented.

It is the duty of all management and supervisory staff to maintain a safe and healthy place of work to ensure that everything reasonably practicable is done to prevent personal injury or damage to property in the process of production, design and test, construction, operation and disposal of all plant, machinery, equipment and services.

The Company will provide appropriate instruction, training, supervision and information to enable all employees to perform their work safely and efficiently. Training will be provided to employees to ensure that all are aware of their duties and responsibilities and that health and safety is a prime consideration in all aspects of their work and the work of contractors and visitors on company premises.

The Company will emphasise in all health and safety matters the high degree of individual personal responsibility that must be accepted by each employee.

Every employee has a duty to co-operate with management by:

- a) Working safely and efficiently.
- b) Using protective equipment provided and meeting statutory obligations.
- c) Reporting accidents/incidents that have or could have caused injury/damage.
- d) Adhering to company procedures for securing a safe place of work.
- e) Assisting in the investigation of accidents with the objective of introducing measures for preventing recurrence.
- f) Identifying potential hazards.

The company endorses the need for joint consultation to maintain the communication necessary for good health and safety standards.

Audits of Health and Safety procedures and inspections of the workplace will be carried out at least annually by management and employee representatives. Any health and safety items identified during the course of inspection will be referred to the Site Director for action.

The Company Policy for Health and Safety will be appraised periodically to determine the need for alteration and revision.



Managing Director
Avionic Systems Division
January 2001

The Safety, Health and Environmental team would like you to help us to maintain a clean healthy and safe site during your visit.

Please take a few minutes to read the contents of this leaflet.

Many Thanks

THE SAFETY INFORMATION YOU MUST KNOW ON SITE

We take pride as a Company that we have an excellent Safety, Health and Environmental record on Site.

Whilst on Site your host will make sure you are fully aware of the following Key Points:

- All areas are designated an Emergency Zone number
- The area evacuation map and the information relevant to the area you are in.
- If the alarm sounds longer than 20 sec. You must evacuate to your Assembly Point
- Let the Fire Warden know of your presence, do not re-enter the building until advised by the Fire Warden.

IN THE EVENT OF AN EMERGENCY

RING 4444

LOOK for the green and white EMERGENCY ZONE Signs

EMERGENCY ZONE No.

**Tell them the ZONE you are in
Also the type of Emergency**

Environmental Policy Statement

The Directors of BAE SYSTEMS Avionics Limited at Rochester recognise the social and economic importance of environmental protection and the implications of its activities on the local and global environment. We are fully committed to meeting this challenge and to working towards the continual improvement of our environmental standards and practices.

To support the stated commitment, it is management policy to integrate environmental considerations into the business decision-making process.

In order to maintain and sustain the Company's environmental performance we will take every reasonable practicable means to:

- 1) Comply with all relevant statutory and corporate environmental requirements.
- 2) Achieve good environmental standards in all activities including the reduction, control, handling, use, storage and disposal of waste.
- 3) Make economic use of energy, water and all other resources to minimise waste in all aspects of the business.
- 4) Assess regularly the environmental impact resulting from business operations and remain fully informed of recognised best practices.
- 5) Communicate this policy to company customers, contractors, suppliers and employees and encourage their active involvement.
- 6) Include environmental issues in training programmes to increase employee awareness and active involvement.
- 7) Set environmental business objectives and targets for improvement, which will be regularly monitored and reviewed.
- 8) Maintain contingency plans where foreseeable risk of environmental incidents exists.

The Managing Director and the Environmental Director of Avionics Systems Division at Rochester are responsible for the implementation and management of the environmental programme.

Through the efforts of all employees we ensure that our policy objectives are achieved.



Managing Director
Avionic Systems Division
January 2001

HEALTH

BAE SYSTEMS have first class on Site Occupational Health facilities and quick response first aid facilities. These facilities are managed by the Occupational Health Management team. If on site you experience a medical problem:

- Observe the use of the **4444 Emergency Number**.
- If you have a known medical condition please insure that our Occupational Health Centre is aware.
- Take care of your own health and any actions which could effect other persons.
- BAE SYSTEMS operates a site wide Non Smoking Policy.

SECURITY

Security is of vital importance at BAE SYSTEMS. There is a high level of commitment to the security of employees, visitors, contractors and property. To assist in our commitment we would ask everybody to:

- Remain with your host at all times.
- Wear your security badges at all times.
- Do not leave valuables unattended.
- Report any security issues immediately.
- Have all computer software checked prior to use.
- Do not use Mobile Phones in restricted areas.

ENVIRONMENTAL

BAE SYSTEMS approach to the Environment is not merely words on paper but an attitude that is rooted in the Company's foundations. The Company conforms to strict government Environmental regulations. In addition to this the company has its own in-house Environmental policy. The Company has its own Environmental management structure. As a visitor to our site we would ask you to observe the following key points:

- Observe good house keeping practices.
- Prevent litter.
- Help prevent spills and leaks.
- Use natural resources such as electricity and water economically.
- Report any Environmental issues.
- Inform local management if using chemicals of any type on site.

Please enter any comments or suggestions that should have regarding this leaflet or any other Safety, Health or Environmental issue in the box provided below and return it to you host or the receptionist at the end of your visit.

Your comments:



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