Successful Software Health and Safety Policy

This is the statement of general policy and arrangements for:	Successful Software Company
Overall and final responsibility for health and safety is that of:	Yiannis Barbanas – Manager
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Efi Paleologos – Assistant Manager

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Yiannis Barbanas Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Efi Paleologos Assistant Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Yiannis Barbanas (Manager) Efi Paleologos (Assistant Manager) All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Yiannis Barbanas Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Efi Paleologos Assistant Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Health and safety poster is displayed:	At reception			
First-aid box and accident book are located: Accidents and ill health at work reported to the Greek Social Security Organization (www.ika.gr)	At reception			
Signed:	Yiannis Barbanas	Date:	13/03/2010	
Subject to review, monitoring and revision by:	Yiannis Barbanas	Every:	12	months or sooner if work activity changes

Successful Software Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further Action in necessary?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	■ General good housekeeping. ■ All areas well lit, including stairs. ■ No trailing leads or cables. ■ Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening.	■ Better housekeeping in staff kitchen needed, eg on spills. ■	All staff, supervisor to monitor Manager	From now on 14/3/2010	14/3/2010 14/3/2010
Fire safety	Staff and visitors may be injured if the building is on fire.	■ We have set a speed dial on each phone for reporting the case of fire to the fire department (199). ■ We have implemented a specific fire evacuation plan that is using a gathering point and immediate evacuation by using the staircase of the building. ■ We empty our rubbish bins every day at the end of the day to the disposal bin that is available on each floor. ■ We recycle flammable materials at the end of each day by putting them on the recycle bins that are available at the building entrance.	■ Training of the staff on how to use a fire extinguisher. ■	All staff, supervisor to monitor Manager	From now on 14/3/2010	14/3/2010 14/3/2010
Ergonomic use of computer equipment	Staff may be injured if they not having the proper posture while using a computer.	■ We have included in our training of the staff the Ergonomic Guidelines and RSI exercises that were published after years of research by the Cornell University (http://ergo.human.cornell.edu/ergoguide.html and http://www.will-harris.com/yoga/rsi.html). ■ We have purchased the proper furniture that are adjustable and adaptable to the ergonomic guidelines, regardless the height of the staff member that is using them. ■ We installed the proper lighting devices for glare-free screen viewing. ■ All of our computer keyboards and mice are ergonomic (Microsoft Natural technology).	■ We should insist more on the Micro-breaks and Rest breaks of the staff that will allow our people rest while working long hours in front of a computer. ■	All staff, supervisor to monitor Manager	From now on 14/3/2010	14/3/2010 14/3/2010