



NASON DAVIS Ltd

TIMBER AGENTS
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APPENDIX TO THE NASON DAVIS.LTD Health & Safety Policy dated 20th August 2007, reviewed annually March 2011

Road Safety.

Background: The Company runs 4 Company cars, these are used for business but also allow private usage. Our subsidiary Company Nason Davis Eesti Oü in Estonia has 3 Company cars. In 2008 the Company received a Certificate of Achievement from South Cambridgeshire County Council for our Work Related Road Safety Policy, this can be viewed on our website.

Estonian Company: The Estonian Company is registered in Estonia and is therefore subject to Estonian H & S rules and regulations. However we here as owners have a responsibility to ensure that the cars provided are up to the task and are maintained properly and used safely.

As you know we have provided 4 wheel drive cars to cope with the Baltic Winters as safely as possible and we have provided hands free kits to ensure that their mobile phones are never hand held.

We also know that the Directors there have in place regular maintenance of the cars and that the drivers documentation has been and is checked regularly.

UK Policy.

Stephen Nason is the delegated person responsible for Road safety.

Following informal risk assessments we have established that the main areas for concern in our case are likely to be fatigue and mobile phone use.

1/ Journeys should be planned so as not to exceed 13 hours. In any event drivers of Company cars should take regular breaks and not allow themselves to become over tired. If 13 hours away is likely to be exceeded then overnight accommodation should be arranged.

2/ Use of mobile phones without 'hands free' is strictly forbidden and against the law. The Company does not want drivers minds to be taken off the driving job, therefore endangering themselves and others. To that end the Company requires that the mobile phone, even in the 'hands free' mode usage should be kept to a bare minimum whilst driving and that the 'voice activation' facility be used for dialling out. When calling someone who is out of the office and could be actually driving please be sure to ask: "Is it OK to talk?" Calling back when safer to do so is by far the preferable option.

3/ All cars are to be regularly maintained by the Company, kept properly insured and have valid Road Tax and MOT Certificates in place. It is the duty of all drivers to report any faults and not to drive the car if it is felt unsafe to do so.

4/ All drivers are to inform the Company of any changes to their driving licence and or their health, which may effect their driving, or the Insurance Policy. Drivers must present their driving licenses for checking every 6 months to the Company or at any other time if requested.

5/ All drivers should visually inspect their cars prior to driving and they should also be aware of the state of the cars tyres which must always be within the legal limit, if unsure please present the car to a garage for checking.

6/ Under no circumstance must anyone drive who is under the influence of alcohol or drugs of any nature. If someone who drives takes prescribed drugs then their suitability to drive should be checked with their GP.

7/ Every driver should be aware of the limitations of our insurance policy especially where other 'permitted drivers' are concerned; there are age restrictions in place.

8/ Every staff member who drives for the Company has a copy of this policy and has accepted the contents. A signed and dated a copy from each employee is kept on file by the Company.

Chairman of the Board

Stephen Nason