


Document Title	Personal Electronic Equipment Policy	
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Document Author	John F Macleod	
Document Approval	Douglas Leask	
Applicability	All areas of operations within the company	
Pages	3	

1.0 Purpose

This document forms part of the Leask Marine Ltd.'s health and safety policy and details the way in which the Company ensures that privately-owned personal electrical equipment can be used safely on the Company's premises, sites and vessels.

2.0 Scope

This policy applies to all staff, sub-contractors and visitors working within the premises, sites, and vessels of Leask Marine Ltd.

3.0 Policy Statement

The Personal Electrical Equipment is defined as any electrical equipment owned by a member of staff, sub-contractor, or visitor.

The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shocks can cause severe and permanent injuries and can kill. Damaged equipment can cause fires that can lead to death or injury to others. Most of these accidents can be avoided by adopting a policy with straightforward precautions.

The aim of this policy is to reduce the risks which non-company electrical equipment may pose to all staff and persons visiting or working within premises, sites, and vessels of Leask Marine Ltd.

4.0 Arrangements

4.1 Types of privately-owned personal equipment allowed

Leask Marine recognises that with the ever-increasing pace of technology and for reasons of personal safety, staff, sub-contractors, and visitors may wish to bring certain personal electrical devices to work.

Members of staff are permitted to bring in and use the following personal equipment:

- 🌀 Mobile/smart phones and chargers
- 🌀 Digital organisers and chargers
- 🌀 iPhones, iPods, and MP3 players.

Staff members and sub-contractors are not permitted to bring into the Company any other privately owned electrical equipment that requires a mains power supply to run or charge the equipment without notification before plugging into the mains.

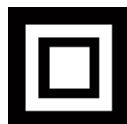
Staff and sub-contractors found with any items of electrical equipment which are not allowed at the Company will be asked to remove the equipment from the premises.

Contractors may be required to bring in personal or company owned, work-related equipment. The equipment must be required for carrying out their work at Leask Marine Ltd. They must ensure that this equipment is in a safe condition by verifying the following:

- ⦿ The plug or adaptor is for a UK socket;
- ⦿ The cable and body of the equipment and/or charger do not show any signs of damage;
- ⦿ All UK plugs are marked BS 1363;

AND

- ⦿ The equipment or charger displays the following symbols:



Class II (Double insulation)



European Standards Mark

Sub-Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests.

Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought on any Leask Marine site.

5.0 Responsibilities

Managers are responsible for:

Ensuring that all staff are using approved electrical equipment only and any personal electrical items which are not permitted to be used by Leask Marine Ltd are removed.

Escalating any issues that they cannot resolve to the Information Security Manager (Commercial & HSEQ Director)

The Fire, Health and Safety Adviser is responsible for:

Providing assistance to the Information Security Manager to ensure that risks relating to electrical equipment are adequately controlled.

All staff and contractors wishing to use permitted personal electrical equipment on Agency premises are responsible for:

- ⦿ Using their privately owned personal electrical equipment safely according to the manufacturer's instructions.
- ⦿ Not to use any electrical equipment if it is damaged, has failed its inspection and/or test or if they believe that their health or safety may be at risk.
- ⦿ Removing any unauthorised personal equipment from Leask Marine Ltd's premises.
- ⦿ Reporting any accident, incident or health and safety concern, including damage to Company equipment, to their Line Manager and following the Company's accident procedures, if appropriate

6.0 Review and Monitoring

The Personal Electronic Equipment Policy will be reviewed annually and as required by the company.

7.0 Records

1.02.1 Health & Safety Policy

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1.02.2 Structure of Policies within the IMS
13.19 Information Classification & Handling Procedures

A handwritten signature in black ink, appearing to read "D Leask". The signature is written in a cursive style with a large, looped initial "D".

Signed:

Name: Douglas Leask, Managing Director

Date: 1st January 2020