

Section 1

General Policy Statement

March 2008

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Part One – Health and Safety General Policy Statement

1.1.1 The Objectives and Principals

The objective of the Winchmore Brickwork Limited Health and Safety Policy, is to prevent, insofar as it is reasonably practicable to do so, during the course of the work or duties being undertaken, any accidental occurrence resulting in:

- *Injury to any person.*
- *Damage to, or loss of any plant, equipment, property, materials or products.*
- *Delays in any processes or operation.*
- *Events that may otherwise be detrimental to efficiency and/or prestige.*
- *Adverse impact upon the environment.*

The Policy is applicable to all Winchmore Brickwork Limited Employees, as detailed in Part Three of this Section. This includes the Employees of Sub-Contractors, Self Employed Persons, Consulting Practices and the Client.

The application and promotion of the Policy is the responsibility of Senior Management of this Company. Whilst duties and tasks may be delegated, the overall responsibility remains that of Senior Management to ensure that the Company complies with all relevant statutory health and safety legislation, common law and Approved Codes of Practice.

All Company Employees, regardless of their status, are expected to abide by the principles of this Policy as and where applicable. We also expect the co-operation of all those mentioned within the Scope section of this Policy to work in such a way that accidents to themselves and others will be prevented.

Individuals can make important contributions to the development and implementation of policies and arrangements. The Company will give all opportunities for participation in this process and actively encourages involvement of Employees either directly or through their representatives.

To ensure that this Policy can be successfully implemented, the Company and its Board of Directors will provide such funds as is reasonably necessary.

1.1.2 Precautions and Planning

Suitable and adequate measures shall be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. The Company will take into account at tendering stage, those factors which assist in eliminating injury, damage and waste.

All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is a joint responsibility of all those mentioned in Part Three of this section of the Policy and that to understand their joint responsibilities, good communication and consultation will be necessary.

1.1.3 Information, Training and Instruction

Information from Risk Assessments, performance-monitoring activities, Employee feedback and advice from our designated Health and Safety Consultants, will be used to identify the health and safety training needs of Employees.

An effective system for the communication of health, safety and welfare information will be maintained so that Employees are made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them.

Where necessary Employees will also be suitably trained or instructed to enable them to carry out their tasks in a healthy, safe and efficient manner. The Company's Safety Consultants will carry out safety Training on behalf of the Company. The practicalities and Method of Work training will be carried out by the Company's Managers and overseen by the Safety Consultants.

Employees will be trained in the safe use of plant/equipment which they will be using for their work by the appropriate CITB Plant Operators course where required. Where CITB certification is not required, Employees will be instructed on how to use plant/equipment safely, directly by the Safety Consultant, manufacturer/supplier/hirer, or by the Company's Managers who themselves would have been instructed on how to use the plant/equipment properly and safely.

To ensure all the Company's Employees are kept up-to-date with safety matters the Company has formulated a library of safety information, Codes of Practices and Health and Safety Legislation etc. This library will be maintained with up-to-date information and changes in Law etc. The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/or the premises that they are undertaken shall be observed.

1.1.4 Health, Safety and Welfare

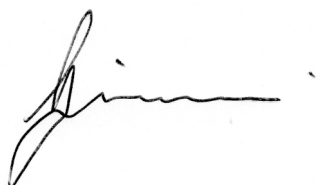
Adequate provision shall be made for the Welfare needs of Employees whilst carrying out their tasks and duties and any hazard to health associated with the work shall be the subject of strict precautionary measures. This is further detailed within Section Two of the Health and Safety Policy.

1.1.5 Measuring, Monitoring, Reviewing and Auditing

All Company activities and the use of related plant, equipment and materials etc, which affect the safety of that place of work, shall be inspected in accordance with legal requirements; reports will be made and distributed to those concerned as necessary. Safety Inspections and other activities to measure, monitor and review health and safety performance, and conduct audit the effectiveness of the health and safety management system; will be carried out by competent personnel.

This Policy shall be reviewed and kept up to date by Mr. Tony Yianni the Director in charge of Health and Safety, to take into account changes in legislation, reflect changes in the nature and range of activities carried out by the Company and take advantage of operational experience, negative and positive, as often as may be necessary.

For and on behalf of Winchmore Brickwork Limited



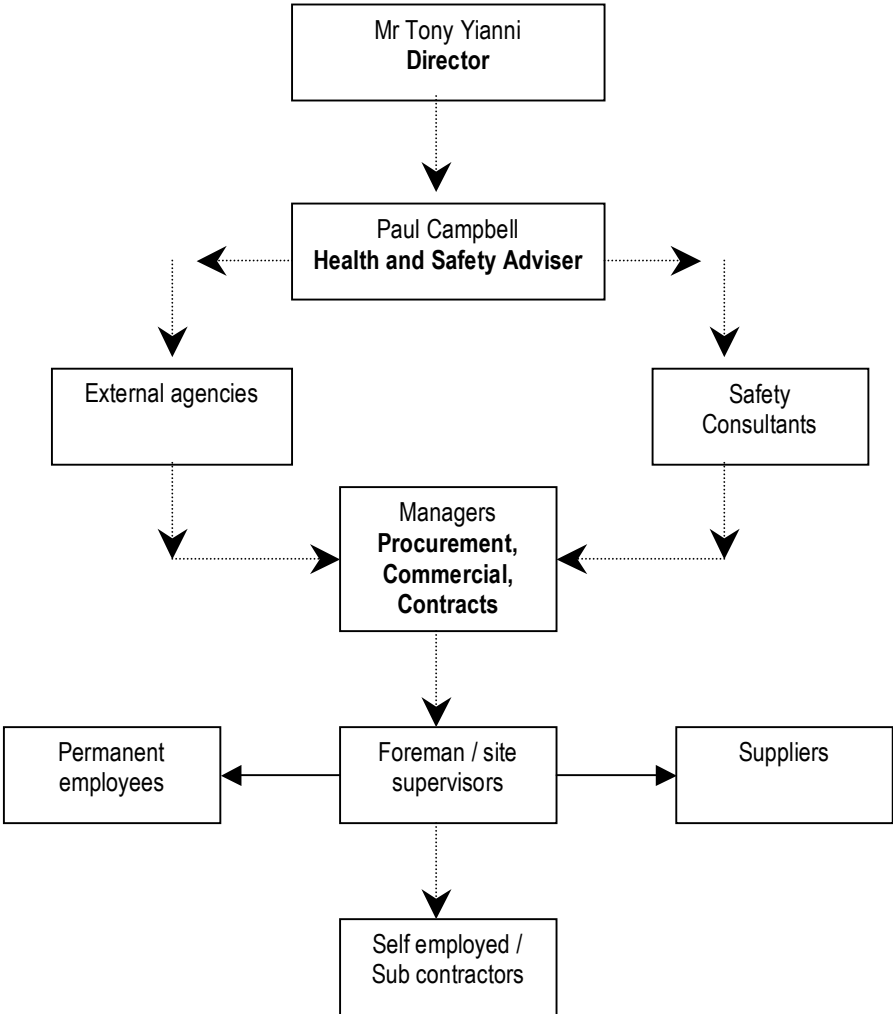
Mr. Tony Yianni

Date: 17 / 03 / 2008

Director Responsible for Health and Safety.

Part Two – Health and Safety Organisation Chart

The inter-relationship of the various parties involved in the management of safety is shown in the following diagram.



Part Three – Health and Safety Organisation Responsibilities and Duties

1.3.1 Directors

1. The Director in charge of Health and Safety, Mr Tony Yianni, is responsible for the overall effectiveness of the Company's Safety, Health and Welfare Policy: and the annual review and amendment of the Policy or, as may be necessary in the light of changes within the Company. He will ensure that regular reports are made regarding the Company's safety performance, accident record and of significant events affecting or arising out of the Company's operations. The Director is also responsible for the assessment of injury, loss or damage, risks and liabilities relating to the Company's operations and adequacy of insurance cover. Additionally, the Director must ensure adequate resources including finances are made available for safety measures.

2. Management of Health and Safety at Work Regulations 1999: The Director is responsible for providing adequate provisions within the Company for the assessment of risk, preventive measures, protection, emergency procedures, adequate health and safety surveillance and provide Employees with information and training about the workplace health and safety.

3. Construction (Design and Management) Regulations 2007 and Approved Code of Practice: Consideration will be given to the basic principles of risk avoidance and reduction at all stages of a project, arrangements for co-ordination of health and safety during planning and execution, and improved communications between the various parties involved in a project, including those working on sites.

4. Competency of Personnel: To ensure that Senior Management's competency is adequate for the duties required of them.

5. Managers compliance: To ensure that competent Manager's are given the duty of keeping the Head Office library of safety information and the C.O.S.H.H. master files up-to-date and that the appointed Safety Officers, Fire Officers, First Aiders, etc. are carrying out their duties in a proper manner.

6. Provision and Use of Work Equipment 1998, Lifting Operations and Lifting Equipment Regulations 1998, and Workplace Health, Safety and Welfare Regulations 1992: To ensure that competent Manager's are given the duty of keeping in good, safe order the Company's premises, offices, storage areas, the yard and workshops, eating areas, toilets and washing areas, access ways, machines, equipment, vehicles, materials etc.

7. The Safety Representatives and Safety Committees Regulations 1977/The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER): To provide arrangements for a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation (SI 1977 No. 500).

8. Safety Induction and Safety Awareness Training: To ensure that adequate provisions are in place for all Employees, self-employed and Sub-Contractors etc., to receive Safety Induction and Safety Awareness Training before they start work for the Company. To ensure that adequate safety vetting arrangements are in place for all potential new Employees.

1.3.2 Managers

1. General Requirements: Winchmore Brickwork Limited Managers are responsible for the effectiveness of incorporating the Winchmore Brickwork Limited Health and Safety Policy and Procedures throughout the Company's operations to ensure correct safe development. They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected. They are to co-operate and liaise with the Company's Safety Consultants, CDM co-ordinators and The Health and Safety Executive etc., with regards to safety measures. They are required to have joint Health and Safety consultation with Employees and to report regularly or as often as necessary to the Director in charge of health and safety on the Company's Safety Performance and compliance.

2. Managers Awareness of Safety Standards: To be familiar with and to observe all Regulations, Codes of Practices and British Standards applicable to their work and related industries.

3. Company Safety Policy: Managers are responsible for ensuring that the Employees, Sub-Contractors and suppliers under their control observe the Company's Health and Safety Policy and that all requirements necessary for effective compliance will be provided for.

4. Safety Appraisal: Managers will also be responsible for ensuring Sub-Contractors, self-employed persons and supplier's safety arrangements are adequately vetted to ensure that their safety arrangements are in accordance with the Company's Health and Safety requirements.

5. The Management of Health and Safety At Work Regulations 1999 & The Construction (Design and Management) Regulations 2007: Managers are to ensure compliance with the regulations for maintaining in a safe order the Company's places of work, premises, offices, storage areas, access ways, machines, equipment and materials etc.

6. Protecting the General Public: Ensure the general public are not put at any risk or hazard from the Company's operations and that security arrangements are kept in order at all times.

7. Fire: To ensure that fire precautions and emergency evacuation procedures for the Company's premises and places of work are maintained in order and complied with.

8. Health and Safety (First Aid) Regulations 1981: Managers are to ensure that First Aid and Welfare arrangements for the Company's premises/places of work are maintained in order.

9. Safety Inspections/Audits: Institute an inspection procedure to ascertain that all activities under their jurisdiction are undertaken in a controlled safe manner with due regard for statutory obligations and approved Codes of Practice

10. Construction Works Statutory Notification: The Form F10 Notification of Project must be used to notify any project covered by the *Construction (Design and Management) Regulations 2007*, which will last longer than 30 days or 500 person days. It can also be used to provide additional details that were not available at the time of initial notification of such projects. NB: Any day on which construction work is carried out (including holidays and weekends) should be counted, even if the work on that day is of short duration.

A person day is one individual, including supervisors and specialists, carrying out construction work for one normal working shift. The form should be completed and sent to the HSE area office covering the site where construction work is to take place. You should send it as soon as possible after a CDM Co-ordinator is appointed to the project. Contractors working for domestic clients can also use the form. In this case only parts 4-8 and 11 needs to be filled in. Where any ambiguity exists, the Company's designated Health and Safety adviser should be contacted immediately for advise.

11. **Statutory Records:** To ensure that statutory records and reports procedures are carried out, i.e., Registers for Lifting Appliances and Lifting Equipment. Thorough Examinations and maintenance records for plant and equipment, The Construction (Health, Safety and Welfare) Regulations 1996 Inspection Report for Working Platforms and Excavations, etc.

12. **The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 (R.I.D.D.O.R.):** These Regulations came into force on 1st April 1996. A new form for reporting to the HSE has been designed and must be used from the 1st April 1996. Ensure details of accidents that may occur are entered in the respective Company Accident Books/Safety File regardless of whether or not such accidents involve Sub-Contractors, Employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations and forward such documents to the Head Office. They are to ensure that all accidents, dangerous occurrences, are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. *For guidance on action to be taken in the event of an accident, contact the Company Health and Safety adviser immediately.*

13. **Displaying Statutory Information:** Managers must ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned, i.e., Health and Safety Law Notices and safety signs for work areas, the Company Safety Policy, Appropriate Insurance Cover Notes and the form F10 (rev 03.95) on sites, etc.

14. **The Safety Representatives and Safety Committees Regulations 1977:** Maintain a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation (SI 1977 No. 500).

15. **The Health and Safety (Consultation with Employees) Regulations 1996:** Consult with all Employees not already represented by Trade Unions Safety Representatives with particular regard to evaluation of safe working procedures.

16. **Client's Safety Requirements:** Ensure that Company Personnel are made aware of the Client's Safety requirements, i.e., the Client's Safety Policy, Conditions of Contract and Safety Procedures, restrictions on working practices.

17. **Discipline:** Reprimand and discipline any Employees and Sub-Contractors who are careless in regard to their own or others safety

18. **Personal Protective Equipment at Work Regulations 1992:** Managers are to provide appropriate protective clothing and safety equipment to Employees and to ensure that Employees and all those mentioned in the Scope section of the policy use protective clothing and equipment as and when required. PPE should always be regarded as the 'last resort' to protect against risks to safety and health, engineering controls and safe systems of work should always be considered first.

19. **Visitors, including Suppliers, Delivery Drivers, Representatives, etc:** Ensure all visitors are made aware and comply with the Company's safety requirements.

20. **Competency of Personnel:** Managers are responsible for ensuring that Company personnel, including Sub-Contractors and Self-employed persons under their control, are adequately competent to carry out the work required of them. This includes ensuring that all Company personnel, Sub-Contractors and self-employed persons, receive Safety Induction where appropriate before starting work.

21. **Assessments:** Managers are responsible for ensuring that all appropriate Assessments are carried out for the operations under their control. i.e., Risk Assessments, COSHH Assessments, Manual Handling Assessments, Noise Assessments, Display screen Equipment etc. Health and Safety risks must be reduced to a practical minimum. These Assessments shall form the basis of a Safe Method of Work Statement. For guidance and assistance contact the Safety Officer.

22. Safe Method of Work Statements, Safety Data Sheets, Engineering Designs and Drawings etc: To instruct Employees in precise terms as to work methods, this should outline the hazards associated with the job and detail any safety provisions required.

23. Welfare Facilities: Ensure canteen, toilets/washing and drying facilities etc. are adequate and kept clean.

1.3.3 Senior Foremen/Foremen

1. General Requirements: Senior Foremen/Foremen are to organise works under their control so that it is carried out to the required standard with minimum risk to the workforce, equipment and materials. To be familiar with the Acts, Regulations, Approved Codes of Practice and local arrangements applicable to the work on which their Personnel are engaged and insist those Regulations and Codes of Practices are observed.

2. Co-operation and Liaison: Senior Foremen/Foremen are to co-operate and liaise with the Company's Safety Officers/Consultants, Planning Supervisors and The Health and Safety Executive etc., with regards to safety measures ensuring that any defects or faults brought to their notice are suitably corrected.

To commend Personnel who, by their action or initiative, eliminate hazards. Incorporate safety instructions in routine orders and see that those instructions are carried out. Ensure adequate welfare arrangements are in order for the following, First Aid, toilets/washing and canteen facilities, etc. To set a good personal example when visiting site by wearing appropriate personal protective equipment and abiding by the site safety rules.

3. Safety Induction/Safety Awareness Training: To ensure that all Personnel under their control have received Safety Induction and Safety Awareness Training. That these persons receive all required refresher training at the appropriate intervals.

4. Safety Induction: To ensure that all Personnel under their control receive Safety Induction before they start work on site and Safety Tool Box Talks as work progresses.

5. A Safe Method of Work Statement: To instruct Personnel under their control in precise terms as to work methods in accordance with Safe Method of Work Statements, COSHH and Risk Assessment etc. for the site, detailing the hazards and the safety provisions.

6. Competency of Site Personnel: To ensure that personnel under their control are adequately competent to carry out the work required of them.

7. Discipline: Restrain and restrict persons from taking unsafe risks, discourage horseplay and reprimand those who fail to consider their own well-being and that of others around them.

8. Personal Protective Equipment Regulations 1992: To ensure that all Personnel under their supervision wear all appropriate safety clothing and Personal Protective Equipment where required.

9. Plant and Equipment Safety: To ensure that all plant and equipment used or worked on by Employees is healthy, safe and fully efficient, is guarded and equipped with safety devices and tested in accordance with all the current Regulations. To make certain that all plant operators and banksmen are only employed on equipment for which they have been thoroughly trained, i.e., the applicable Construction Skills or equivalent Courses.

To check that periodic thorough examinations, tests, inspections and maintenance have been carried out for plant/equipment supplied to Personnel. To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly repaired.

10. Reporting Defects: To report any defects in plant/equipment or any other health risk to their Foremen where required.

11. The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 (RIDDOR): All accidents and dangerous occurrences must be reported to Management immediately so that advice regarding the procedures can be given. Ensure details of accidents that occur are entered in the respective Company Accident Books/Safety File regardless of whether or not such accidents involve Sub-Contractors, Employees, visitors or members of the general public.

12. Alcohol and Drugs Policy: Anyone found under the influence of or in possession of alcohol or an illegal drug must be removed from Company premises and/or areas under the Company's control and would be subjected to disciplinary measures. Anyone found smoking in a designated 'No Smoking' area must be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures. Special consideration must be given to Client conditions and requirements regarding this subject when working on their premises/Contracts.

1.3.4 Employees/ Self Employed

1. Health and Safety at Work etc. Act 1974: It shall be the duty of every Employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, they are to co-operate so far as it is necessary to enable that duty or requirement is performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.

2. Company Health & Safety Policy: Read and ensure a full understanding of the Company's Health and Safety Policy and carry out work in accordance with the Policy and Legal requirements.

3. Safety Induction: Ensure a Safety Induction is received before starting work for the Company. This should be given by the immediate Foremen, which will include details of the Company's Safety Policy and details regarding the Health and Safety requirements of the works expected.

4. Safe Method of Work Statement: Ensure an understanding of the Safe Method of Work drafted for the tasks to be undertaken and carry out the work in the correct designated area. Whenever ambiguity of a particular safety requirement occurs, staff are expected to ask the Foremen for clarification.

5. Control of Substances Hazardous to Health: Before using substances that could be hazardous to health ensure an understanding of the requirements provided on safety data sheets and COSHH Assessments. The Foremen should give this information before starting any such works.

6. Plant/Equipment and Tools: Only operate Plant/Equipment for which you have been thoroughly trained on. Use the correct tools and equipment for the job. Ensure that they are supplied to you accompanied with the operators instruction and check that they are safe and fully efficient, that they are guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in plant/equipment and tools should be reported immediately to your Foremen.

Do not use unsafe defective plant/equipment until it has been put back in good safe condition. Do not attempt to repair or maintain plant and equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics. Ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating plant/equipment and tools, i.e., adequate space and lighting etc.

7. Reporting hazards: Report hazards to your Foremen immediately and warn other persons that could be at risk.
8. Injuries: Any injury to yourself or others must be reported to your Foremen immediately.
9. Personal Protective Equipment Regulations 1992: Employees are to wear all appropriate safety clothing/equipment as and when required by the safe working method statement.
10. Work in a safe manner at all times: Do not take risks, which could endanger yourself or others. Do not play potentially dangerous practical jokes, engage in horseplay or otherwise indulge in reckless or careless behaviour.
11. Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/or areas of work under the Company's control and would be subjected to appropriate disciplinary measures which could include dismissal for serious offences. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and will be subjected to disciplinary measures, which could include dismissal. Check Client conditions and requirements regarding this subject when working on their premises/Contracts.

1.3.5 Sub-Contractors

1. General Requirements: To carry out their works efficiently and safely and strictly in accordance with the requirements of The Health and Safety At Work Etc., Act 1974 and all other statutory requirements, Approved Codes of Practices. To produce safety procedures for their operations incorporating their own Company's Safety Policy.
2. Carry out a Risk Assessment: For the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.
3. Safe Method of Work Statements: These must be produced and submitted to Winchmore Brickwork Limited's Contract Management Team detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Works Risk Assessment.
4. COSHH: Provide full COSHH Assessment information on any hazards associated with equipment or materials they use before starting work for the Company.
5. To Appoint a Safety Supervisor: Who will ensure that works are carried out in accordance with the works safety procedures and to observe all Winchmore Brickwork Limited Rules and Regulations and encourage good safety practice when undertaking their works.
6. First Aid and Welfare Facilities: To set-up and maintain an efficient and adequate system of first aid and welfare facilities for their Employees unless shared welfare facilities are provided by others.
7. Co-operation: To co-operate with Winchmore Brickwork Limited Management, Safety Officer and the Client's personnel in the furtherance of their duties and maintain good working relationship with safety representatives and safety committees established in accordance with current legislation, in addition to other contractors etc.
8. Competency of Personnel: To ensure that work is carried out by suitable and competent Personnel and to ensure that they are properly supervised and trained.
9. Safety Induction: Winchmore Brickwork Limited require all Employees of Sub-Contractors to receive the respective site Safety Induction before they start work.

10. Discipline: To reprimand and discipline any of their Employees who are careless in regard to their own or others safety. (Note: Winchmore Brickwork Limited will not hesitate to instruct the removal of offenders from works).

11. Personal Protective Equipment and Clothing: To provide appropriate protective clothing and safety equipment and to ensure that their Employees use both clothing and equipment at all times when required by Law.

12. Statutory Registers and Forms: To complete all statutory registers and forms, as required.

13. Reporting Hazards and Accidents: To report all hazards and all accidents encountered by their Employees in conjunction with the Winchmore Brickwork Limited Management and in accordance with the requirements of the RIDDOR Regulations 1995 to the Health and Safety Executive where required.

1.3.6 Health and Safety Advisers / Consultants

1. Winchmore Brickwork Limited employs Paul Campbell, as a Health and Safety Adviser to advise Management when requested on matters relating to safety and health, i.e., relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

2. Health and Safety Inspections: Where instructed, monitor by inspection of the workplaces and operations, workshops and accommodation, the safety and health performance of Employees and to provide regular feedback on such inspections and other monitoring activities to the Senior Management.

3. Statistical Analysis: To prepare statistical analysis on accidents and incidents as requested, with recommendations on preventative measures.

4. Investigate and Report Accidents: To investigate and report on major injuries, notifiable dangerous occurrences, serious occupational ill-health, other accidents and incidents and to attend and report on legal proceedings in which Winchmore Brickwork Limited or Sub-Contractors may be involved.

5. Promoting Safety: To promote good working relations with the Health and Safety Executive and other enforcing Authorities and to strive at all times to achieve with the co-operation of Management, compliance with current Legislation.

Paul Campbell

The Town House
28 Little Park Gardens
Enfield
Middlesex
EN2 6PG

Tel: 07882 700 303

1.3.7 Other Persons within or having responsibilities for areas of Winchmore Brickwork Limited works or premises.

1. Observing Safety Rules: All persons must observe the Company's safety rules and the instructions given by persons enforcing the Company's Health and Safety Policy.
2. Starting Works on Company Premises: Work on Company premises must not be started until all relevant safety rules are read, understood and accepted. Before starting work on Company premises show proof of full insurance cover for all risks.
3. Liase with a Company representative: Liase with a Company representative before starting work on any of the Company's premises.
4. Notification of Hazards: Notify the Company of any processes or materials, which will be used, that may present a hazard to the health and safety of the Company's Employees etc.
5. Safe Means of Access: Notify the Company of any hazards that may be encountered in obtaining a safe means of access and egress whilst on any of the Company's premises.
6. Do not interfere with or misuse anything provided in the interest of health, safety and welfare.
7. Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/or areas of work under the Company's control and the matter would be reported to the Company's Client's Representatives. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and the matter would be reported to the Company's Client's Representatives.