

## PORT CIRCULAR 4 OF 2016

To: All Staff

From: Commodore Bob Sanguinetti, CEO and Captain of the Port

Date: 25 February 2016

Re: Provision of Health and Safety Information

---

Dear All

The GPA has noted that its Health and Safety management manual is a large document and contains many sections which are intended for ISO system management. It has therefore been decided to produce an employee Health and Safety handbook which contains more concise health and safety information.

The handbook contains necessary information to ensure compliance with the Management of Health and Safety at Work Regulations, 1996.

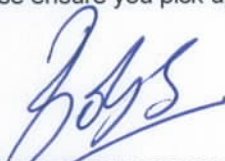
The GPA reminds staff that under the aforementioned regulation, employees have legal responsibilities under Regulation 4 '**Employees' duty to ensure health, safety and welfare**'.

**4. It shall be the duty of every employee while at work—**  
**(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and**  
**(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.**

The GPA therefore requests that you familiarise yourself with the employee handbook.

If you have any queries in respect of the content of the booklet or comments please contact the Environmental Health and Safety Advisor and these will be appropriately addressed.

Please ensure you pick up your copy and sign off as received from Reception.



COMMODORE BOB SANGUINETTI  
CEO AND CAPTAIN OF THE PORT