



COMPANY HEALTH & SAFETY **POLICY**

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The promotion of health and safety at work is regarded as a common objective for both management and employees and merits close attention at all times.

In terms of the Health & Safety at Work Act 1974 there are duties placed on both the directors and the employees, as follows: -

The Directors

In the operation and maintenance of all equipment and systems of work, it is the duty of the Directors to do everything possible to prevent personal injuries and minimise health hazards. In particular the Directors will seek to ensure: -

1. Equipment & Systems of work are as safe as possible
2. Safe arrangements for safe use, handling and storage of articles and substances.
3. Sufficient information, instruction, training and supervision to enable employees to avoid hazards at work and contribute positively to their own safety and health.
4. The provision of appropriate health and safety rules and procedures.

The Employee

It is the duty of every employee to exercise personal responsibility and to do everything to prevent injury to himself and others including: -

1. Working safely and efficiently by using any protective clothing or equipment provided and by meeting any relevant statutory requirements.
2. Adhering to health and safety rules and procedures.
3. Reporting incidents or defects that may have led or may lead to injury.
4. Co-operating in the investigation of accidents to aid prevention of recurrence.

General

Notices indicating the emergency procedures that are situated around premises, all employees are expected to familiarise themselves with these along with the location of the fire exits.

Signed. A K Archer Managing director

Dated 05/01/2010