



## Sale Service & Maintenance Ltd

### Health and Safety Policy

#### *Part One* *General Statement of Intent*

The Directors of Sale Service & Maintenance Ltd (The Company) accepts its legal responsibilities under the Health and Safety at Work Act 1974, including all associated health and safety legislation. The company give their full commitment to undertake everything reasonably practicable within the welfare of health and safety of its employees and all other persons affected by the company's activities.

The promotion of health and safety measures within the company is a mutual objective for all its employees.

The Company recognises that people are a vital resource, and priority will be given to all associated risks and within health and safety in doing so, the support of employees, contractors and sub contractors is paramount in avoiding accidents, near misses and ill health.

All employees are reminded of their personal legal responsibilities and the requirement to do everything reasonably practicable in preventing injury to themselves and to others including members of the public.

Adequate financial, human and other resources will be made available at all times to ensure the effectiveness of this policy. Monitoring procedures will be established to effectively monitor all associated health and safety performances to ensure that the policy is effective and communicated to all employees and co-ordinated.

It is the policy of the Company as far as reasonably practicable to:

- Provide and maintain machinery and equipment that are safe and without risks to health.
- Implement and maintain safe systems of work throughout the company.
- Ensure the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide information, instruction, training toolbox talks and supervision as necessary to ensure the safety of the company's employees.
- Maintain all places of work under the Company's control, including means of access and egress, in a condition that is safe and without risk to health at all times.
- Provide and maintain a safe working environment at all times without risk to health and safety, and welfare facilities.
- Identify and assess all risks, and complete all necessary actions to make all risks (ALARP) as low as reasonable practicable.



- Establish, maintain and develop arrangements for effective consultation on health and safety matters.
- Comply with the statutory requirements as a minimum standard for health, safety and welfare of employees, contractors, sub contractors and members of the public.
- Ensure that effective arrangements are in place to deal with any reasonable or foreseeable emergency, which can be controlled or mitigated by the Company.
- Ensure that the responsibilities of management are clearly defined and assigned at all levels within the company.
- Ensure that all contractors employed in connection with the Company's business are competent with respect to all necessary health and safety requirements and that there are periodic monitoring arrangements for all contract work.
- Ensure that all employees are aware of their responsibilities to work safely in all health and safety matters and to co-operate with managers in all safety matters, which affect their health and safety and welfare at work.

In order to achieve the above, a systematic health and safety management system will be implemented by:

- PLANNING:** Elimination of risks in the workplace by the careful selection and design of facilities, equipment and processes in conjunction with effective control measures.
- ORGANISATION:** Review of the Company organisation, including organisational changes to ensure that responsibilities to health and safety are clearly defined at all times to employees, contractors and sub contractors.
- CONTROL:** Ensuring that safety requirements are being managed, and implemented throughout the Company by Directors, Managers, Supervisors and Employees.
- MONITORING:** Health and safety inspections and audits will be regularly conducted throughout the company to monitor the standards being achieved. All risk assessments will be reviewed as necessary in order to achieve the highest possible standards for health and safety.

This Policy Statement will be revised as often as required, taking in to consideration Company reorganisation, management change, new work methods, identification of new risks and hazards.

The Policy Statement will be brought to the attention of all employees.

Signed: ..... Date: 8/6/09 .....

Director Responsible for Health and Safety