



SWEETNAM & BRADLEY LTD

HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety at Work etc., Act 1974 imposes a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

1. We will, so far as is reasonably practicable, ensure that:

- Adequate resources are provided to ensure that proper provision can be made for health and safety
- Risk assessments are carried out and periodically reviewed
- Systems of work are provided and maintained that are safe and without risks to health
- Arrangements for use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions
- Where appropriate, health surveillance will be provided to employees
- The provision and maintenance of all plant, machinery, vehicles and equipment is safe and without risk to health
- The working environment of all employees, including drivers away from the premises, is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- The place of work is safe and that there is safe access to and egress from the work place
- Monitoring activities are undertaken to maintain agreed standards
- Workplace accidents & occupational diseases are acted upon and recorded in the company accident book for review of preventive/corrective measures at each Management Review meeting.
- All internal dangerous occurrences (near misses) are recorded in the company accident book. All external dangerous occurrences (near misses) involving S&B company drivers shall be recorded on the 'Incident Report' document held in the FORS folder. It will be the responsibility of each individual to report these types of incident to a member of management, for the relevant action to be taken and recorded.

2. It is the duty of all employees 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 and co-operate with us in fulfilling our statutory duties
- Not interfere with or misuse anything provided in the interest of health and safety.

3. General:

- This Health and Safety policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all employees
- There are established and maintained effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare
- Detailed reference information for employees can be found in the Employee Information Manual which is kept in the Production Office.

Signed

Position **Managing Director (Person responsible for review)**

Review Date **16th October 2020** (To be reviewed annually)

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