

Health & Safety Policy



Date of Quality Policy: 02nd January 2020
Carried out by: Paul Mitchell
Staff Notified: 02nd January 2020
Viewing Area: Office and Warehouse

HEALTH AND SAFETY POLICY STATEMENT

The Directors of Office Water Supplies are fully committed to achieving and maintaining the highest standard of Health, Safety and Welfare for its employees and believes in creating a safe working environment at all times in order to prevent injuries and ill health.

The Directors of Office Water Supplies recognise their responsibility for managing Health and Safety within the Company's activities, and believe that all work-related illnesses and all injuries and accidents at work are preventable.

The Company will ensure that all employees adopt a zero-accident culture across the whole business and the organisation continually improves Health and Safety management and performance. A safe working environment is paramount to our business and as a core value positively contributes to our business performance.

The successful implementation of this policy requires total commitment and co-operation from all levels of management and employees within the company.

The company will ensure through the roll of the Director and Managers/Supervisors that financial provision will be made to ensure that health, safety and welfare standards will be maintained within the organisation. This is to include that sufficient time and resources are available together with an adequate lead in time for the works to be carried out.

THE DIRECTORS AND SENIOR MANAGEMENT WILL:

- Commit to the consistent implementation and achievement of the following Health and Safety policy and our statutory duties.
- Formulate, implement and review this policy at least annually.
- Commit adequate financial and physical resources to implement the Safety Policy.
- Set Annual targets and objectives to measure our performance. to learn from past experience and ensure continuous improvement in health and safety management and performance



Office Water Supplies

Unit 6A, Snetterton Business Park, Harling Road, Snetterton, NR16 2JU

01953 451753 • www.officewatersupplies.co.uk • info@officewatersupplies.co.uk

Mains & Bottle Fed Coolers • Water Boilers • Coffee Machines • Beverage Consumables

Health & Safety Policy



MANAGEMENT AND SUPERVISORY STAFF WILL:

- Ensure consistent implementation of our Health and Safety Policy and all Health and Safety legislation.
- Provide safe systems of work and achieving risk free workplace.
- Be prepared to take disciplinary action against any employee who contravenes the Company's safety requirements
- Ensure, through appropriate training, coaching and advice, that all employees are competent to undertake their duties with the right skills, knowledge, attitude, training and experience. Induct new employees to the company briefing out our Health and Safety policy.
- Actively involve suggestions from employees and safety representatives to improve our Safety.

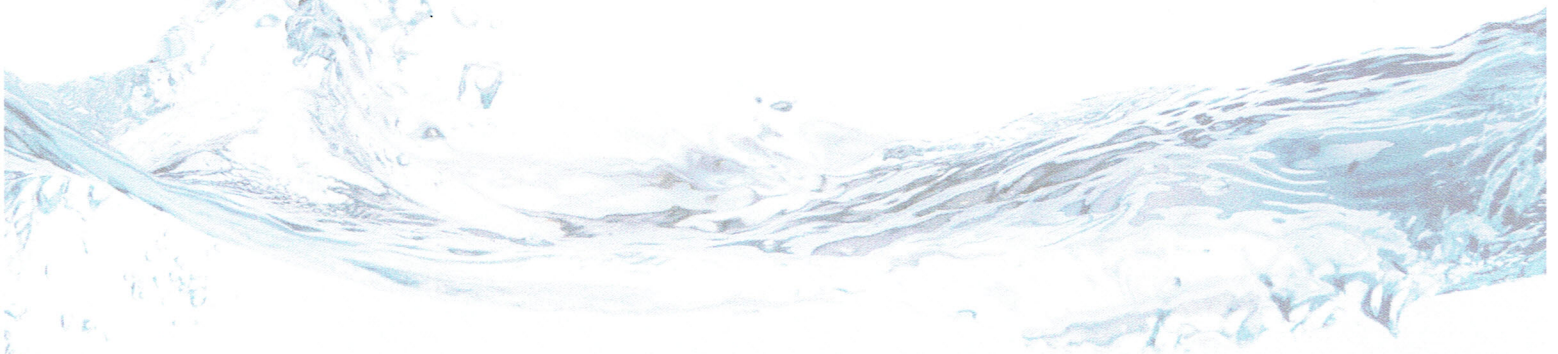
EMPLOYEES WILL:

- Comply with our Health and Safety Policy and all Health and Safety legislation.
- Use correct methods of work, equipment and wear PPE as set out in risk assessments and method statements.
- Report any potential health and safety hazards, including infectious or other diseases, injuries, accidents or any concerns within the workplace.
- Report any unsafe plant, tools or equipment and any unsafe practices or methods of work.
- Assist in the maintenance of good housekeeping standards.
- Assist where necessary any accidents that may occur.

Signed:

Mr. Paul Mitchell

Partner with Responsibility for Health and Safety: January 2020



Office Water Supplies

Unit 6A, Snetterton Business Park, Harling Road, Snetterton, NR16 2JU

01953 451753 • www.officewatersupplies.co.uk • info@officewatersupplies.co.uk

Mains & Bottle Fed Coolers • Water Boilers • Coffee Machines • Beverage Consumables