



## **POLICY STATEMENT – HEALTH & SAFETY AT WORK**

Issued in accordance with the requirement of Section 2 (3) of the Health & Safety at Work etc. Act 1974.

1. The Health & Safety Policy of this Company is, so far as is reasonably practicable, to:-
  - a) Take all practical steps to safeguard the health, safety and welfare of all employees and of all customers and visitors to our premises:
  - b) Provide adequate working conditions for our employees with proper facilities to safeguard their health and safety and to ensure that any work which is undertaken, so far as reasonably practicable, produces no risks to health or safety:
  - c) Encourage employees to co-operate with management in all safety matters; to identify hazards which may exist and to report any condition which may appear dangerous or unsatisfactory: and to ensure that each member of staff accepts his own responsibility not to endanger himself or others and actively to assist in fulfilling the requirements and spirit of the Act.
2. While the final responsibility for matters of health and safety rest with the Company it is important that all employees as part of their duty, involve themselves in matters of health and safety, reporting back to their immediate Supervisor any condition which appears dangerous or unsatisfactory and making suggestions for the improvement of existing facilities and arrangements.
3. All injuries, however slight, must be reported to the employee's Supervisor and must be entered in the Accident Book.
4. The Accident Book is kept in the Operations Director.
5. First Aid Kits are kept in the Sales Office and Laboratory.
6. Mr S Flood, Managing Director has primary responsibility for Health & Safety matters within the Company.
7. Any person discovering a fire shall raise the alarm. If it is possible for that person to extinguish the fire without danger, he/she shall immediately do so. If not he/she must vacate the building after assisting in the warning of all other employees.
8. Upon being advised of a fire, all employees must immediately vacate the premises by the nearest exit and gather in the roadway outside the Company premises.