

# HEALTH AND SAFETY POLICY STATEMENT



This is the Health and Safety Policy Statement of **Box Marketing Limited**, which is committed to operating the business in accordance with the Health and Safety at Work etc Act 1974.

The Company policy is to ensure through every level of management that all our employees are safeguarded, so far as is reasonably practicable, with respect to their health, safety and welfare whilst at work. Our policy on Health and Safety applies equally to any visitor and member of the public who enters the Company's premises as a customer, contractor or visitor.

The responsible and efficient management of all health, safety, welfare and fire matters is integral to our business and a prime responsibility of all managers.

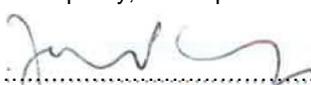
It is our intention, to: -

- ensure that health, safety, welfare and fire matters are an integral part of planning all new processes, the acquisition of new equipment and the design of new systems of work;
- ensure that adequate and appropriate resources in both time and money are provided to implement this policy;
- carry out risk assessments and implement suitable and appropriate control measures;
- provide and maintain machinery, equipment, appliances and systems of work that are safe and without risks to health;
- ensure that articles and substances are used, handled, stored and transported safely and without risks to health;
- provide at all levels, information, instruction, training and supervision so that all members of staff are competent to carry out their duties and responsibilities safely;
- provide and maintain a working environment which is healthy, safe, without risks to health and which have adequate facilities and arrangements for the welfare at work of members of staff;
- ensure the health and safety of others including, but not limited to visitors, neighbours, self-employed people, contractors and members of the public who may be affected by our activities;
- involve and consult members of staff on all matters of health and safety to gain their commitment to this policy and its implementation;
- achieve a high level of health and safety performance with compliance with all legal requirements the ultimate objective;
- achieve a continual improvement in health and safety performance keeping up to date with changes in the Law, Codes of Practice and Guidance notes;
- measure health and safety performance against this policy by reactive and proactive monitoring;
- review periodically this policy and the organisation and arrangements in force for carrying it out; and
- audit compliance with this policy.

All employees of **Box Marketing** must:

- take reasonable care for their own health and safety and for those who may be affected by what they do or fail to do at work;
- co-operate with us so far as is necessary to enable us to comply with our legal duties;
- not to interfere with or misuse anything provided in the interest of health and safety;
- use all equipment and substances provided in accordance with both training received, and instructions given in the use of the equipment; and
- inform or bring to the Company's attention any work situation which represents a serious and immediate danger to health and safety or any shortcoming in the Company's arrangements for health and safety.

A statement of our Health and Safety Policy is given to all employees and any additional information, including any revision to this policy, will be provided by the Human Resources Department.

Signed:  .....

**Chief Executive Officer**

Dated: 7/6/18 .....

# HEALTH AND SAFETY POLICY STATEMENT



## Organisational Responsibility

The Chief Executive Officer has overall responsibility for health and safety for **Box Marketing Limited**. The Directors will appraise the Chief Executive Officer of Health and Safety matters in the Company through consultation with managers.

Responsibility for health and safety is then directed via the operational reporting line and ultimately to each individual employee.

- Directors
- Managers
- Employees

## **Managing Directors and Directors**

The Chief Executive Officer and the Board Directors of the Company are ultimately responsible for the implementation and periodic review and revision of the Health and Safety policy. The Directors and nominated employee representatives will review the Health & Safety Policy on an annual basis or as required, either as a result of changes in legislation, or an accident involving serious personal injury, following which the findings will be reported to the Chief Executive Officer.

Copies of all documentation relation to the Health & Safety of the Company and its employees will be held by Human Resources Department.

## **Managers**

Authority and responsibility for Health and Safety is delegated from the Directors to Senior Managers and throughout the line management structure. It is every manager's responsibility to advance and promote an attitude of responsibility towards health and safety within the department for which they are responsible, ensuring that they contribute to and fully support and implement the health and safety policy and that new employees to the Company who are presently within their induction programme are as part of that process, shown the location of the fire exits, firefighting equipment, locations of the first aid box and the names and location of the first aiders.

All managers who are responsible for the authorisation of work, must ensure that adequate attention is paid to the control of Health and Safety hazards via a risk assessment of the role, with the provision of information, instruction and supervision of its employees whilst undertaking their role, ensuring its employees are competent in undertaking their required tasks and adequate training is given where necessary.

It is essential that managers understand and implement the health and safety policy and procedures and facilitate all relevant health and safety training and that where an accident arises, the incident is investigated with a view to prevention of future accidents, ensuring all accidents are reported through the appropriate channels.

## **Employees**

The Directors of the Company accept their management responsibility for health and safety. However, the successful implementation of the policy relies on the co-operation of the Company's employees.

The continued achievement of our Health and Safety objectives lies in the co-operation of every person who works for the Company, and all our employees have a duty to co-operate with the Company to ensure that it continues to meet its Health and Safety obligations by taking such reasonable precautions as may be

necessary to protect themselves and others who may be affected by their activities. The Company will consult with its employees on matters affecting their Health and Safety to ensure, through the ongoing revision of the Health and Safety policy, compliance by the Company, its directors, senior managers and employees.

All employees have a legal responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to follow company procedure and in particular, to report to their Manager any accidents or circumstances where it is their belief that should the situation be left unaddressed the situation may lead to an accident or injury, damage or danger to the health and safety of anyone else on the premises. Any employee who is faced with a conflict between the demands of health and safety and their job, should raise the matter immediately with their line manager.

It is the Company's policy that where an employee breaches the Health & Safety Policy, the Company will instigate its Disciplinary Procedure.

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## **Employee Representatives**

Employee representatives from a cross-section of the Company will be consulted on Health and Safety issues affecting its employees. This will be undertaken through either a works committee or as a forum for consultation.

## **Human Resources**

The Human Resources Department will provide such day to day advice and guidance information necessary to fulfil the Company's Health and Safety objectives. The Human Resources Department is responsible for ensuring that Health and Safety matters are brought to the attention of the appropriate Directors.