

Workwear Express Ltd	Health and Safety Policy
Health and Safety Management System	OHS01

1. General Statement

It is the policy of Workwear Express Ltd to take all reasonable steps to ensure the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. Workwear Express Ltd are committed to at least comply, and where possible exceed, legal and other requirements to which the company subscribes that relate to occupational health and safety hazards, including those duties set out in the Health and Safety at Work Act 1974.

Workwear Express Ltd will provide and maintain a healthy and safe working environment with the objective of preventing injury and ill health and continually improving health and safety management and performance. In order to facilitate this objective, Workwear Express Ltd has implemented an occupational health and safety management system based on the requirements of OHSAS18001:2007, which includes the establishment of occupational health and safety objectives.

All employees will be provided with such equipment, information, instructions, training and supervision as is necessary to implement this policy and achieve health and safety objectives. This policy will be made available to all employees, contractors and other interested parties.

Workwear Express Ltd also recognises its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by Workwear Express Ltd work operations. While

Workwear Express Ltd will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees. It is the duty of each employee and contractor to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the well being of themselves or of any other person. If an employee or contractor is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is their duty to report this to the Director responsible for Safety. An effective health and safety programme requires continuous communication between workers at all levels. Therefore, we provide, so far as reasonably practicable:

- A safe system of work and safe plant and equipment
- Safe means of handling, transporting articles, substances and people
- Adequate training, instruction, information and supervision
- A safe place of work with safe access and egress
- A safe and healthy environment and adequate welfare facilities

All injuries, however small or slight, sustained by a person at work must be reported. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. An accident book is located in the workshop and the administration office. A review of the accident books will be undertaken every quarter.

A Ward
Managing Director

6th February 2017 (Review Date February 2018)

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