

ALAN FIRMIN LTD

HEALTH and SAFETY POLICY

The policy will be based on the requirements of HSG65 – Successful Health and Safety Management and Occupational Health and Safety Assessment Series (OHSAS) 18001, as required by the Health and Safety at Work Act 1974.

It is the Policy of the management of Alan Firmin Ltd to do all that is reasonably practicable to ensure a safe and healthy working environment, and that welfare needs are catered for.

The progressive promotion of health and safety measures are regarded as a mutually beneficial objective for Management and Employees at all levels. The avoidance of accidents or incidents is of paramount importance. We will strive for continual improvement in all Health and Safety systems at all times.

The Directors and Managers are responsible to the Managing Director for all health and safety matters, which include ensuring that the requirements of the Health and Safety at Work Act 1974 and any associated legislation or other requirements (eg. Customer, Industry Standards and OHSAS 18001) are met and that the company's organisation and arrangements are implemented. The organisation and arrangements along with our safe systems of work & procedures can be found in the companies Health and Safety Manual.

It is the duty of all management and supervisory staff to maintain a safe and healthy place of work to ensure that everything reasonably practicable is done to prevent personal injury or damage to property, this is our own staff and property and that of others who may be affected by our acts or omissions.

The company will provide appropriate instruction, training, supervision and information to enable all employees to perform their work safely and efficiently. Training will be provided to employees to ensure that all are aware of their duties and responsibilities and that health and safety is a prime consideration in all aspects of their work and the work of contractors and visitors on company premises.

The company will emphasise in all health and safety matters the highest degree of individual personal responsibility that must be accepted by each employee. Senior staff members will be reminded about their specific duties / responsibilities; these will be detailed in the Organisation section of the Policy document.

Every employee has a duty to co-operate with the management team by:

- 1) Working safely and efficiently.
- 2) Using protective equipment provided and meeting statutory requirements.
- 3) Reporting accidents, incidents and near misses that have or could have caused personnel or property injury or damage.
- 4) Adhering to company procedures for securing a safe place of work.
- 5) Assisting in the investigation of accidents and near misses with the objective of introducing measures for preventing recurrence.

6) Identifying potential hazards.

The company endorses the need for joint consultation to maintain the communication necessary for good health and safety standards; this will be achieved via our Health and Safety Committee, Management & Team meetings.

Audits of health and safety procedures and inspections of the work place will be carried out periodically by management and employee representatives. Any health and safety items identified during the course of inspections will be referred to the appropriate person for action.

The company Policy for Health and Safety will be appraised periodically to determine the need for alteration and revision; this will be within a maximum of a two-year period.



Michael Firmin.
Managing Director
Alan Firmin Ltd.
06th January 2012.

A copy of this document can also be found in your employee's handbook and on the company web site.