

Health and Safety

Company Policy

Review Date: 29th JANUARY 2013

JUNE 2017

HEALTH & SAFETY POLICY RESPONSIBILITIES GUIDELINES

It is the company's policy, so far as is reasonably practicable, to ensure the health, safety and welfare of all its employees.

The Company will in particular

- a) Provide and maintain plant and systems of work that are, so far as is reasonably practical, safe and without risks to health.
- b) Make arrangements to ensure, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- c) Provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of the company's employees.
- d) So far as is reasonably practicable as regards any place of work under the company's control, maintain it in a condition that is safe and without risks to health and provide and maintain means of access to and egress from it that are safe and with out such risks.
- e) Provide and maintain a working environment for the Company's employees that is, so far as is reasonably practicable, safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work.
- f) Provide a Staff handbook containing all information required including - Employees responsibilities and First Aid responsibilities.

OBJECTIVES

The objectives of this document are to ensure that the standards of safety are brought to the notice of all Company personnel. It is the duty of all staff members to be aware of current legislation relating to the health, safety and welfare, and to co-operate with the carrying out of its responsibilities under the various Government Acts.

DUTIES OF DIRECTOR / MANAGER RESPONSIBLE

It is the responsibility of the Director / Manager to attend to the following specific matters.....

- a) Ensure the monitoring of H&S review, investigating accidents, sickness and provision of necessary finance to maintain Health, Safety and Welfare standards.
- b) Ensure that all office and studio equipment is in sound mechanical and safe working order.
- c) Maintain records of faults and ensure replacements / repairs are carried out.
- d) Ensure access and egress to the premises are clear and unobstructed. Exits are clearly marked with fire instructions in prominent view.
- e) Ensure all employees know the emergency procedures and where the Director / Manager responsible can normally be located, and at all times co-operate fully with the Manager / Director responsible.

ACCIDENTS, INCIDENTS AND DANGEROUS OCCURRENCES

- I. All accidents must be notified to the designated officer immediately and must be properly recorded in the accident register.
- II. Accidents to third parties must be reported i.e., those not employed directly by the company.
- III. In the case of serious accident the details must also be supplied as quickly as possible
- IV. The management will ensure all staff are aware of the First Aid facilities.

RBS Mentor - Health & Safety and Environmental external advising body

- a) RBS Mentor are responsible for any amendments to the Employees handbook
- b) All Risk assessments are conducted periodically.

THE COMPANY INSISTS THAT SAFETY IS OF PARAMOUNT IMPORTANCE AND THE STAND- ARDS WILL NOT BE RELAXED UNDER ANY CIRCUMSTANCES.

Signed for and on behalf of LAZENBY LTD. T/a Graphic Impression.

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Director

Dated 30th January 2009

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