



OHSAS 18001 - 2007 Health and Safety Policy

This Policy adheres to the Legal Requirements and Guidance as set out within the Health & Safety at Work Act 1974.



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JPJP24

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Health and Safety Policy

Introduction

- Health and Safety Policy Statement

Organisation

- Group Organisation
- Health and Safety Organisation – Responsibilities

Arrangements sections

1. Accidents and Dangerous Occurrences
2. Contractors / Visitors (including 2a. Sub-contractors)
3. Display Screen Equipment (DSE)
4. Electrical Equipment
5. First Aid
6. Hazardous Substances (COSHH)
7. Housekeeping
8. Information, Instruction and Training
9. Machinery & Equipment
10. Manual Handling
11. Medical Emergency
12. Monitoring & Review
13. Noise at Work
14. Personal Protective Equipment (PPE)
15. Risk Assessments / Method Statements / Safe Systems of Work (SSoW)
16. Serious and Imminent Danger
17. Workplace & Welfare
18. On The Road
19. Fire
20. Working at Height
21. Asbestos
22. CDM
23. Stress
24. Drugs & Alcohol

Health & Safety Policy Statement

It is the policy of JPJ Installations Ltd, to comply with the terms of the Health and Safety at Work etc Act 1974 and subsequent legislation to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees, customers, contractors and others affected by its activities.

The company aim is to improve its health and safety performance through the introduction of risk assessment and control procedures, health and safety management systems and positive promotion of health and safety ownership. By working in this manner, a safe working environment will be provided for all staff and will promote the company when prospecting for further contracts. **Health & Safety should never be compromised for other objectives.**

In particular, the company will, as far as reasonably practicable:

- Provide a safe working environment with safe plant, equipment and systems of work with adequate welfare facilities
- Provide a safe means of transport for all work activities off the premises
- Provide suitable arrangements for the use, handling, storage and transport of equipment and materials
- Provide information and training to enable employees to perform their work safely and effectively and manage their own health and safety
- Provide necessary safety and protective equipment and monitor their use
- Consult employees on all matters of health and safety
- Maintain health and safety and accident records to comply with statutory and company requirements
- Undertake risk assessments and introduce the necessary controls for potential hazards
- Undertake regular inspections of the workplace to ensure all policies and procedures are being adhered to
- Investigate all accidents causing personal injury with a view to future prevention and report in line with legal requirements
- Continual Improvement of our H&S Management.

Employees are reminded that they also have a duty under the Health and Safety at Work etc Act 1974, to take reasonable care of themselves and others at work and that they should co-operate with the duties of the company by:-

- Working to company safety policy and procedures
- Using protective clothing and equipment provided
- Reporting defects that come to their attention
- Reporting accidents and near-misses and co-operating in investigations

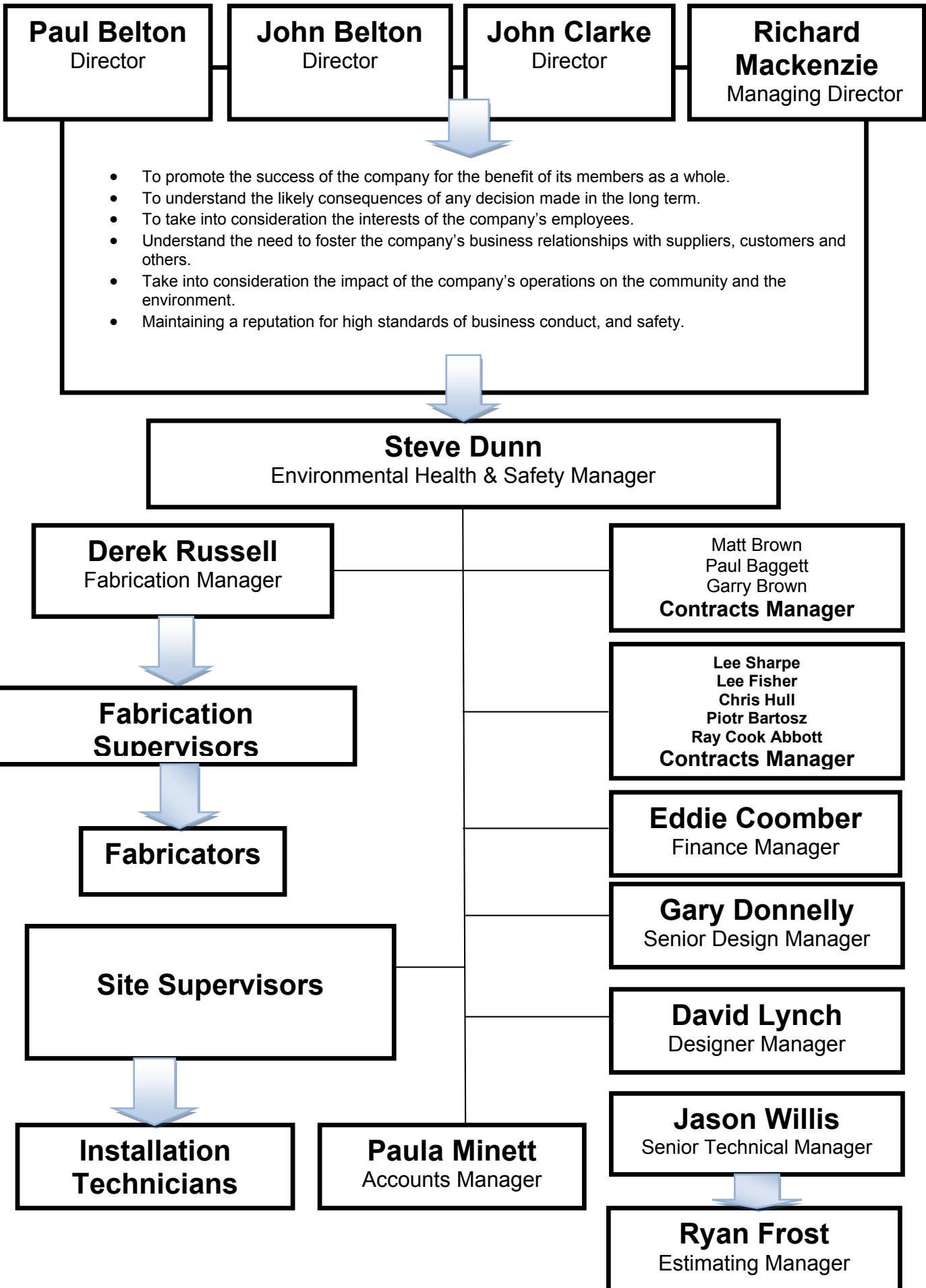
This policy will be reviewed on an annual basis, or in-between if necessary, by the Company Directors and the Health and Safety Manager.

Richard Mackenzie
(Managing Director)



Date: 1st Aug 17

Group Organisation



Health and Safety Responsibilities

The organisation and arrangements for ensuring that Health and Safety responsibilities are owned and managed by all employees as follows:

Directors

- Overall responsibility for all Health and Safety matters.
- Producing health and safety policy and ensuring its implementation.
- Ensuring policy is properly managed and adhered to.
- Ensuring adequate resources to enable management of health and safety in accordance with the policy.
- To take due regard for health and safety in all matters.
- Ensure that plans are produced to achieve improvement and review of the policy.
- Ensuring compliance with all health and safety legislation.
- To promote a safe working environment.
- To take disciplinary action against employees who fail to carry out their duties in accordance with the health and safety policy.
- Maintaining insurance cover to the level required by law in respect of Employers Liability, Personal Accident etc.
- To regularly hold formal meetings with management & employees to discuss issues surrounding health and safety matters.

Health and Safety Manager

- Producing health and safety policy with Directors and ensuring its implementation.
- Attend all company safety meetings as chairperson.
- Ensure all appropriate training is arranged and that records are kept and maintained.
- Monitor that safe systems and procedures are being followed.
- Advise all employees on health and safety matters.
- Monitor compliance with company policy.
- Ensure all hazards are assessed and appropriate action is taken.
- Completion and authorisation of method statements.
- To inform Directors of any action requiring to be taken to ensure compliance with the company health and safety policy.
- To investigate all accidents, environmental incidents or ill health and take appropriate action.
- Ensure maintenance of emergency equipment.
- Ensure suitability from a safety viewpoint of new and hired plant and equipment.
- Ensure appropriate PPE is issued with records of issue.
- Complete regular safety audits & inspections.
- Set a good example and promote a safety conscious culture within the organisation.

Contract & Project Managers

- Understanding the requirements of the company health and safety policy and ensuring compliance.
- To establish and recommend the safest methods of installation on projects to the directors and the health and safety manager.
- To inform the health and safety manager of all accidents, dangerous and near misses, taking immediate action where required to prevent recurrences.
- Ensure the requirements issued by the client in the pre tender Health and Safety Plan are addressed and developed.
- To complete regular site safety inspections and provide reports to health and safety manager.
- Advise the health & safety manager of any training requirements needed.

Contract & Project Managers cont.....

- Liaise with all company site supervisors and sub-contractors and ensure all health and safety commitments are continually communicated and fully understood.
- Ensure operatives are suitable, competent, trained and authorised to carry out the work, particularly where mechanical plant and equipment is involved.
- To provide guidance to the health and safety manager ensuring all hazards are assessed where required.
- Encourage the workforce to work in a safe and tidy manner, paying particular attention to the wearing of personal protective equipment (PPE) and, where necessary reporting offenders to the health and safety manager or a Director for the company disciplinary procedures to be used.
- Attend safety meetings when requested.

Installation Supervisors

- Ensure operatives are suitable, competent, trained and authorised to carry out the work, particularly where mechanical plant and equipment is involved.
- Provide effective front-line supervision and ensure that operatives are instructed in detail of method statements, risk assessments, safe systems of work (SSoW) as it applies to particular tasks that are requested.
- Encourage the workforce to work in a safe and tidy manner, paying particular attention to the wearing of personal protective equipment (PPE) and, where necessary reporting offenders to the health and safety manager or a Director for the company disciplinary procedures to be used.
- Ensure that all relevant check sheets are completed for plant and equipment.
- Carryout Toolbox Talks as requested by health and safety manager.
- Ensure that the company vehicle that is used is regularly maintained and driven in a safe manner (where applicable).

Fabrication Manager

- Understanding the requirements of the company health and safety policy and ensuring compliance.
- Ensure operatives are suitable, competent, trained and authorised to carry out the work, particularly where machinery and equipment is involved.
- To inform the health and safety manager of all accidents, dangerous and near misses, taking immediate action where required to prevent recurrences.
- To provide guidance to the health and safety manager ensuring all hazards are assessed where required.
- Ensure that the works foreman and operatives are instructed in detail of risk assessments, safe systems of work (SSoW) as it applies to particular tasks that are requested.
- Properly maintain all company equipment and ensuring equipment is correct for the purpose intended and defectives items are taken out of use immediately.
- Ensuring all statutory equipment registers are completed correctly.
- Complete regular safety inspections and provide reports to health and safety manager.
- Attend safety meetings when requested.

Fabrication Supervisors

- Ensure operatives are suitable, competent, trained and authorised to carry out the work, particularly where mechanical plant and equipment is involved.
- Provide effective front-line supervision and ensure that operatives are instructed in detail of risk assessments, safe systems of work (SSoW) as it applies to particular tasks that are requested.
- To provide guidance to the health and safety manager ensuring all hazards are assessed where required.
- Encourage the workforce to work in a safe and tidy manner, paying particular attention to the wearing of personal protective equipment (PPE) and, where necessary reporting offenders to the health and safety manager, works manager or a Director for the company disciplinary procedures to be used.
- Ensure that all relevant check sheets are completed for all quality and safety requirements.
- Complete training as requested by either the works manager or health and safety manager.
- Attend safety meetings when requested.

All Employees

- To understand and adhere to the company health and safety policy.
- To follow workplace precautions and procedures in line with company policy.
- To take care of their own health and safety and that of anyone affected by their work.
- To report any defects or unsafe activities enabling appropriate action to be taken.
- To attend company health and safety meetings when requested and take an active role in suggesting ways of improving company policy and procedures.
- To carry out specified responsibilities.
- To attend all training courses organised by Management.
- At the commencement of each working day, to check the safety and hygiene of their immediate surroundings and working environment (where applicable).

Safety Representatives

- To understand and adhere to the company health and safety policy.
- Attend quarterly health & safety meetings
- Be consulted on any arrangements/measures within the workplace that may affect the health & safety of the workforce
- Be consulted on change to the organisational structure
- Be involved in the arrangements for appointing a competent person to assist in complying with the H&S requirements (i.e. safety rep)
- Be aware of the arrangements in place for employing a sufficient number of persons to implement evacuation procedures.
- Have access to information on risks to health & safety, and preventative/control measures.
- Ensure that information on emergency procedures is in place
- Involved in the process of introduction to new technology and risks and hazards this may present
- Be consulted on any changes to materials being used and why this may present additional risks

Arrangements

1. Accidents and Dangerous Occurrences *(to be read in accordance with the company Accident Reporting Policy)*

- An accident book has been provided to record **ALL** accidents during working hours and is located in the main office. If an accident occurs on site, the site manager must be informed immediately.
- An investigation will be undertaken for all accidents and the appropriate corrective action taken to prevent recurrence. This will be recorded and held with the company health and safety records.
- Accidents and resulting actions will be communicated to all employees.
- Any accident, dangerous occurrence or hazard that comes to notice should be reported immediately to site management or your line manager / supervisor. Warning of any such condition or hazard should be given immediately to ANY OTHER PERSON who may be in the vicinity.

2. Contractors/Visitors

- All contractors and visitors to the workplace premises other than the reception are required to sign in and read the health and safety information on the signing in sheet.
- All contractors required to carry out work for the company will be required to prove their competency and provide a method statement/risk assessment covering the work to be undertaken. Contractors will be required to provide documentation as requested.
- All contractors working on our premises are to have a current safety policy that is compatible with the company's health and safety policy.

2a Sub-Contractors

Prior to any sub contractor being employed by the Company, a suitable and sufficient assessment will be undertaken to ensure that the sub contractor is competent to undertake the work safely and without risks to health. All sub contractors will be required to;

- Complete the JPJ sub contractor health and safety questionnaire.
- Read, understand, and sign the JPJ sub contractor health and safety contract.
- Brief all their associated operatives into the JPJ health and safety contract.
- Make themselves familiar with the JPJ Health and Safety Policy.
- During the course of their work, take reasonable care for the health, safety and welfare of themselves, their colleagues and any other person that may be affected by their work.
- Comply with safe working practices issued to them by JPJ and also by clients.

The company does not allow work given to contractors to be sub contracted out.

3. Display Screen Equipment *(to be read in accordance with the company DSE Policy)*

- All identified 'users' of display screen equipment will be assessed and the results recorded.
- The corrective actions identified will be carried out immediately.
- The 'users' will be made aware of the hazards associated with the use of display screen equipment.
- All changes to display screen equipment will be immediately reassessed and recorded before use.

4. Electrical Equipment

- A register of all electrical equipment is held with the company records and information.
- All electrical equipment is PAT tested and the records held with the company records and information.
- The equipment is regularly inspected and maintained with the records being held with the company records and information.

- All defects are required to be reported to the safety manager for immediate corrective action, the records being held with the maintenance records.
- Contracted electrical maintenance is carried out by competent electrical contractors, method statements/risk assessments required to be provided.
- Staff are to ensure that where extension leads and portable equipment is in use that all leads and plugs are satisfactory and that there are no trailing cables.

5. First Aid

- The appointed persons for first aid are displayed in the factory and the office.
- First aid provisions are provided for all employees.
- The provisions are checked on a monthly basis for checking of dates and that all requirements are available and the check is recorded, the records being held with the company health and safety records and information.
- Administering of First Aid is recorded in the accident book that is located in the main office.
- JPJ Installation Personnel will make themselves aware of the First Aid facilities available on Customer's premises and means of communication in the case of accidents.
- All site supervisors are trained in Emergency First Aid (one day approved course by HSE)

6. Hazardous Substances (COSHH)

- No person shall bring any potentially hazardous material onto site unless instructed to do so at which time all appropriate regulations must be complied with.
- All substances used in the workplace are assessed in accordance with the COSHH regulations, the assessment being recorded and held in a COSHH register located with all the company health and safety records and information
- All control measures for the safe use, handling and storage of hazardous substances are in place and checked for adequacy and use
- The COSHH register is reviewed and updated on an annual basis
- All substances used in the workplace are clearly labelled with the contents and associated hazards

7. Housekeeping

- A cleaner is employed to clean the office areas, toilets etc...
- Traffic routes and walkways are clearly identified and kept free of obstacles to prevent slips/trips/falls.
- A 'clean as you go' policy is adopted by all employees to keep the workplace clean and tidy.
- All emergency escape routes are kept clear of obstructions.
- Suitable racking is provided to store equipment and materials.
- All spillages are required to be cleared immediately in conjunction with the company Pollution Prevention Policy and Environmental Policy.
- **Only approved materials will be deposited in waste skips.**

8. Information, instruction and training

- Relevant training is provided for the directors, safety manager, supervisors and employees as identified by the training matrix.
- There is an induction procedure for all new employees, visitors and contractors to make them aware of the hazards and procedures in the workplace.
- Training on the use of hazardous substances and new equipment is co-ordinated by the safety manager.
- Safety training for all employees is arranged by the health and safety manager.
- Formal health and safety meetings are held every six months or when required to discuss all health and safety matters and instruct employees of changes or new procedures regarding health and safety.

- Before any work begins, contact must be made with the customer to discuss all the safety aspects relating to the type of contract. We will ensure that our employees fully understand the customer's rules and work in a safe manner accordingly. Method Statements and risk assessments will be provided where required.

9. Machinery/Equipment

- A register of all work equipment is held with the company health and safety records and information.
- All hazardous machinery has been subject to a recorded risk assessment, the records are held with the company health and safety records and information.
- All employees are made aware of the hazards and controls associated with their work activities in the form of SSoW. This information is recorded and held with the company health and safety records and information.
- All measures are taken to prevent employees coming into contact with dangerous machinery parts such as guards, interlocking guards, warning signs etc.
- All machines are inspected and maintained on a regular basis and records kept with the company health and safety records and information.
- All defects are required to be reported to the works manager for corrective action to be carried out, the records being held with the above.
- All new equipment is risk assessed and training provided, this being the responsibility of the safety manager to co-ordinate.
- All lifting equipment is subject to an insurance inspection, the records being held with the company health and safety records and information.
- Where personal protective equipment is required to be used, it is chosen with suitability in mind and regularly checked for correct use.
- All authorised personnel must safely isolate machinery prior to commencing work or cleaning on that item of plant.
- Guards or fencing must not be removed from machinery without prior consultation with the safety manager or whilst the machinery is working. Such guards shall only be removed to provide access to the machinery for the purpose of maintenance and/or repair and shall be replaced immediately upon completion of such maintenance or repair and before the machinery is restarted.
- Hired plant will only be obtained from reputable companies who provide evidence of complying with the requirements of PUWER98. Inspection and checks as noted above will still be required.

10. Manual Handling

- Each employee is individually assessed for manual handling activities and made aware of the risks involved and how to control them. This is recorded and kept with the company health and safety records and information.
- Lifting aids are provided to reduce the need for manual handling activities such as a sack barrow, FLT, electronic hoist, suction lifting equipment etc...
- All employees are instructed on manual handling techniques.

11. Medical Emergency

- Medical emergency contact numbers are held on the company health and safety notice board.
- All actions to be taken in the event of a medical emergency are to be co-ordinated by the safety manager where practical.

12. Monitoring and Review

- Regular factory and site inspections will be conducted to identify any changes in risk involved or additional requirements regarding health & safety that may arise after initial risk assessments and method statements have been created. Any actions carried out will be followed up and signed off by the Safety Manager.

- Workplace and site inspections / audits are carried out regularly to check all workplace precautions are in place, adequate and being used.
- There is a formal health and safety meeting on a three-monthly basis to discuss health and safety matters and to review the policy and its content.
- Sickness is monitored through timesheets, self-certification up to seven days and a doctor's certificate after seven days.
- Sickness and accident statistics are communicated at the formal health and safety meetings
- All accidents/incidents are investigated and the results communicated at the formal health and safety meetings unless required to be communicated sooner.

13. Noise at Work (to be read in accordance with the company Noise at Work Policy)

- Ear protection is issued to persons exposed to noise as part of Personal Protective Equipment available to all JPJ staff. Full training is also given in use and maintenance etc... The issue is recorded and kept in the company health and safety records and information.
- Noise monitoring levels are regularly taken in high risk areas.
- Ear defenders are subject to a regular check for condition by employees, before use.
- Any person using ear protection discovering any defect with them must report this to their Supervisor forthwith.
- Any person working in any area designated as an 'Ear Protection Zone' must fully and properly use the ear protection provided.

14. Personal Protective Equipment

JPJ Installations Ltd will provide personal protective equipment (PPE) for its staff where regulations and risk assessment have shown it to be necessary. We will also replace faulty or damaged items. If an item of PPE is not available or is damaged then the task must not commence until adequate provision has been made.

JPJ Installations Ltd expects its employees to wear the PPE provided for them for their own protection. Failure to do so may constitute a disciplinary offence. Employees are also expected to maintain their PPE such that it is kept in a serviceable condition and must request replacements when items are damaged or worn.

- All Personal Protective Equipment is provided by the company.
- Personal Protective Equipment is chosen for its suitability and the wearer.
- Personal Protective Equipment is recorded when issued, the records being kept in the company records and information.
- All defects are required to be reported to the safety manager or supervisor for immediate corrective action.
- Adequate storage facilities are provided for the safe keeping of personal protective equipment.
- JPJ personnel will wear correct safety equipment at all times.
- Loss or damage of PPE clothing or equipment must be reported immediately.
- Should further protection be required after a risk assessment of each situation; either further equipment will be purchased / hired or a specialist company will be employed offering expertise in this field.

15. Risk Assessments / Method Statements / Safe Systems of Work (to be read in accordance with the company Risk Assessment Policy)

- Training is provided for specific hazardous machinery and plant such as abrasive wheels.
- Hazardous plant is only operated by trained, competent & authorised persons.
- All hazardous activities have been subject to a risk assessment and the necessary controls put in place to minimise the risks.
- Site specific method statements and risk assessments are completed prior to all outside contract work by the health and safety manager. All issued documentation must be followed by all employees at all times.
- Appropriate personal protective equipment is provided where risks still exist.
- An emergency procedure is in place for the safe evacuation of the premises.
- Warning signs are placed in hazardous areas.
- The workplace is subject to random inspections to check workplace precautions are adequate and being used.
- All personnel will follow any specific method statements / safe systems of work that are in place on our, or a customer's premises.

16. Serious and Imminent Danger

- An emergency procedure for the safe evacuation of the premises is issued to all employees on the 'information for employee' records and also located on the company health and safety notice board.
- A plan of the workplace premises locating all fire extinguishers is held in the company health and safety records and information.
- All emergency equipment is maintained annually the records of which are located in the company health and safety records and information.
- All offices are fitted with smoke detectors linked to all parts of the workplace, these are tested and recorded, the records held in the company health and safety records and information.
- All escape routes are clearly marked and kept clear.
- Recorded drills are practised on a six monthly basis.
- Addresses and emergency telephone numbers of local services are located on the company health and safety notice board.

17. Workplace and Welfare

- Washing with hot/cold water, cleansing and drying facilities are provided for all employees on the workplace premises.
- A suitable number of toilets are provided for both men and women.
- Lockers are provided for personal articles and personal protective equipment.
- A labelled drinking water tap is provided.
- An area is provided with the facility to make hot/cold drinks and snacks.
- Adequate lighting is provided in the workplace.
- Walkways are clearly identified and kept free of obstacles.
- All tools and equipment are stored safely.
- All employees are required to report anything likely to affect health and safety at work to the safety manager or their immediate supervisor.
- Where applicable site facilities will be used by JPJ personnel, should these not be available toilet and washing facilities will be supplied by the company (where applicable).
- Pests will be kept under control using a local pest destruction company. Monthly visits are required with all records kept.

18. On the Road

- All company vehicles are regularly serviced and maintained.
- Tachographs must be completed correctly before leaving the company premises.
- Driving licences are checked annually at the beginning of each year and recorded; the records being held with the company records and information.
- All drivers on company business are required to observe the Highway Code.
- Regular vehicle checks are required to be carried out by drivers on lights, tyres, fluid levels and general condition, with all defects to be immediately rectified.
- All company vehicles are fitted with fire extinguishers
- Company vehicles must be parked safe and securely during and after working hours.
- The supervisor of each installation team has full responsibility for the vehicle they are issued with.

19. Fire *(to be read in accordance with the company emergency evacuation procedure)*

- The company fire procedures are displayed and must be complied with at all times.
- Fire and evacuation tests will be carried out at regular intervals and employees are asked to report any problems that arise which might affect safe evacuation of personnel.
- All fire fighting equipment must be kept clear of obstruction.
- The Fire Marshal is to ensure that regular checks are carried out monthly on all equipment and record findings on the check sheets issued by the safety manager. Housekeeping procedure in place and monitored daily.
- Employees should never attempt to fight a fire. Always raise the nearest alarm and evacuate immediately.
- All site employees will familiarize themselves with all emergency arrangements on arrival at each visit.

20. Working at Height Regulations 2005

Working at heights is a high risk activity which requires the closest attention to detail at all stages of the work. Safe work at height should be managed through the hierarchy of controls set by the company. Working at height will include any place at or below ground level, which requires access or egress to be achieved, whilst at work, except by the use of permanent staircase. This would include the use of podium steps, hop ups, mobile elevated work platforms (MEWP's), tower scaffold and traditional scaffold.

Factory & offices

- All work at height must be assessed by either the health and safety manager or your immediate supervisor prior to completing.
- Podium steps are the only authorised access equipment to be used in the factory or offices.

Installation

- All work at heights must be followed as per site specific method statements and risk assessments, as instructed by the health and safety manager.
- Only maintained authorised equipment is to be used for working at heights.
- Only trained competent employees are authorised to use access equipment.
- Podiums, hop ups (where podium is not suitable), MEWP's, tower scaffold and traditional scaffold are the only authorised access equipment to be used by employees and contractors working for the company. Company check procedures must be followed at all times. Supervisors are responsible for ensuring all checks are completed for their team members.
- Tower scaffold must only be erected by trained PASMA certified employees or contractors.
- MEWP's must only be operated by either IPAF or RTITB trained employees or contractors.
- Podiums are only to be used by employees or contractors that are trained in the SSoW for the use of podium steps.

20. Working at Height Regulations 2005 cont.....

- Harness use will be identified on all method statements where required. Only trained competent employees are authorised to use fall restraint or arrest equipment. All equipment has been assigned to each employee as personal protective equipment and must be checked prior to use. All harness equipment will be thoroughly checked by the health and safety manager on a 6 monthly basis and recorded. Any defects found by employees must be immediately reported to the health and safety manager or your immediate supervisor and must not be used. .

The company aim is to ensure that the appropriate measures are in place in the factory, offices and other premises where our employees or contractors working for the company are required to work, and are consistent with maintaining safety and thus complying with the Regulations.

21. Asbestos

The Control of Asbestos Regulations 2012 requires employers to prevent employees and other persons from being exposed to asbestos.

Therefore the company has undertaken a desktop study in order to identify any likely locations where asbestos has been found. A competent person has completed a detailed survey of the premises and compiled a comprehensive register.

The asbestos register is kept in the works office and is available to all contractors undertaking structural work on the building.

If asbestos is located within the building, its stability will be taken into consideration and where necessary it will be either removed or encapsulated. As there is no risk to health through asbestos that is in good condition, it will be left in situ and will be suitably marked and monitored on a regular basis to guarantee that it has not become damaged.

Where there is any doubt about the nature of the material it will be treated as asbestos.

The company health and safety manager will monitor and manage the Asbestos Management System.

22. CDM

The company will comply with the statutory requirements of Clients, Construction Design and Management Co-ordinators and Principal Contractors. Safe methods of work will be instigated through documented risk assessments and appropriate method statements. In addition, the Company will comply with relevant parts of the health and safety plan issued by the Principal Contractor and provide information as requested.

23. Stress

The director's of the company are committed to protecting the health, safety and welfare of their employees. The directors recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. The policy in place will apply to everyone in the company and management is responsible for its implementation and the directors are responsible for providing the necessary resources.

24. Drugs & Alcohol

The organisation aims as a business to act as a good employer and to conduct its business activities in a way which will achieve the highest possible standard of health and safety for its employers, visitors and members of the public.

Richard Mackenzie
(Managing Director)

A handwritten signature in black ink, appearing to read 'R. Mackenzie', written in a cursive style.