

# HEALTH & SAFETY POLICY

ARTICLE 13 LTD

article 13

## COMMITMENTS

It is the policy of the management of Article 13 Ltd to do all that is reasonably practicable to ensure a safe and healthy working environment.

The promotion of health and safety measures is regarded as a mutually beneficial objective for management and employees at all levels. The avoidance of hazards arising from the Company's operational activities, services or products is of paramount importance.

Article 13 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 they 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, customers and visitors on Company premises.

Article 13 will emphasise in all health and safety matters the high degree of individual personal responsibility that must be accepted by each employee.

## STAFF RESPONSIBILITIES

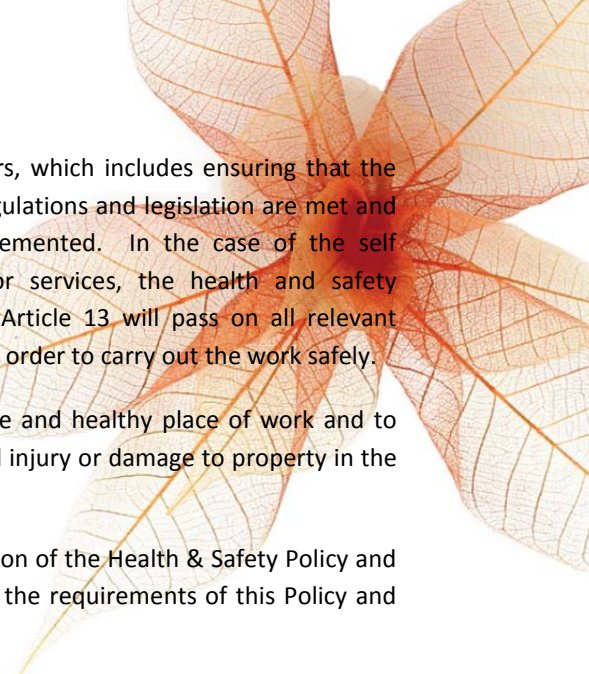
All employees and temporary workers have a duty to co-operate with management by:

- working safely and efficiently, taking all reasonable steps to safeguard their safety and that of any other person who may be affected by their actions;
- using protective equipment provided and meeting statutory obligations;
- reporting accidents/incidents that have or could have caused injury or damage;
- adhering to Article 13's Health & Safety policy and procedures for securing a safe place of work;
- assisting in the investigation of accidents with the objective of introducing measures for preventing recurrence;
- identifying potential hazards and reporting them for corrective action.

Neglect of health and safety requirements will be regarded as a serious disciplinary matter.

## MANAGEMENT RESPONSIBILITIES

*Effective 1<sup>st</sup> August 2007; reviewed October 2010, Updated November 2011*



The Directors are responsible for all applicable health and safety matters, which includes ensuring that the provisions of the Health & Safety at Work Act 1974 and all associated regulations and legislation are met and that Article 13's organisation, arrangements and procedures are implemented. In the case of the self employed and/or temporary workers, operating under a contract for services, the health and safety responsibilities are shared between the worker and client employer. Article 13 will pass on all relevant information on any qualifications and skills the temporary worker needs in order to carry out the work safely.

It is the duty of all management and supervisory staff to maintain a safe and healthy place of work and to ensure that everything reasonably practicable is done to prevent personal injury or damage to property in the process of its activities.

**Jane Fiona Cumming**, Director, is responsible for the overall implementation of the Health & Safety Policy and shall arrange for funds and appropriate facilities to be available to meet the requirements of this Policy and Health & Safety Procedures.

**Lacey Ward**, Office Manager and overall Health & Safety Co-ordinator, has the day-to-day duty of ensuring compliance of this Policy and Health & Safety Procedures.

## Review

Article 13's policy for health & safety will be reviewed annually and amended as necessary.

Audits of health & safety procedures and inspections of the workplaces will be carried out at least annually by management and relevant staff. Any health and safety items logged during the course of audit inspections will be referred to the Directors for allocating action.

## COMMUNICATIONS

A copy of this policy and all subsequent revisions will be brought to the notice of each employee. All new employees will receive a hard or electronic copy and a verbal statement on health & safety as part of their induction training.

Staff views and questions relating to health and safety matters are actively encouraged and should be raised with their employee representative, Office Manager or Directors as appropriate.

Expert advice will be obtained when required from appropriate sources/organisations.

## ASSOCIATED DOCUMENTS

- Sustainability Policy
- General Health & Safety Procedures
- Specific Health & Safety Procedures/Working Practices
- Employer's Liability Insurance Certificate
- Staff Handbook
- Emergency Procedures/Business Continuity Plan
- Health & Safety Audit and Review Log

*Effective 1<sup>st</sup> August 2007; reviewed October 2010, Updated November 2011*



- Annual Health & Safety Audit Checklist
- Annual Fire Safety Audit Checklist
- Fire Equipment Servicing
- Risk Assessment Forms
- Contract of Employment/Company Rules
- Employee Checklist (Health & Safety Induction)
- Display Screen Equipment Assessment Form
- Manual Handling Assessment Forms
- Personal Protective Equipment Training Record
- Control of Substances Hazardous to Health (CoSHH) Register / Risk Assessments / Safety Data Sheets
- Accident Book and Reports
- Maintenance Logs/Certificates
- Portable Appliance Testing Register

## RELEVANT LEGISLATION AND STANDARDS

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999 (risk assessment)
- Health and Safety (Consultation with Employees) Regulations 1996
- Safety Representatives and Safety Committees Regulations 1977
- Regulatory Reform (Fire Safety Order) 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) (RIDDOR)
- Offices, Shops and Railway Premises Act 1963
- Control of noise at Work Regulations 2005
- Health & Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992

*Jane Fiona Cumming*

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