

## HEALTH AND SAFETY POLICY

Knox and Anderson Ltd are committed to maintaining a safe and healthy workplace. It is the company's expectation that management and staff will work together to ensure continuous improvement of our health and safety system.

**To achieve these aims management will:**

- Ensure we comply with all relevant legislation and approved codes of practice
- Endeavour to meet standards outlined in guidelines, standards and industry best practice guidelines
- Ensure the safeguarding of employees, visitors and contractors from unnecessary hazards; and where such hazards cannot be eliminated, the exposure will be minimised
- Ensuring vehicles, equipment, properties and work sites are designed, operated and maintained in a safe condition
- Provide appropriate facilities
- Have an effective system to identify, risk assess, control and monitor hazards
- Ensure that all staff are provided with appropriate supervision and/or training to undertake their work in a safe manner
- Develop, implement and practice emergency and evacuation procedures
- Encourage the accurate and timely reporting and recording of all incidents and injuries and investigate these events
- Prepare an annual plan for Health and Safety and carry out reviews of our performance
- Encourage participation, engagement and consultation with employees in matters relating to health and safety.
- Review work being undertaken to identify means of improving health and safety
- Health and safety policies & procedures will be reviewed annually
- Ensure that staff understand that they must work safely, without injury to themselves, other staff, contractors or others
- Support the safe and early return to work of injured staff

Ian Anderson:  
Director



Date: 2<sup>nd</sup> May 2018

Andy Campbell:  
Director



Date: 2<sup>nd</sup> May 2018