



OH&S Policy

It is the policy of **REEKIE MACHINING** to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment.

The Company's Health and Safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Company recognises and accepts their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While management will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

Management will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to the Managing Director. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation that could jeopardise the well being of themselves or any other person.

All injuries, however small, and "near misses", sustained by a person at work must be reported to the Managing Director or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Company's Health and Safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 24 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

The objectives of this policy are:

- Provide and maintain a Safe Place and Systems of Work, without risk to health and safety as far as is reasonably practicable taking into account any relevant statutory legislation.
- Provide and maintain safe plant and equipment, ensuring that statutory and manufacturer's requirements are met.
- Ensure all employees are adequately trained and informed before commencing work.
- Ensure that procedures / processes, which may involve a hazard/s are subject to a risk assessment. The findings of risk assessments are to be reviewed and updated as necessary and employees informed of the risk assessment content.
- Provide training, information and supervision to allow employees to perform their work safely and efficiently.
- Provide the necessary Personal Protective Equipment (PPE) to ensure safe working systems / conditions are implemented and where necessary provide training / instruction on PPE use.
- Investigate all accidents and near misses to identify the root cause and to ensure that lessons are learned and disseminated to avoid recurrence.



- Consult with employees or their representatives on matters concerning health and safety.
- Implement a system of auditing health and safety arrangements on a regular basis.
- Communicate the content of this policy to all employees by induction processes, toolbox talks and consultation meetings
- Ensure the same level of health and safety is applied to all visitors, contractors and any other persons who may be affected by our undertakings.

Employees have a duty to co-operate with management in the operation of this policy by:

- Working safely and efficiently not endangering their own or others safety.
- Using all specified PPE in accordance with the manufacturer's requirements.
- Reporting any incidents that have led or may have lead to injury or damage to equipment.
- Reporting defect equipment or any unsafe situations.
- Adhering to work practice procedures including any risk or CoSHH assessment documents used to enable Safe Systems of Work.
- Assisting in the investigation of accidents with the objective of introducing measures to prevent recurrence.

This policy will be reviewed and updated on an annual basis.

Signed *David Reekie*

Managing Director

Date: 15/ 01/ 18