

## Health and Safety Policy

As Managing Director of PSL Print Management Ltd, I accept my responsibilities for Health and Safety as stated in this policy. The company is committed to protecting and promoting the health, safety and welfare for all its employees, its visitors and others who may be affected by our activities.

The company recognises the importance of the management of health, safety and welfare at work and this policy ensures we comply with its statutory obligations and other requirements as stated within section 2(2) of the Health & Safety at Work etc. Act 1974 to;

- Provide and maintain all our premises in a condition that is safe, including the provision and maintenance of safe entry and exit from them.
- Provide and maintain safe plant, safe equipment and safe systems of work for our employees, leading to the prevention of work-related injury and ill health.
- Identification and eliminations of hazards in order to reduce OH&S risks.
- Ensure all our employees are provided with suitable training, supervision, information and instruction to enable them to work safely.
- Ensure we actively consult with, and encourage participation of all staff within the company.
- Ensure that all substances and articles being used, handled, stored, transported and disposed of are done safely.
- Provide and maintain suitable working environments, facilities and welfare arrangements for employees.

In addition, we will also comply with the requirements of any other health and safety related issues we identify. Our Management Team is committed to the continual improvement of health and safety management and performance, and will achieve this by maintaining a formal management system that will achieve and maintain certification to ISO45001: 2018.

This formal system will include regularly setting and reviewing our performance against Health and Safety Objectives. All levels of management are responsible for maintaining safety standards. This will be achieved by assessing risks, removing hazards wherever possible and implementing safe systems of work. Improvements in health and safety performance can only be achieved if there is full commitment not only from management, but from all employees to implement and monitor this policy.

Given this, **every employee** is required to cooperate with the company in the spirit and operation of this Policy to;

- Work safely, following the training and instructions given.
- Comply with the safe systems of work and procedures that implement them.
- Report all accidents immediately and assist with accident investigations.
- Use any personal protective equipment and clothing where it is identified and required.
- Take care of yourself and others who you come into contact with and who may be affected by your activities.

This policy will be reviewed annually.

### **This policy has been approved & authorised by:**

Name: Jim Gilliland

Position: Managing Director

Date: 14<sup>th</sup> November 2018

Last Reviewed: 14<sup>th</sup> February 2023