

CAMTREX HEALTH AND SAFETY POLICY

Safety Statement:

This statement sets out the health & safety policy of Camtrex Ltd and the means through which that policy is to be implemented. Our objective is to provide a safe and healthy place of work for all staff members and to meet all our duties and obligations to our clients.

It is Camtrex's intention to protect our employees from accident or ill health at work. The company will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of our employees and we will consult with employees on risk improvements.

Employer Responsibilities:

Our approach to Health & Safety as far as is reasonably practicable will be:

01. To Provide a Safe Place of Work.
02. To continue to identify and control hazards.
03. To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees at risk.
04. To consult with staff on all Health & Safety matters.
05. To provide protective clothing and equipment where necessary.
06. To provide a safe means of entering and leaving the building.
07. To provide a safe system of work practices.
08. To provide appropriate information and training to staff members on a continuous basis.
09. To make Health & Safety a key issue.
10. Ensure Compliance with applicable legal and other requirements.
11. Set objectives and continually improve OH&S management systems

The responsibility for the provision of a safe place of work rests with the Management of Camtrex Ltd.

Specifically these responsibilities are:

- To maintain a safe and healthy work environment for employees, in addition to conforming to all current statutory requirements.
- To provide the appropriate type and level of training to enable employees perform their work safely and efficiently.
- To make available to every employee appropriate equipment to ensure Health & Safety.
- To maintain a vigilant and continuing interest in all Health & Safety matters relevant to both the company and staff.

Health and Safety Policy

Revision: 01

Employee Responsibilities:

As a valued employee of Camtrex Ltd, you have a responsibility to yourself and your fellow workers to carry out your work in a safe and considerate manner.

Employees must:

1. Co-Operate with the company in maintaining a safe work place.
2. Report any potential hazards to management and not work in any hazardous conditions should they; in the employee's opinion exist.
3. Be aware of the nearest emergency exits and fire fighting / first aid equipment.
4. Never interfere with or misuse anything provided by the company in the interests of Health & Safety.
5. Read the company Health & Safety statement and obey all mandatory signs.
6. Not partake in any form of horseplay or prank likely to lead to injury to you or others.

Training:

The company is committed to identifying the safety training needs on an on going basis. Staff will be involved in the identification of hazards in the office and advised of the particular hazards pertaining to their area. Staff will be trained to respond to such hazards in order to prevent accidents/injury to themselves, their colleagues and clients.

All staff will be trained in emergency procedures and where appropriate, staff will be trained in the use of special machinery and equipment. All staff will be trained in the correct techniques involved in safe manual handling.

Consultation:

The company is committed to consulting with its staff members regarding safety, health and welfare in the office. Staff are involved in the identification of hazards and are trained in dealing with the hazards identified.

The safety statement will be included in Induction Training and staff will be advised on how to deal with any problems that arise.

Reporting of Accidents:

Staff are required to report all accidents and near misses, whether resulting in injury or not, to management. Under the Safety, Health & Welfare at Work General Application Regulations 1993, employers must report certain occurrences to the Health & Safety Authority and ensure records are kept on site for a period of 10 years.

The following details are required:

- Date, Time and Place of the incident.
- Name, Address, Occupation and Age of the injured person.
- Circumstances, including cause and nature of the injury and the arrangements made for its treatment.

All accidents will be investigated by a member of management and a written report prepared. Corrective action will be taken where necessary to avoid a reoccurrence. Accidents involving persons who are not members of staff but are visiting or working on the premises must also be reported.



Jack Thomas
For and on behalf of Camtrex Ltd

15-02-2019

Date