

MTwo Building Services Ltd

HEALTH AND SAFETY POLICY

INTRODUCTION

This policy document clarifies the systems of the health and safety management that are to be implemented by the company to fulfil their duties under health and safety legislation.

This policy is prepared in accordance with section 2(3) the Health and Safety at Work etc. Act 1974, with the intention of promoting a safe place of work and healthy working environment that will, so far as is reasonably practicable, ensure the safety and health of all employees and other persons affected by their activities and to enable compliance with legislation.

A safe place of work and safe systems of work can only be achieved with the co-operation of employees and management with a determination to promote and maintain a strong safety culture in all areas of operational undertakings.

This document sets out the aims of the company, details the organisation that will manage and promote their objectives, together with the arrangements considered necessary to inform and guide personnel in achieving a good health and safety culture.

For ease of reference the policy documentation consists of the following sections:

- Section 1 Policy Statement
- Section 2 Organisation
- Section 3 Arrangements
- Section 4 Monitoring Health & Safety

Supported by:

- Procedural Guidance Notes
- Operational Guidance

together with health and safety booklets for

Managers, Supervisors, Site Personnel, Office personnel and Contractors

The content of the company policy and supporting documentation will be brought to the attention of all personnel when joining the company and copies of the booklets provided for their personal guidance the contents of which they must become conversant.

Any matters that are not clear to personnel are to be brought to the attention of senior management for explanation so as to enable personnel to undertake their activities in compliance with the provisions contained therein.

Where requisite, the assistance of the company's health and safety advisors will be sought to provide any necessary clarification, instruction and support.

THE PROVISIONS OF THIS DOCUMENT ARE IMPORTANT TO PERSONAL SAFETY AND HEALTH WHILST AT WORK

THEREFORE, IT IS ESSENTIAL THAT IT IS READ AND UNDERSTOOD

MTwo Building Services Ltd

SECTION 1

HEALTH AND SAFETY

SECTION 1

POLICY STATEMENT

The management of **MTwo Building Services Ltd** recognise the importance of proficient health and safety management and is committed to the prevention of injury and ill health and to ensure the health, safety and welfare of their employees whilst at work and others affected by their activities.

In addition, management is conscious of the need to ensure that systems of management are employed that will enable the continual improvement of its operational standards with regard to health and safety.

To achieve its objectives the company has developed its occupational health and safety management system to accommodate to the recommendations of HS(G)65 BS 8800 and BS 18001 which incorporates the OH&S policy, Planning, Implementation and monitoring and corrective action together with continual review and improvement.

In meeting its commitment the company will, so far as is reasonably practicable comply with the requirements imposed by the Health and Safety at Work Act etc. 1974, together with other relevant legislation and regulations, together with the Approved Codes of Practice, and:

- provide and maintain equipment and ensure working practices that are safe and without risk to health;
- ensure the correct use, handling, storage and movement of substances and articles at work that are safe and without risk to health;
- provide necessary information, instruction, training and supervision;
- provide and maintain a safe place of work and ensure safe access to and egress from that place of work together with competent supervision;
- provide a working environment that is safe and without risk to health together with suitable welfare facilities;

This policy is communicated to employees who are made aware of the obligations placed upon them.

Copies of this policy will be provided to all employees at induction and copies will always be made available for reference at company offices.

Risks associated with all the activities of the company will be assessed to enable safe working practices to be devised, which will be regularly reviewed.

Activities undertaken by of the company will be monitored to ensure compliance with the company management system, recommended safe working practices and relevant health and safety legislation.

Where required, health surveillance will be provided.

