

# Health and Safety Policy

## GENERAL STATEMENT OF POLICY

E.D.S. are members of the Cardiff & South East Wales Occupational Health & Safety Group and are committed to providing and maintaining a healthy and safe working environment. It is the policy of E.D.S. to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. E.D.S.'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.

E.D.S. recognise and accept 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 the management of E.D.S. 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.

The management of E.D.S. 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 their supervisor or the Safety Manager. 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 which could jeopardise the well-being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Safety Manager either directly or via their Supervisor or Office Manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

E.D.S.'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 reviewed at least every 12 months. The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed: Paul Edwards

Signed: Joanna Edwards

Title: Managing Director

Title: SHE Manager

