



Health and Safety Policy Statement

Taylor Made Joinery Interiors Limited (TMJ) is committed to the health, safety and welfare at work of its employees; complying with all applicable Health and Safety legal requirements; and the continual improvement of its Health and Safety control arrangements and performance.

Specifically, the Company is committed to providing and maintaining:

- Control of the health & safety risks arising from all work activities.
- A safe place of work with safe means of access and egress.
- Safe plant, equipment and systems of work.
- A safe and healthy working environment.
- Arrangements for the safe use, handling, storage and transport of articles and substances.
- Necessary information, instruction, training and supervision to protect the safety and health at work of all employees and those affected by our works.
- TMJ considers the health, safety and welfare at work of its employees to be an essential part of being a responsible employer.

Objectives

TMJ's primary Health and Safety objective is to prevent accidents, incidents and occupational ill-health at all Company locations. This policy will be reviewed by the Board of Directors on an annual basis to ensure it continues to meet all legislative requirements.

Specifically, it is the Company's objective that the following are in place at all Company locations:

- Employee access to and an understanding of this Health and Safety policy.
- Documented responsibilities for Health and Safety at Work.
- Up-to-date Risk Assessments and Fire Risk Assessments.
- The provision of clear Health and Safety information, instruction, supervision and training.
- The provision of all necessary personal protective equipment (PPE).
- Arrangements for emergency response/evacuation, first aid and occupational health.
- Documented procedures and safe systems of work, where necessary, to establish and maintain a safe and healthy working environment.
- Health and Safety control arrangements for contractors and visitors.
- Communication and consultation with all employees on Health and Safety issues.
- Monitoring, investigation and reporting of any incidents, accidents or occupational ill-health.
- Corrective and preventative actions where any incidents, accidents or occupational ill-health occur.

Responsibilities

"Everyone is responsible for Health and Safety"

It is the duty of every employee whilst at work, and of any contractors or visitors at Company facilities:

- To take reasonable care for the health & safety of themselves and others who may be affected by their acts or omissions.
- To cooperate with the Company in regards to any duty or requirement imposed in regards to all health & safety matters.
- Not to misuse or interfere with anything provided in the interests of health, safety and welfare.



- To report any health & safety concerns to their line manager, Health and Safety representative, or Site Manager.

Board of Directors

They understand the Company's Health and Safety Policy and appreciate their role in ensuring the health and safety of all;

Members of The Board accept formally and publicly their collective and individual roles in providing health and safety leadership within the Company;

The Board understands that all decisions need to reflect its health and safety intentions, as articulated in the health and safety policy statement;

The Board recognizes its role in engaging the active participation of workers in improving health and safety.

Line Management Responsibilities

Maintaining day-to-day Health and Safety at work is a Line Management responsibility. At each location where the Company has management control, responsibilities for Health and Safety follow the line management structure.

It is the responsibility of all levels of management and supervision to:

- Implement this Health and Safety policy in the areas under their control.
- Ensure so far as is reasonably practicable, that the Company's objectives are understood and implemented in the area(s) under their control.
- Make adequate resources available for Health and Safety management.

Site Level Responsibility

At all locations where Company employees work or to which they report, the management of health & safety at work is the ultimate responsibility of the Manager at that location. Day-to-day responsibility for the management of health & safety should be delegated through the line management structure.

QuESH Manager / Health and Safety Manager

All locations where the Company has management control shall have an identified Health and Safety Manager, whose job function includes the coordination of Health and Safety control arrangements at that location. However, this position does not remove or substitute for others direct and delegated Health and Safety responsibilities as outlined above.

Signed

James Taylor
Managing Director
04th January 2017