



## 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.

Health and Safety will never be comprised for other business objectives.

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, Fire Risk Assessments and Machine 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 regard 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 / Project Manager.

### **Board of Directors**

- Are aware of their role in ensuring Health and Safety to all, through strong and active leadership with visible commitment
- Accept formally and publicly, their collective and individual roles in providing Health and Safety leadership within the Company;
- Understands that all decisions need to reflect its Health and Safety intentions, as articulated in the Health and Safety Policy Statement, Arrangements and Roles and Responsibilities (documents);
- Recognises its role in engaging the active participation of workers in improving the Health and Safety.
- Make adequate resources available for Health and Safety management.

### **Line Management**

Maintaining day-to-day Health and Safety at work is a Line Management responsibility.

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.

### **Site Level**

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 direct and delegated Health and Safety responsibilities for others as outlined above.

Signed

James Taylor  
Managing Director  
07<sup>th</sup> January 2019