

## **Rajan & Sons Limited**

### **HEALTH AND SAFETY POLICY**

The Health and Safety at Work etc., Act 1974 and all other subordinate legislation, imposes a statutory duty on employers to ensure so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, it is RAJAN & SONS LIMITED's will to ensure so far as is reasonably practicable, that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within RAJAN & SONS LIMITED's organisational structure.

#### **A. RAJAN & SONS LIMITED will, so far as is reasonably practicable, ensure that:**

Adequate resources are provided to ensure that proper provision can be made for health and safety.

Systems of work are provided and maintained that are safe and without risks to health.

The place of work is safe and that there is safe access to and egress from the workplace.

Arrangements for use, handling, storage and transport of articles and substances at work are safe and without risks to health.

All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.

The provision and maintenance of all plant, machinery and equipment is safe and without risk to

health.

Risk assessments are carried out and reviewed periodically.

Health surveillance is provided where appropriate.

The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.

Monitoring of work activities is undertaken to help maintain agreed performance standards.

**B. It is the duty of all employees at work:**

To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions and to co-operate with RAJAN & SONS LIMITED with regard to any duty placed on RAJAN & SONS LIMITED to enable the discharge of its duties under the Act and any Regulations and Codes of Practice.

Not to interfere with or misuse anything provided in the interest of health and safety.

To understand that non-compliance with either of the points above may lead to disciplinary action.

**C. General:**

The Health and Safety Policy will be reviewed periodically, amended and updated as and when necessary. The Policy, and any subsequent changes, will be promulgated to all employees.

RAJAN & SONS LIMITED will provide and maintain effective procedures for consultation and communication with employees and, where appropriate, trade union safety representatives on all matters relating to health, safety and welfare in order to ensure the effectiveness of the Health and Safety Policy.

The RAJAN & SONS LIMITED management will keep the Health and Safety Policy under continual review.

It is the overall policy of RAJAN & SONS LIMITED to plan, regularly review, develop and progressively improve organisation and arrangements to provide, so far as is reasonably

practicable, a workplace and working conditions which are safe for all staff and others who may be affected by RAJAN & SONS LIMITED's activities.

High standards of Health and Safety will be achieved by putting this policy into practice. The fostering of a positive health and safety culture will secure involvement and participation at all levels, and will be sustained by effective communications plus the promotion of competence to enable all employees to make a responsible and informed contribution to the health and safety effort.