

# Broadstock Office Furniture Limited.

## GENERAL POLICY STATEMENT

Broadstock Office Furniture Limited Executive Board regards the promotion of Health and Safety measures as a mutual objective for Management and Employees at all levels.

It is therefore the Board's Policy to do all that is reasonable to prevent personal injury, ill health and damage to property and to protect everyone including the public from foreseeable work hazards, in so far as they come into contact with the Company, its operations and buildings. The Company will achieve compliance with all relevant statutory and other demands, the company will consistently organise resources to maintain and improve its Health and Safety performance. In particular, this Board has a responsibility:-

- To provide and maintain safe and healthy working conditions and welfare facilities taking account of any statutory requirements;
- To provide information, instruction and training to enable employees to perform their work safely and efficiently;
- To provide equipment and tools which are appropriate for the job and safe to use.
- To make available all necessary safety devices and protective equipment and to supervise their use;
- To maintain a constant and continuing interest in health and safety matters applicable to the Company's activities, in particular, by consulting and involving employees or their representatives wherever possible.

All employees have a duty to co-operate in the operation of this policy:

- By working safely to prevent injury or ill health to yourself, your co-workers or anyone else;
- By using the protective equipment provided and by meeting statutory obligations;
- By reporting incidents that have led or may lead to injury to people or damage to property, plant or equipment;
- By adhering to the Company Procedures, for securing a safe workplace;
- By assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

A copy of this statement together with procedures will be displayed in suitable areas. The policy will be continually reviewed by the Board and amended or added to as appropriate.

Signed



(Andrew Kendall-Jones: CEO)

Dated 01/10/2017