



## **HEALTH AND SAFETY AT WORK POLICY**

### ***General Policy Statement***

It is the aim of Direct Track Solutions Limited to provide as far as reasonably practicable, healthy and safe working conditions as a mutual objective and to ensure that all work is carried out without risk to health and safety to the employees and members of the public who may visit the premises.

In particular we undertake to:

1. Provide training and instruction to enable employees to perform their work safely.
2. Provide necessary protective equipment and to supervise its use.
3. Maintain a constant and continuing interest in health, safety and welfare matters applicable to the organisations activities and to set an example in safe behavior.

### ***The Organisation***

This must detail degrees of health and safety responsibility at various levels. Key individuals or appointments must be named and responsibilities defined.

Examples – Managing Director/Personnel Director or equivalent level, supervisors and employees.

1. Reports of all injuries to persons must be reported to the Works Manager and the necessary details entered in the Accident Book.
2. Statutory reports of notifiable accidents as required will be submitted to the Warehouse Inspectorate as necessary.
3. Reports of all damage to property and plant must be made immediately to the Departmental Manager concerned.

### ***Managing Director/Personnel Director***

1. Ensure implementation and working arrangements for the organisation's Safety Policy.
2. Take a direct interest in such a policy and support all persons who carry out the programme.
3. Periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
4. Know the basic requirements of the Health and Safety at Work Act 1974, the Factories Act 1961, the Offices, Shop and Railway Premises act 1963 and any relevant codes of practice.
5. Arrange for facilities and funds to meet the requirements of the policy so that the relevant statutory provisions can be complied with.
6. Reprimand any member of staff failing to discharge satisfactorily the responsibilities allocated to him.

The Board of Directors gives its full support to all employees who implement the requirements of the company Safety, Health and Environmental Policy.

This policy statement will be reviewed annually to ensure that it remains applicable to the activities of Direct Track Solutions Limited



Signed: Martin Southwell  
Position: Managing Director  
Date: March 2017