



# R. J. ROE & SONS LTD

## *Safety Policy Statement*

R J Roe Limited takes the control of Health, Safety and Welfare on sites, within our offices and workshops, very seriously. Our aim is to eliminate and control all obvious hazards and risks that may have an effect on the people working for us and any other persons who may be affected by our activities.

To help us to achieve this aim we implement a Health and Safety Management System which identifies everyone's health and safety responsibilities, identifies the hazards and risks which are prominent within our activities, and provides guidance to our staff in the form of written instructions.

Our approach is based on *ACCIDENT PREVENTION* and to promote a high level of awareness of the present and potential dangers especially when working on site and during the transport of substances.

All of our staff will receive training and instruction; through discussion and external training; in the principles of Health and Safety and in particular the requirements of our Health and Safety Management System. All new employees are provided with additional instruction regarding existing hazards and risks and the precautions to be adopted to prevent accidents.

Where hazardous activities are identified the risks shall be assessed and appropriate action taken to eliminate the risks. Where this is not possible the risk shall be controlled or appropriate protective equipment issued for use.

In addition, regular meetings will be held to discuss the success of our system, to identify any areas of concern, to receive feedback from staff and to identify possible improvements. During these meetings our accident records will be reviewed and our achievements monitored.

These meetings shall also be used to keep staff up to date with current Health and Safety legislation and other relevant regulations and approved codes of practice.

This Policy will be reviewed on an annual basis at our management review meetings to ensure it remains up to date and all improvements are included quickly and distributed to all levels in the company.

As an employee, it is your duty to ensure you understand your responsibilities while at work to care for the Health and Safety of yourself and to others who may be affected by your activities. In addition, you must ensure that you comply fully with our Health and Safety arrangements/ safe systems of work and to co-operate with me to ensure the requirements of the Health and Safety at Work etc, Act 1974 are complied with.

As the person with ultimate responsibility for the companies Health and Safety I would encourage everyone to speak to me personally about any concerns you may have regarding health, safety and welfare within the company.

Signed:

Dated: 1st January 2012

ROBERT ROE  
(DIRECTOR AND SAFETY REPRESENTATIVE)

This policy should be read in conjunction with the Health and Safety Manual, which is retained at the office.