



## Health and Safety Policy Statement

Custom Joinery Services Limited (CJS) 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 work activities.
- A safe place of work with safe means of entry and exit.
- 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 safety and health at work.

CJS considers the health, safety and welfare at work of its employees to be an essential part of being a responsible and productive company.

### Objectives

CJS's Health and Safety objective is to prevent accidents, injuries and occupational ill-health at all Company locations. This policy will be reviewed on an annual basis to ensure it continues to meet all legislative requirements.

Specifically, it is the Company's objective that the following are in place at all Company locations:

- Employee access to and basic understanding of this (and / or the local site specific) Health and Safety policy.
- Documented responsibilities for Health and Safety at Work.
- Up-to-date Risk Assessments and Fire Risk Assessments.
- The provision of necessary Health and Safety information, instruction and training.
- The provision and use of necessary personnel protective equipment (PPE).
- Arrangements for emergency response / evacuation, first aid and occupational health.
- Documented procedures / 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 employees on Health and Safety issues.
- Monitoring, investigation and reporting of any incidents, accidents or occupational ill-health.



# Custom Joinery Services

*'The bitterness of poor quality lingers long after the sweetness of low price is forgotten ...'*

- 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 / 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 on 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 manager.

## **Line Management Responsibilities**

Maintaining day-to-day Health and Safety at work is a line management responsibility. At each location where the Company has management control, responsibilities for Health and Safety follow the line management structure. It is the responsibility of all levels of management and supervision to:

- Implement this (and / or the local site specific) Health and Safety policy in the area(s) 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.
- Make adequate resources available for Health and Safety management.

## **Site-level Responsibility**

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.

## **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 the location. However, this position does not remove or substitute for others direct and delegated Health and Safety responsibilities as outlined above.

Signed  
Kevin Bray  
Managing Director