

Purpose: This policy outlines Steve J Martin Ltd's commitment to providing a safe and healthy working environment for all employees. It establishes the framework for health and safety management within our organization.

Scope: This policy applies to all employees, contractors, and visitors to our workplace.

Policy Statement: Steve J Martin Ltd is committed to:

- Providing a safe and healthy working environment for all employees.
- Preventing accidents and injuries.
- Complying with all applicable health and safety laws and regulations.
- Continuously improving our health and safety performance.

Responsibilities:

- **Management:**
 - Develop and implement health and safety policies and procedures.
 - Ensure adequate resources are allocated for health and safety.
 - Monitor and review health and safety performance.
 - Investigate accidents and incidents to identify root causes and prevent recurrence.
- **Supervisors:**
 - Ensure that employees follow health and safety procedures.
 - Report any hazards or unsafe conditions.
 - Provide training and supervision as necessary.
- **Employees:**
 - Comply with all health and safety rules and procedures.
 - Report any hazards or unsafe conditions.
 - Participate in health and safety training.

Hazard Identification and Risk Assessment:

- Regular risk assessments will be conducted to identify potential hazards and assess the risks associated with them.
- Appropriate control measures will be implemented to eliminate or reduce risks.

Training and Competence:

- All employees will receive necessary health and safety training to perform their duties safely.
- Training will be provided on topics such as:
 - First aid
 - Fire safety
 - Emergency procedures
 - Safe working practices
 - Hazard identification and risk assessment

Accident and Incident Investigation:

- All accidents and incidents will be investigated to identify root causes and prevent recurrence.
- Corrective actions will be implemented to address any identified deficiencies.

Emergency Preparedness:

- An emergency plan will be developed and regularly reviewed.
- Emergency drills will be conducted to ensure that employees are prepared to respond to emergencies.

Consultation and Communication:

- Employees will be consulted on health and safety matters.
- Regular communication will be maintained with employees regarding health and safety issues.

Review and Improvement:

- This policy will be reviewed regularly to ensure its effectiveness.
- Continuous improvement measures will be implemented to enhance health and safety performance.

Steve Martin
Company Director

Steve Martin