

This is the Health and Safety Policy Statement of: **HWSi Engineering Ltd**

1. Policy Statement:

We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our employees, contractors, visitors and members of the public who may be affected by our employee activities.

Health and Safety is a key element and contributor in the overall success of the business. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment.

Any decisions made by the business will take full account of any Health and Safety implications for all our employees and those under our control.

We will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control

- Providing adequate control of health and safety risks arising from the activities we undertake;
- Consulting with employees and contractors on matters affecting health and safety;
- Providing and maintaining safe premises, machinery and equipment;
- Maintaining safe systems of work;
- Ensuring safe handling and use of substances;
- Providing information, instruction for employees;
- Ensuring all employees / contractors are competent to do their work;
- Maintaining safe and healthy working conditions;
- Reviewing and revising this Policy as necessary at regular intervals; and
- Putting measures in place to prevent accidents and cases of work-related ill health
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Groups/Organisation arising out of or in connection with the Groups/Organisation's activities;

Health and Safety is viewed as "everyone's business". To achieve a high standard of health and safety, the active co-operation of all employees is essential.

This policy and associated documents will be revised annually, or after any significant change or legislation likely to affect the policy.

2. Statutory Duty of the Group/Organisation

The Group/Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed
- Ensure articles and substances are moved, stored and used safely;
- Give workers / contractors the information, instruction, guidance and supervision necessary for their health and safety.

In particular, the Group/Organisation will:

- Assess the risks to health and safety of its volunteers/ workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures & Provide adequate First Aid kits.
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;

- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid manual handling operations where they cannot be avoided, reduce the risk of injury;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

3. Statutory Duty of the Groups/Organisation's Workers

Employees also have legal duties, and the Organisation confidently request workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Group/Organisation on health and safety;
- To use work items provided by the Group/Organisation correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public in activities organised by the group/Organisation;
- Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access

4. Health and Safety Rules

All workers must exercise care to avoid accidents in their activities at work and comply with HWSi engineering & site general rules. Further rules may publish from time to time.

5. Maintenance Defective equipment,

Defective equipment ,furniture and structures must be reported without delay.

6. Display Screen Equipment

HWSi Engineering Ltd recognises its responsibility to ensure the well-being of workers who use display screen equipment for a significant part of their normal work. Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour,

7. Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the HWSi Engineering premises and vehicles are prohibited at all times.

The use of intoxicants is prohibited during working hours, and no employee/volunteer may undertake there duties if under the influence of alcohol or drugs (except under medical supervision)

Random test may be undertaken.