



Clear Creative (UK) Ltd Health & Safety Policy

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CLEAR CREATIVE (UK) LTD HEALTH & SAFETY POLICY

Address: The Lodge, 306 Walmersley Road, Bury, Lancashire BL9 6QF

Statement of Intent

It is the policy of Clear Creative (UK) Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and any other person who may be affected by our operations in accordance with the current statutory requirements in particular the Health & Safety at Work Act 1974.

Clear Creative (UK) Ltd will ensure, so far as is reasonably practicable a safe and healthy working environment, properly maintained premises and equipment and safe means of escape with the provision of arrangements and facilities to ensure that prompt first aid treatment can be offered at all times. The company is committed to providing suitable equipment with the provisions of adequate information, instruction training and supervision to enable all employees to avoid hazards and to contribute to their own health and safety at work.

Equally, it is the duty of every employee to act with reasonable care at work for the health and safety of themselves and other employees, the general public and visitors to the premises. Employees must also co-operate with the management to ensure that all statutory and company safety provisions are observed.

Organisation

The Management has overall responsibility for the company health, safety and welfare arrangements.

The Directors will be responsible for the implementation and regular review of the company health and safety policy and ensuring that the legal requirements are met and will be assisted by the staff.

The Directors will be responsible for carrying out / co-ordinating risk assessments and for carrying out regular inspections of the work place and work equipment.

The Directors will co-ordinate fire prevention activities, checking all fire exits and extinguishers periodically and ensuring that they are maintained.

All employees are required to report any hazards which they discover to their line supervisor and must abide by the company safety rules, carrying out their work with due regard to the health, safety and welfare of both themselves and others who may be affected by what they do or fail to do.

The Directors will be responsible for recording, investigating and then reporting all accidents to the enforcing authority. The company has adopted a no blame policy following accidents with the aim of discovering the underlying causes of accidents and ill health and then recommending appropriate action to prevent a recurrence.

Arrangements

All accidents and ill health occurring during working hours must be reported immediately or as soon as possible and entered in the company accident book with is located in the main offices.

Fire drills will be held quarterly and record kept of the evacuation time. All employees who have visitors/customers will be responsible for ensuring that they vacate the premises safely.

Visitors and sub-contractors will liaise with the Directors providing information on what work is to be carried out and any additional hazards that will created. They must be made aware of the company health & safety policy and abide by it.

All control measures are designed to protect employees from injury or ill health and must therefore be used at all times.

All employees are required to read the health & safety policy. If any employee is unsure of any part of the policy they should ask for clarification before they sign.

The policy will be reviewed on an annual basis or when there are significant changes. The management will bring all changes to the attention of the employees.

Name: Ian Clark

Designation: Director/Health & Safety Officer

Signed: 

Date 24th November 2008