

# Health and Safety Policy

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## Policy Statement

CDS Recruitment Limited's aim is to prevent accidents and cases of work-related ill health, as well as to provide adequate control of health and safety risks arising from work activities to coincide with the Health and Safety Act 1974 and also the Management of Health and Safety at Work Regulations 1999. We will achieve this by undertaking relevant risk assessments and ensuring action required to remove/control risks will be carried out. We will check that the implemented actions have removed/reduced the risks and will report the findings of the risk assessments to all relevant employees. We will review assessments annually or when the work activity changes, whichever is soonest.

## Responsibilities

- Management is responsible for providing and maintaining
- A safe working environment
- Safe systems of work
- Facilities for the welfare of all workers
- Information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health. Employers must also keep and revise a written record of health and safety policy and consult with employees or their representatives on such policies.
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace.
- A commitment to continually improve our performance through effective safety management.


## Workers are responsible for

- Comply with safe work practices, with the intent of avoiding injury to themselves and others. Ensuring own personal health and safety, and that of others in the workplace.
- Complying with any reasonable directions, such as safe work procedures, given by management for health and safety.
- Take reasonable care of the health and safety of themselves and others.
- Not misuse or interfere with anything provided for health and safety.
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their supervisor or manager.

## Application of this policy

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

<u>Signed</u>	<u>Name/Position</u>	<u>Date</u>	<u>Review Date</u>
	Chris Sultman Head of CDS	October 2017	October 2018