



It is the policy of Botson Daniels & Associates

- ◆ To promote and encourage high standards of health, safety and welfare (HSW) at work through hazard identification, risk assessment and risk reduction as an integral part of our overall business strategy.
- ◆ To take all reasonable measures to avoid risk to employees and to other persons including the general public who may be affected by our work by;
 - ◆ Providing and maintaining safe places of work, access and egress.
 - ◆ Providing sufficient suitable work and protective equipment to carry out the work safely.
 - ◆ Providing and maintaining plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health.
 - ◆ Allocating sufficient resources (financial and otherwise) for health, safety and welfare.
- ◆ Our Director, Lance Daniels, has overall responsibility for the policy and to ensure safety is given proper priority. Managers & others assist through delegated responsibility in issuing instructions and setting a personal example in promoting this policy.
- ◆ Our employees are legally bound to co-operate in executing this policy and ensuring everything reasonably practicable is done to avoid and/or reduce risks and that work is done in a manner not to cause injury to themselves or others. The co-operation of everyone is vital for the success of this policy and people's well-being and prevention of ill health.
- ◆ That any breach of the policy or any safety requirement by anyone will be regarded seriously and may attract disciplinary action or the imposition of penalties.
- ◆ To provide information, instruction, training & supervision for work to be done safely and to know hazards & risks and the precautions/control measures to be taken.
- ◆ To seek health and safety advice as necessary.
- ◆ To monitor policy and workplace safety performance regularly.
- ◆ To consult on HSW issues with employees or any other person. To consult and co-operate with others to ensure HSW is maintained to a high standard and that others activities do not prejudice the safety of our employees.
- ◆ To comply with the Health & Safety at Work Act 1974 and all relevant legislation.

Signed	Lance Daniels	Date	28/3/18
Position	Director		