



Pure Office Solutions Ltd

Health & Safety Policy

The Directors of Pure Office Solutions Ltd regard the promotion of Health & Safety as a mutual objective for management and employees at all levels. It is the company's policy to ensure all reasonable precautions are taken to protect everyone from foreseeable work hazards, including the public when they come into contact with the company, its products, or services. We actively promote a culture of health & safety best practice which will lead to the reduction of risks to health & safety, and we ensure compliance with the Health & Safety at Work Act 1974 and its associated legislation.

The Directors have set the following objectives to achieve the above:

- To provide the safest possible environment for visitors, employees, contractors, and any others affected by our activities
- To eliminate, where possible, risks to health & safety and effectively control risks where it is not possible to eliminate them
- To reduce accidents and incidents to the lowest possible level
- To actively review risks and their controls in an effort to constantly improve health & safety standards in light of new technology, legislation, & best practice
- To maintain an organisational structure for the management of health & safety including identification of responsibilities for managers with key health & safety roles

The Company provides the support and resources to enable everyone to achieve these objectives.

All members of management and staff should regard health & safety as an integral part of their normal duties. Serious or persistent disregard for the policy arrangement is a disciplinary matter and will be treated accordingly. All employees should be aware of their duties under the Health & Safety at Work Act 1974 and relevant health & safety legislation and take reasonable care for their health & safety and that of others who may be affected by their acts or omissions. They should also co-operate and use all work equipment, dangerous substances, and personal protective equipment in accordance with their training & instruction.

Anthony Hogg

Managing Director

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