

HEALTH & SAFETY POLICY

STATEMENT OF INTENT



Hotchkiss Ltd specialises in the following activities:

- The manufacture and installation of ventilation and air conditioning ductwork

Hotchkiss Ltd is committed, at all levels, to meeting its responsibilities under the Health and Safety at Work Act 1974 and the Management of Health of Safety at Work Regulations 1999 (as amended) and ensuring through effective management, the health, safety and welfare of employees, sub-contractors and others who may be affected by work operations.

Hotchkiss Ltd recognises the fact that health and safety has positive benefits to the organisation and that commitment to a high level of safety makes good business sense. It also recognises that health and safety is a business function and must, therefore, continually progress and adapt to changes. The approach to health and safety will be based on the identification and control of risks and the Company will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation and shall not compromise Health and Safety for other objectives.

All health and safety procedures offered to each Client shall be consistent, meet or exceed the Client's requirements as specified and conform to the Client's contractual requirements and those of all applicable regulatory or statutory authorities.

In order to ensure this, and to demonstrate the Company's commitment, the Company has a fully documented Integrated Management System, the health and safety section of which is certified to OHSAS 18001, including documented procedures, standard forms, risk assessments, method statements and tool box talks.

The Company's health and safety system is maintained by a fully qualified, full-time in-house Group Health & Safety Advisor who has the authority and scope within the organisation to initiate corrective actions where problems are identified and who reports directly to a Board Director. Responsibility for resolution of problems is at Board level.

The Company recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Managers have specific duties and responsibilities to comply with the letter and spirit of Company policy. Employees have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. The Company ensures that health and safety management is an integral part of the manager's function and monitors their performance along with their other duties. To ensure staff commitment to the system, the Company endeavours to foster a culture of opportunity rather than blame and actively seeks suggestions for improvement.

Through the IMS, the Company seeks continual improvement in areas such as prevention of accidents, employee welfare, customer satisfaction, cost reduction and increased efficiency via internal audits, corrective and preventive actions, ongoing training and promotion of cultural safety.

The Company is also committed to providing adequate resources (finance, training, equipment and documentation) for the efficient execution of the Company's Health & Safety Procedures and maintains a high level of internal and external communication.

Regular audits and the periodic reviews by management constantly monitor the health and safety system (including this Policy Statement) to ensure its continued suitability.

Should any contract be subject to a specialised health and safety plan it shall only be adopted, after consultation, if equal to or exceeding the requirements of Hotchkiss' own health and safety procedures, or at the express wish of the Client.

Authorised for Issue:

A handwritten signature in black ink, appearing to read "David Baldock", written over a light blue circular stamp.

David Baldock
Managing Director

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Page:	Page 1 of 1