



## **HEALTH AND SAFETY POLICY**

It is the policy of the Sirius Business Services Ltd (“the Company”) to take all reasonable steps to ensure the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. The Company will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1992.

The Company will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace.

All employees will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Company also recognises its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by the Company’s work operations.

While the Company will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees. It is the duty of each employee to take reasonable care of their own and other people’s welfare and to report any situation which may pose a threat to the well being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee’s duty to report this to their line manager or to their delegated health and safety representative or to the Managing Director. An effective health and safety programme requires continuous communication between workers at all levels.

All injuries, however small or slight, sustained by a person at work must be reported to their line manager or to their health and safety representative or to the Managing Director. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. The accident book is located in the Managing Directors office.

A handwritten signature in black ink, appearing to read 'Gary R Hepburn', is positioned above the printed name and title.

**Gary R Hepburn**  
**Managing Director**

**1 September 2013**