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## **POLICY MANUAL**

### **HEALTH & SAFETY AT WORK POLICY**

At Duvine Ltd, we're committed to providing and maintaining a working environment that ensures the health and safety of our people, customers, contractors and visitors. We want to prevent accidents and illness by making sure that health and safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at Duvine to actively take part in and support this policy.

Specifically, we'll:

- ② Provide and maintain safe premises and healthy working environments.
- ② Ensure we effectively assess risks and apply measures to control them.
- ② Provide and maintain safe plant, equipment and associated operating procedures.
- ② Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- ② Provide information, instruction, training and supervision to make sure everyone is able to carry out their work safely. These will be refreshed every so often or when anything that could affect health and safety changes significantly.
- ② Make sure we involve and consult with employees on health and safety issues.
- ② Investigate accidents, incidents and cases of work-related illness, so we can identify and put right any shortcomings in our health and safety management processes.
- ② Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
- ② Make sure information on health and safety issues is shared across our organisation.
- ② Audit our health and safety management systems for effectiveness, identifying where we could do things better and implementing improvement plans.

The success of this policy, which we'll review at least once a year, relies on everyone (employee and employer) being actively involved. We all have a valuable role to play in showing that good health and safety at work is good business.

Working in this way, we're sure we can continue to improve.

Steve Hewes  
Operations Manager  
1<sup>st</sup> December, 2020.