

Title: Policy (Health and Safety)  
Issue: 3  
Date: March 2020  
Approved By: Mark Dolman



Portable Space Limited (PSL) is committed to the health, safety and welfare at work of its employees; complying with all applicable Health and Safety legal requirements; and the continual improvement of its Health and Safety control arrangements and performance. Specifically, the Company is committed to providing and maintaining:

- Control of the health & safety risks arising from work activities.
- A safe place of work with safe means of entry and exit.
- Safe plant, equipment and systems of work.
- A safe and healthy working environment.
- Arrangements for the safe use, handling, storage and transport of articles and substances.
- Necessary information, instruction, training and supervision to protect safety and health at work.

PSL considers the health, safety and welfare at work of its employees to be an essential part of being a responsible and productive company.

#### **Objectives**

PSL's Health and Safety objective is to prevent accidents, injuries and occupational ill-health across Company premises. This policy will be reviewed on an annual basis to ensure it continues to meet all legislative requirements. Specifically, it is the Company's objective that the following are in place:

- Employee access to and basic understanding of this Health and Safety policy.
- Communication and consultation with employees on Health and Safety issues.
- Documented responsibilities for Health and Safety at Work.
- Up-to-date Risk Assessments and Fire Risk Assessments.- The provision of necessary Health and - Safety information, instruction and training.
- The provision and use of necessary personnel protective equipment (PPE).
- Arrangements for emergency response / evacuation, first aid and occupational health.
- Documented procedures / safe systems of work, where necessary, to establish and maintain a safe and healthy working environment.
- Health and Safety control arrangements for contractors and visitors.
- Monitoring, investigation and reporting of any incidents, accidents or occupational ill-health.
- Corrective and preventative actions where these occur.

#### **Responsibilities**

##### "Everyone is responsible for Health and Safety"

It is the duty of every employee whilst at work, and of any contractors / visitors at Company facilities:

- To take reasonable care for the health & safety of themselves and others who may be affected by their acts or omissions.
- To cooperate with the Company on health & safety matters.
- Not to misuse or interfere with anything provided in the interests of health, safety and welfare.
- To report any accidents, near misses or health & safety concerns to their Manager or Supervisor in the first instance, or H&S Advisor. Consultation and participation will be undertaken by operational staff who will be involved in all aspects of implementing the Health and Safety Management System.

##### Line Management Responsibilities

Maintaining day-to-day Health and Safety at work is a line management responsibility. Responsibilities for Health and Safety follow the established line management structure.

It is the responsibility of all levels of management and supervisors to:

- Implement this Health and Safety policy in the area(s) under their control.
- Ensure so far as is reasonably practicable, that the Company's objectives are understood and implemented in the area(s) under their control.
- Make adequate resources available for Health and Safety management.

##### Health and Safety Advisor

The Company has an appointed competent Health and Safety Advisor, whose job function includes the coordination of Health and Safety control arrangements at the premises. However, this position does not remove or substitute for others direct and any delegated Health and Safety responsibilities as outlined above.

APPROVED BY: Mark Dolman  
POSITION: Managing Director  
DATE: March 2020