



# aztech

Health & Safety Policy

Public

## **HEALTH AND SAFETY POLICY IN ACCORDANCE WITH THE HEALTH AND SAFETY AT WORK ACT 1974**

### **Primary Responsibility**

The Directors, accept overall responsibility for all Health and Safety within the Company and is responsible for all policy implementation. All employees are responsible for their health and safety and the health and safety of others including colleagues, visitors, customers and the general public.

### **Introduction**

Aztech IT Solutions Ltd (“the Company”) recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:

- Providing adequate control of the health and safety risks arising from our work activities
- Working to prevent accidents and work-related ill health
- Maintaining safe and healthy working conditions, and adequate welfare facilities
- Ensuring safe handling and use of substances
- Using and maintaining the proper safe equipment needed for each task, including all Personal Protection Equipment where needed
- Ensuring all employees are competent to do their tasks
- Provide information, instruction, training and supervision to allow works to be carried out safely
- Ensuring the safety of our customers at all times
- Reviewing and revising this policy statement annually
- Ensuring that all health and safety documentation is up to date

### **OBJECTIVES**

The company has the following health and safety objectives:

- Achieving the highest standards of health and safety in all our work activities
- Monitoring and reporting on health and safety performance
- Continually improving and promoting a health and safety focussed culture throughout the Company
- Complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and any other Regulations that apply to the Company’s work activities.
- Ensuring that assessments of all areas of work activities are carried out regularly, in order to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising.
- Ensuring that the work done by the Company does not adversely affect the health and safety of any contractors or of members of the public.
- Providing safe and healthy working conditions and adequate welfare facilities for all employees.
- Striving to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The Company will at all times consult with the employees on these matters

## **Employee Duties**

Everyone has a responsibility for their own health and safety. We also have the responsibility for the health and safety of others who may be affected by both our acts and our failure to act, in our work. These responsibilities apply to every employee.

- Ensure they are aware of their individual Health and Safety responsibilities.
- Report any Health & Safety issues or near misses to the Directors
- Carry out risk assessments when undertaking work that may be subject to a health and safety issue including lone working
- Carry out their work safely and in accordance with this Policy and any relevant legislation.
- Everyone has the right not to proceed with any activity if they feel it poses a danger to their safety or that of others, or if they are unaware of the risk control measures (identified by risk assessment).
- They must immediately raise their concerns with their line manager or with the Health and Safety Manager.
- Recommend any changes, developments and amendments to the policy as and when necessary.
- Promote an interest and responsible attitude towards Health and Safety matters

## **APPLICATION OF THIS POLICY**

Aztech seek the co-operation of all workers, customers and other persons.

We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero-accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site. Additional policies and procedures exist to support the Health and Safety Policy. The Head of Compliance has direct responsibility for maintaining the policy and providing advice and guidance on its implementation.

All department managers are directly responsible for implementing the policy within their business areas, and for adherence by their staff. It is the responsibility of each member of staff to adhere to the policy.