

Asset Recruitment Ltd Health & Safety Policy

Asset Recruitment Ltd (“Asset”) is committed to ensuring that all employees work in a safe, healthy environment.

Health and safety is everyone’s business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

To achieve this Asset management will:

- Meet our obligations under the Health & Safety in Employment Act 1992, Health and Safety in Employment Amendment Act 2002, Health & Safety in Employment Regulations 1995, Codes of Practice, and any other relevant Standards or Guidelines.
- Ensure that our Clients also have a strong commitment to Health & Safety, and understand their obligations.
- Take all reasonable measures to protect people whether employees or not, from risks to their health and safety arising from the normal activities of the firm and to ensure such premises controlled by the firm are safe and without risk to health.
- In conjunction with the Client involved, investigate all incidents and injuries to ensure that all contributing factors are identified and, where appropriate, plans formulated to take corrective action.
- Ensure the accurate and timely reporting of all incidents and injuries, and any pain or discomfort, to both the client and Asset.
- Provide the necessary information, training and reasonable supervision to ensure the health and safety of all employees and management.
- Ensure that our clients maintain good general working conditions by the provision of adequate facilities such as lighting, ventilation, sanitation etc.
- Provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work.
- Ensure that our clients provide personal protection where appropriate including safety equipment and instruction in its use.
- Provide reasonable first aid facilities and trained first aid attendants.
- Promote a system of continuous improvement, including the annual review of policies and procedures.
- Ensure that our employees are encouraged to raise any health and safety concerns and issues they may have regarding the client and/or premises to Asset.
- Encourage employee consultation and participation in all health and safety matters.



To comply Asset employees will

- Take all practicable steps to ensure their own safety and the safety of others.
- Comply with all reasonable instructions, policies and regulations regarding health, safety and security on Asset or client sites.
- Not knowingly expose themselves or others to harm.
- Report any accidents or Health & Safety incident to a supervisor at the client's premises and a consultant at Asset.
- The early reporting of any pain or discomfort.
- Report all incidents, injuries and hazards to the appropriate person.
- Actively participate in the company's treatment and rehabilitation plan to ensure an early and durable return to work.

The Health & Safety Committee

This committee is responsible for the implementation, monitoring, review and planning of Health & Safety Policies, systems and practices.

Senior management have the ultimate responsibility to ensure that the Health & Safety Policy is followed.

17th March 2011

17th March 2012

Manager

Date

Review Date