



HEALTH AND SAFETY

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 at Work Act 2015, Codes of Practice, and any other relevant Standards or Guidelines.
- Verify 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 verify that all contributing factors are identified and, where appropriate, plans formulated to take corrective action.
- Verify the accurate and prompt 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.
- Verify 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.
- Verify 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.
- Verify 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.
- Give recognition of excellence in health and safety management and innovation by staff will be formally recognised (eg recognition in staff newsletters where appropriate; reward for innovative ideas).
- Verify we align with our clients on their Drug & Alcohol Policy.

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.
- Promptly 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.
- Promptly 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.

Bob Wange

Manager

23rd May 2017

Date

23rd May 2018

Review Date