



HEALTH & SAFETY POLICY

HEALTH & SAFETY AT WORK etc ACT 1974

It is the policy of The Malcolm Group and its subsidiary companies, including WH Malcolm Ltd, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We recognise that effective health and safety management leads to effective business management. We also accept our responsibility for the health and safety of other people who may be affected by our activities. We will also ensure that adequate financial and physical resources are allocated to fulfil our responsibilities. We also commit to continual improvement of our health & safety performance.

The allocation of duties for health and safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date. Both the policy and the way in which it has operated will be reviewed each year.

- 1) Overall and final responsibility for health and safety in the company is that of the Board of Directors.
- 2) The manager or other person in charge of the various premises will be responsible for carrying out this policy at each of these premises.
- 3) Supervisors, charge-hands and other persons in positions of authority will be responsible for taking such action regarding health and safety matters as is appropriate in their own work areas.
- 4) All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. This responsibility includes following the company's written rules and instructions.
- 5) Whenever an employee, supervisor or manager notices a health or safety problem which they are unable to put right themselves, they must straightaway tell the appropriate person in the company who they think can take action. They must also tell a safety representative if there is one.
If a safety issue is raised by any employee that means they refuse to carry out a particular task, then the company will investigate this fully without any reprisals for the employee concerned.

A. B. Malcolm
Chief Executive

22 February 2019

Review by 22 February 2020