



HEALTH & SAFETY POLICY

The safe and effective delivery of Harpers services is reliant upon the skills and commitment of its staff. Harpers Health and Safety Policy is a key element underpinning the priority theme of "safety first" and takes into consideration the requirements of fairness and equality in all our activities.

The policy will contribute to Harpers Risk Management Strategy by minimising the human costs and financial losses that arise from avoidable accidents and their consequences.

Such losses will, in the first instance, be viewed as failing in health and safety management control and as opportunities to learn and improve.

Harpers are committed to ensuring the health, safety and welfare of all its employees and all people who are affected by its activities. Harpers recognise and accept its statutory duty, firstly to protect the health, safety and welfare of its employees and, secondly, to ensure that others are not exposed to risks to their health and safety.

Harpers also understand the importance of placing health and safety as a significant priority within its service provision.

To implement this policy, Harpers will, so far as is reasonably practicable, ensure:

- a) Safe equipment and systems of work are provided and maintained;
- b) Hazardous substances do not present risks to safety or health;
- c) Information, instructions and training are provided for employees and reviewed where necessary;
- d) Adequate supervision is maintained;
- e) Premises and workplaces are provided and maintained in a safe condition without risks to health;
- f) The working environment is maintained in a safe condition without risks to health and adequate provision is made for welfare; by identifying Hazards and Controlling Risks for the Safety of all.
- g) All its undertakings are carried out so that others are not exposed to risks to their health or safety.
- h) To prevent work related injury and ill health to all workers and to provide a safe and healthy workplace.

Harpers will strive to continually work to the objectives of this policy in order for it to fulfil its legal obligations. Whilst accepting the minimum legal standards set by national legislation, Harpers is committed to promoting a health and safety culture, which aims to continually improve and produce high standards of health and safety.

Harpers believe that achieving these high standards will positively contribute to the overall quality of the services provided to its customers.

Harpers accept that although the final level of responsibility for implementing the policy rests with it, each and every employee must take an active role in effectively implementing the policy. The effectiveness of this policy and arrangements will be monitored and reviewed as and when necessary, but at intervals not exceeding 12 months.

Signed by Director with overall responsibility for Health

& Safety:

Gordon Mackay

A handwritten signature in black ink, appearing to read "Gordon Mackay".

Managing Director
IMS Policy 08

Dated 21 June 2019
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