HR Health & Safety Policy

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| Version | Date | Amended By | Summary of Change | File Location | Approved by/ Date |
| 1.1 | April 2022 | Suzette Smith | Update | HR Drive/People HR, Sharepoint | M. Moore |
| 1.2 | April 2023 | Suzette Smith | Review | HR Drive/Sharepoint | M. Moore |
| 1.3 | April 2024 | Suzette Smith | Review | HR Drive/Sharepoint | M. Moore |

**Document Owner HR and Legal**

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# Statement

Microlink PC (UK) Limited (MLPC) regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore, regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of MLPC’s activities, and critical to developing the professional culture of MLPC and establishing and maintaining a solid reputation with all of our clients.

The objectives of this statement are fundamental to our business and senior management is responsible for ensuring that the requirement of this statement is achieved.

Management, staff and operatives have responsibility for implementing the specific arrangements throughout MLPC. All employees are expected to read the relevant sections of the employee manual and familiarise themselves with its provisions and carry out their defined responsibilities. A copy of the employee manual is held in People HR (company HR database) and is issued to all employees.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of MLPC.

All employees, contractors and sub-contractors are required to co-operate with MLPC and their colleagues in implementing the statement and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

MLPC provides appropriate training and make available, competent health and safety advice and adequate resources including time and money so that legal obligations may be met.

# Law relating to this statement:

* Health and Safety at Work etc Act 1974
* Employers’ Health and Safety Policy Statements (Exception) Regulations 1975

Under s.2(3) of the Health and Safety at Work etc. Act 1974, employers have a duty to prepare and revise as appropriate, a written statement of their general policy with respect to the health and safety at work of their employees and arrangements must be in force for carrying this out. MLPC will bring the statement and any revision to the notice of its employees.

Under the Employers’ Health and Safety Policy Statements (Exception) Regulations 1975, employers with fewer than five employees are exempted from this requirement.

# Is Work Good for your Health?

Work can have a positive impact on our health and wellbeing. Managing health, work and wellbeing is the responsibility of both MLPC and its employees.

# What makes a healthy workplace?

Good relationships have the potential to make workplaces healthy and productive. MLPC has a range of effective policies for managing issues and we advocate open communication.

This statement was approved & authorised by:

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| Name:  | Michael Moore |
| Position: | Legal Counsel |
| Date: | 04/04/2024 |
| Signature: |  |

# *Controls and Monitoring Policy*

The statement will be monitored on an annual basis, monitoring of the policy is essential to assess how effective MLPC has been. In addition to the introduction of its importance within Induction training, documented annual refresher training takes place.