



## HEALTH AND SAFETY POLICY

**Safety is non-negotiable** - The health and safety of employees, contractors, suppliers and clients is of paramount importance. Saith will devote all the necessary energy and attention to provide and maintain safe and healthy working conditions, including equipment, instruction, training and systems of work. Saith is committed to fulfilling all relevant legal requirements and other requirements such as clients standards.

**Leadership and participation** – The Finance Director has been designated as the company representative for Health & Safety and is responsible to the board for all matters in accordance with the Health & Safety at Work Act 1974 and all other relevant Health & Safety legislation. Saith further believes Health and Safety is everyone's responsibility and actively supports and promotes all staff in this area. All Managers are accountable for managing workplace health and safety by displaying strong leadership and credibility. All staff and contractors are actively empowered to challenge and report any unsafe acts they see or perceive. Workers will be consulted when changing working practices and procedures. Everyone is responsible for working in a safe manner to prevent injury to themselves, co-workers and any other person.

**Continuous Improvement** - Saith's Management System (SMS) is considered a 'living document'. It is designed around the concept of continuous improvement, eliminating hazards and reducing risks at all levels as low as reasonably practicable (ALARP). Leadership is a key factor in supporting and driving this commitment.

**Behavioural approach** - Research identifies that peoples' behaviour can be traced as one of the root cause of all accidents/incidents, therefore Saith believes that Health and Safety should be interwoven into all aspects of its business and strongly encourages all to engage in its dialogue at all levels as a matter of routine.

**Objectives** – Continuous improvement and development is achieved by identifying risks and opportunities. Then planning how to eliminate or reduce the negative risks and opportunities and develop positive risks and opportunities.

**Advice** - Expert advice will be sought as necessary when determining health and safety risks and the measures required to eliminate or reduce them.

**Review** - This policy will be reviewed annually or more frequently depending on the development of the company and its activities.

A handwritten signature in black ink that reads 'T. J. Brayley'.

T J Brayley  
Managing Director  
April 2019