

## Health & Safety Policy

CJ Associates seeks to provide and maintain a safe and healthy working environment and to enlist the support of its staff in achieving this objective. It is Company policy to follow HSE Regulations, procedures and guidelines at all times pursuant to the Health and Safety at Work Act 1974. When working within our clients' organisations and on their premises, we seek to comply fully with their safety requirements and standards.

The Managing Director has overall executive responsibility for safety matters within the Company. He is responsible for appointing the safety manager and liaising with that manager to ensure that the Company policy regarding health and safety matters is being adhered to.

The Safety Manager is responsible for carrying out a full risk assessment and ensuring that:

- all staff are aware of all safety arrangements, including: first aid and accident reporting, display screen equipment regulations, electricity and fire procedures.
- the office and all office equipment is operated and monitored in a safe condition
- office functions are carried out safely
- the Company H&S Management system is being operated effectively
- the Employers Liability Insurance certificate is up to date and is clearly displayed on the reception notice board

Where CJ Associates' staff are working within a client's organisation, it is the responsibility of the nominated Project Manager or senior representative to ensure that the Company's staff are aware of and adhere to the host client's safety requirements.

All staff are responsible for ensuring they are familiar with the Company policy and management system and that they comply with all relevant requirements both within Company premises and whilst on client premises.

The Company operates a Health and Safety Management System, details of which are set out in the Office Manual. The Company ensures that all staff are familiar with the operation of this system. The Management System describes:

- detailed office safety procedures
- risk assessment and management
- use of office equipment and facilities
- system for monitoring effectiveness and auditing of safety systems
- health and safety training

The management system is reviewed at least annually to ensure it continues to meet best industry practice and all legislative requirements, such as Management of H&S at Work Regulations, Consultation with Employees and Safety Representatives Regulations.



*C.Ovens, Managing Director*

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