



# Health & Safety Policy

# HEALTH AND SAFETY POLICY

## 1. General Statement

It is the policy of Embroidered & Printed Clothing Company to take all reasonable steps to ensure the health, safety and welfare of its employees. So far as is reasonably practicable, the company will establish procedures and systems necessary to implement this policy.

We are committed to at least comply with, and where possible exceed, all legal and other requirements relating to occupational health and safety, including the duties set out in the Health and Safety at Work Act 1974.

The company will provide and maintain a healthy and safe working environment with the objective of preventing injury and ill health and continually improving health and safety management and performance.

All employees will be provided with appropriate equipment, information, instruction, training and supervision necessary to implement this policy. This policy will be made available to all employees, contractors and other interested parties.

We also recognise our duty to protect the health and safety of visitors, contractors, temporary workers and members of the public who may be affected by its operations.

Health and safety at work is a shared responsibility. Employees and contractors must take reasonable care of their own safety and that of others, and report any situation that may pose a risk.

If any employee or contractor is unsure how to perform a task safely, or believes it would be dangerous to proceed, they must report the matter immediately to the Director responsible for Health and Safety.

An effective health and safety programme relies on clear communication at all levels. The company therefore provides:

- A safe system of work and safe plant and equipment
- Safe means of handling, transporting substances, articles and people
- Adequate training, instruction, information and supervision
- A safe place of work with safe access and egress
- A safe and healthy working environment and adequate welfare facilities
- Communication and participation of workers across the organisation
- A commitment to meeting legal and other requirements
- A commitment to the hierarchy of controls for health and safety risks
- A commitment to the prevention of ill health and injury

All injuries, however minor, sustained at work must be reported. Accident records are essential for monitoring and reviewing health and safety performance and must be accurate and complete.

Accident books are located in the workshop and the administration office. Reviews of accident records are carried out quarterly.

This Health and Safety Policy will be reviewed regularly to ensure its continuing suitability.

**Signed:** Justin Baker

Managing Director

**Date:** 9th July 2025

**Review Date:** July 2027