

Health & Safety Policy

1. Policy Statement

At A4 FM LTD, we are committed to providing a safe and healthy work environment for all employees, contractors, clients, and visitors. Our Health & Safety Policy reflects our dedication to preventing accidents, injuries, and work-related illnesses by implementing effective health and safety measures and promoting a culture of safety awareness throughout the organisation.

2. Responsibilities

- **Management:** A4 FM LTD management is responsible for providing leadership, resources, and support to ensure the effective implementation of health and safety policies and procedures. Management will regularly review the effectiveness of health and safety measures and take appropriate actions to address any identified hazards or risks.
- **Employees:** All employees are responsible for adhering to health and safety policies and procedures, following safe work practices, and reporting any unsafe conditions or incidents promptly. Employees are encouraged to actively participate in safety training and contribute to the continuous improvement of health and safety practices.
- **Contractors:** Contractors working on behalf of A4 FM LTD are required to comply with all applicable health and safety regulations and adhere to our health and safety policies and procedures while carrying out their work.

3. Risk Assessment and Control

A4 FM LTD will conduct regular risk assessments to identify potential hazards in the workplace and implement appropriate control measures to mitigate risks. This includes, but is not limited to:

- Identifying hazards associated with specific tasks, equipment, or work environments.
- Implementing engineering controls, administrative controls, and personal protective equipment (PPE) as necessary to minimise risks.
- Providing adequate training and supervision to ensure employees understand and follow safe work practices.

4. Training and Education

A4 FM LTD will provide comprehensive health and safety training to all employees to ensure they have the knowledge and skills necessary to perform their work safely. Training will cover topics such as:

- Hazard recognition and control.
- Emergency procedures and evacuation plans.
- Safe operation of equipment and machinery.
- Proper use of personal protective equipment (PPE).

5. Incident Reporting and Investigation

A4 FM LTD will establish procedures for reporting and investigating workplace incidents, including accidents, near misses, and occupational illnesses. Employees are encouraged to report incidents promptly to their supervisor or the designated health and safety representative. Investigations will be conducted to determine the root causes of incidents and implement corrective actions to prevent recurrence.

6. Compliance with Regulations

A4 FM LTD is committed to complying with all applicable health and safety regulations, codes of practice, and industry standards. We will regularly review our policies and procedures to ensure compliance with relevant legislation and make necessary updates as required.

7. Continuous Improvement

A4 FM LTD is dedicated to continuously improving our health and safety performance. We will monitor our health and safety practices, seek feedback from employees, and conduct regular reviews and audits to identify opportunities for improvement and implement corrective actions as necessary.

Conclusion

At A4 FM LTD, the health and safety of our employees, contractors, clients, and visitors are of paramount importance. By working together and following established policies and procedures, we can create a safe and healthy work environment for everyone.

Amendment History

Issue	Date	Amendment Details
1	March 2024	Initial Release