

## Health and Safety Policy

### Introduction

Megaflatables aims to ensure that the work place is a safe and healthy environment for all their employees in compliance with current legislation and good working practices.

### Aim and objective

The overall aim of this policy is:

- to provide a safe place of work
- to ensure that there are no unnecessary health hazards in the work place
- to ensure that all staff are aware of and competent in use of relevant safety measures

### Scope

This policy applies to all employees and contractors of Megaflatables Limited whether temporary or permanent.

### 1. Responsibilities

PERSON	RESPONSIBILITY
Employee/Contractor	<p>To comply with the Health &amp; Safety policy</p> <p>To follow safety instructions</p> <p>To take reasonable care of their own health and safety at work</p> <p>To be conscious of other employee's health and safety, and the effect of their actions on others</p> <p>To co-operate with Megaflatables and any person designated on behalf of Megaflatables, in ensuring that the requirements or duties imposed by statutory provisions are complied with.</p>
Megaflatables	<p>To provide a safe and healthy working environment</p> <p>To ensure there is safe access to the place of work</p> <p>To ensure that the work systems are safe and not detrimental to health</p> <p>To ensure adequate tools and materials are available to carry out the required work</p> <p>To ensure that all employees are competent and aware of safe practices</p> <p>To ensure that there are no unnecessary risks within the work place</p> <p>To comply with all relevant legislation.</p>
Managing Director	<p>To monitor the safety policy on a regular basis and to acquire any resources necessary for the maintenance of the policy implementation in all its aspects.</p> <p>The maintenance of safety records</p> <p>Investigation of accidents</p> <p>Providing accident statistics</p> <p>Keeping abreast of relevant legislation</p> <p>To review all equipment and its location carrying out safety checks and audits.</p> <p>To maintain first aid boxes.</p>

## Health and Safety Policy

PERSON	RESPONSIBILITY
Manager	<p>To advise all new employees of the safety procedures and precautions appropriate to the department</p> <p>To ensure all staff are aware of the competent persons designated to implement health and safety procedures</p> <p>To ensure all staff in the department, whether permanent, temporary or contractors, are familiar with, and comply with, the Health and Safety policy</p> <p>To keep themselves informed on current health and safety matters appropriate to their operating environment</p> <p>To ensure good housekeeping is practised in order that potential hazards and health risks are avoided.</p> <p>To ensure that all employees are aware of the health and safety precautions that are in force on the client site. This should include evacuation procedures, first aid arrangements and any potential hazards.</p>

### 2. Additional Information

The Accident Book is held by the Managing Director and all accidents and injuries must be recorded in this.

Any malfunctioning machine or equipment should be reported to the appropriate person.

Any 'near-miss' accidents should also be reported to the Manager to ensure that action is taken to ensure further incidents of a similar nature do not occur.

**Any failure to comply with the Health and Safety policy or any action that puts the individual or others at risk may lead to disciplinary action.**