

WDS-QMP-102	Health and Safety Policy			Rev 1	Pg 1 of 2
Issued by:	JAD	Date:	01/Oct/2021	Approved:	JAD

Health and Safety Policy

1. Summary

WDS is committed to achieving high standards of health and safety and ensuring, as far as is reasonably practicable, the health and safety of its own employees whilst at work, as well as contractors, visitors and members of the public who may be affected by the Company's activities.

WDS supports the concept of consultation with its staff on health and safety matters.

Who this policy applies to: All WDS employees and any individuals working on behalf of WDS.

2. Minimum Requirements

Role	Principal Responsibilities
Management	<p>Understanding their responsibility regarding effective health and safety management within their own area or function, including:</p> <ul style="list-style-type: none"> Ensuring that safe systems of work are implemented; Monitoring their effectiveness in carrying out those responsibilities; Ensuring that adequate resources are available to implement the Health and Safety Policy; Identifying the training needs of staff in conjunction with the Health and Safety Representative and as appropriate; Ensuring that adequate health and safety training is provided
All employees	<p>Taking reasonable care for their own health and safety and for that of others who maybe affected by their actions, in accordance with their statutory obligations. This includes:</p> <ul style="list-style-type: none"> Knowing their Health and Safety Officer / Representative (John Durban: jdurban@warleydesign.co.uk) Complying with procedures and health and safety rules; Complying with personal protective equipment requirements, where appropriate; Behaving and acting in a responsible manner; Identifying and reporting defect and other health and safety concerns; Reporting of accidents and any incidents to their manager; Suggesting improvements to procedures or systems of work; Co-operating with the company on health and safety matters; Applying for work permits as and when required.

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Role	Principal Responsibilities
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Health and Safety Officer / Representative

- Co-ordinating health and safety activities and to act as the primary source of health and safety advice.
- Co-ordinating a health and safety risk assessment programme within an office environment; as required
- Administering the accident investigation and reporting procedure (where necessary);
- Submitting reports as required;
- Co-ordinating the health and safety inspection programme;
- Identifying health and safety training needs and provide induction training to new staff;
- Sourcing additional specialist health and safety assistance when necessary.

Additional Policy Information

Reporting a breach of this policy	Any breach of this policy should be reported the Health and Safety Officer / Representative.
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Key Reference Material	WDS-QMP-103: Homeworking Policy
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The policy review date is 01/Oct/2024

John Durban

Director

Signed:



Date: 01/Oct/2021