

January 10th 2017

Issue 1

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MB CLEAN
Health and Safety Policy

Purpose of policy

It is the purpose of MB CLEAN (the **Employer**) that all work activities are carried out in accordance with the **Health & Safety at Work etc. Act 1974** and all current health & safety legislation and approved codes of practice. MB CLEAN is committed to protecting the health and safety of its staff and all those affected by its business activities. This policy is intended to help the Company achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

The company will appoint a Health and Safety Manager to provide guidance and assist in achieving and maintaining legal compliance. This policy may be amended at any time by MB CLEAN at its absolute discretion. The Company will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for workplace health and safety?

Achieving a healthy and safe workplace is a collective task shared between the Employer and employees. The company will ensure that all employees are fully aware of their individual responsibilities for health and safety. The company recognises that this safety policy cannot be successful without the active participation of all members of staff and the content of the policy must be observed at all times.

Employer responsibilities

The employer is responsible for:

- a) taking reasonable steps to safeguard the health and safety of employees and people affected by the Company's activities;
- b) identifying health and safety risks and finding ways to manage or overcome them;
- c) providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
- d) providing adequate information, instruction, training and supervision to all employees.
- e) the Employer will give you the opportunity to ask any questions and advice who to contact in respect of those questions, if you are unsure about how to safely carry out your work;
- f) ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
- g) ensure safe handling & use of substances.
- h) promoting effective communication and consultation between the Employer and employees concerning health and safety matters and will consult with staff directly relating to health and safety;
- i) regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all employees.

Responsibilities of all employees

General employee responsibilities:

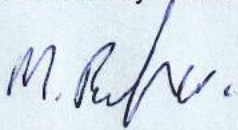
- a) take responsible care of their own health and safety and that of others who may be affected by their acts or omissions;
- b) co-operate with the Health and Safety Manager generally to enable compliance with health and safety duties and requirements;
- c) comply with health and safety instructions and rules, including instructions on the safe use of equipment;
- d) keep health and safety in the front of their minds and take personal responsibility for the health and safety implications of their own acts;
- e) report all health and safety concerns to the Health and Safety Manager promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- f) co-operate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion.

Risk assessments

Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Company will assess any risks and consider measures to best minimise any risk. The Company will carry out general workplace risks and consider measures to best minimise any risk. The Company will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessment take place and the resulting recommendations are implemented. The Health and Safety Manager is responsible for workplace risk assessments and any measures to control risks.

Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.

Authorised by: Mark Barker



MB CLEAN

Date of signature: 10th January 2017