

Health & Safety Policy

General

It is the policy of Coloursource Limited to give the greatest importance to the Health and Safety of its employees. We aim to undertake responsibility to:

Provide resources for effective implementation of the policy

Revise and develop the policy annually

Secure the competence of all employees by means of instruction, information and training

Provide and maintain health and safety conditions for all employees

Responsibility

The Director with overall responsibility is Neil Bodilly.

Beverly Bodilly is responsible for general Health and Safety issues and for accident investigation and reporting.

It is the responsibility of all employees to observe and to read all health and safety material, including data sheets which will be posted in various locations. Each employee is responsible for using protective equipment which has been issued as per data sheets displayed.

It is vital that any health and safety concern is brought to the attention of the appropriate person so that action may be taken where necessary. Failure to do so may result in serious injury.

It is the responsibility of each employee to maintain equipment used.

Fire Safety

Fire precautions are to be observed. No smoking is allowed anywhere on the premises

Employees should make themselves familiar with the location of the fire extinguisher and evacuation point nearest to their place of work - don't wait for a fire to find out !

All exit routes are clearly marked with a "Running Green Man" and an arrow indicating the shortest means of escape.

All employees have been issued with an emergency Evacuation Procedure.

First Aid

Any incident or potential incident should be recorded in the Accident Book which is held by Beverly Bodilly (Accounts).

In the interest of safety all employees should familiarise themselves with the location of the nearest First Aid Cabinet.

Housekeeping

It is the responsibility of all employees to ensure that all equipment used is in a safe condition. The work place, including staircases, floors, entrances and exits are clean, safe and maintained properly. A regular fixed wiring inspection will be carried out every 5 years and testing portable appliances annually.