



Andersen Health And Safety Policy



INTRODUCTION

Andersen ("the Company") is committed to providing a safe and healthy workplace, safe working methods, and the provision of safe equipment. Workplace health and safety is considered by management to be an integral and vital part of the successful performance of any job.

POLICY STATEMENT

This policy sets out the responsibilities of the Company and its employees with the aim that together we can keep the workplace safe and productive.

Our health and safety policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- ensuring continuous growth of professionalism and qualification of employees in the field of labor protection.
- consult with our employees on matters affecting their health and safety
- provide safe equipment
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident

This policy statement and/or implementation procedures are regularly reviewed and revised (at least annually)

RESPONSIBILITY & COMMITMENT

Andersen's primary roles and responsibilities are to:

- to provide strong and active occupational health and safety leadership
- to demonstrate a visible and active commitment towards occupational health and safety leadership
- to establish management organization to ensure effective occupational health and safety communication is relayed to all staff
- to provide strong and active occupational health and safety leadership



- to identify and manage occupational occupational health and safety risks
- to obtain competent external occupational health and safety advice (such as from an external Consultant, like Corporate OHS) if the required level of competency is not available in house
- to ensure there is a process for monitoring, reporting and reviewing occupational health and safety performance
- to provide adequate resources and budget to manage health and safety

Andersen has established and implemented an Operational Health and Safety Management System that is maintained and continually improved in accordance with the ISO 45001:2018 Standard.

Andersen (“the Company”), as a person conducting a business or undertaking (PCBU), is committed to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises.
- Provide suitable working conditions with adequate facilities to safeguard the health and safety of personnel and to ensure that any work undertaken does not create unnecessary risks to health or safety.
- Encourage people on the premises to co-operate with the organization in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which appears dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instruction, training and supervision to personnel with specific health and safety responsibilities (e.g. a person appointed as a health and safety officer or representative);
- Provide, as far as is reasonably practicable, safe arrangements for protection against risks to the health and safety of the public or other people that may arise from the activities of the Company.
- Make appropriate and sufficient assessments of the risks to the health and safety of employees and persons not employed by the Company arising out of or in connection with the Company’s activities.
- Make specific assessments of risks to new or expectant mothers.



WORKPLACE SAFETY POLICY

The Company will comply with its duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees and visitors to its premises and generally to

- Make workplaces safe and without risk to health.
- Ensure that items and substances are moved, stored and used safely.
- Provide workers with the information, instruction, training, and supervision necessary for their health and safety.

The Andersen Company are committed to:

- Assess the risks to the health and safety of its employees.
- Make arrangements to implement the health and safety measures identified as necessary by this assessment.
- Record the key findings of the risk assessment and the health and safety arrangements.
- Draw up a statement of health and safety policy, including the health and safety organization and arrangements in place, and bring it to the attention of its employees.
- Appoint a competent person to assist with health and safety responsibilities.
- Establish emergency procedures.
- Provide adequate first aid facilities.
- Ensure that the workplace meets health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and sanitary, washing and rest facilities.
- Ensure that work equipment is suitable for its intended use from a health and safety point of view and that it is properly maintained and used.
- Provide health surveillance where appropriate.
- Report certain injuries, illnesses and dangerous occurrences to the appropriate health and safety authority.

Workers are committed to:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents



POLICY FOR VISITORS AND CONTRACTORS

Andersen is committed to the health and safety of its employees, contractors and visitors to its premises.

Upon arrival, all visitors should be directed to the Duty Representative of the Management or a representative of the user/hirer of the building. The designated representative is responsible for the visitor(s) and is to assist in their evacuation from the building in the event of an emergency or arrange for assistance in the event of an accident.

Health and safety management is always considered in supplier and contractor selection processes. Contracts shall clearly define that health and safety requirements shall be complied with. Contractors must comply with all company policies and procedures.

Any contractors working in the building who have concerns about their own safety or suspected unsafe working practices should report them to the Duty Representative. The Duty Representative will investigate and report back to the Company.

HEALTH AND SAFETY RULES

It is the responsibility of all workers to exercise ordinary care to avoid accidents in their activities at work and to comply with the following general rules and with any further rules which the Company may publish from time to time.

- **Accident Forms and Book**

The completed book must be stored in a locked drawer.

Any injury sustained by a worker or visitor in the course of employment or otherwise on the premises of the Company must be recorded on an accident form, which is maintained by the Organization. The form must be completed with such other particulars as are required by statutory regulations.

- **Fire Precautions**

All personnel must familiarize themselves with the fire escape routes and procedures and follow the directions of the Company in relation to fire.

- **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorized by or on behalf of the Company. Any directions for the use of such must be followed precisely.



- **Safety Clearways**

It is the responsibility of all employees to ensure that corridors and doorways are kept free of obstructions and that they are properly lit.

It is the responsibility of all employees to report any defective equipment, furniture or structures without delay.

- **Hygiene and Waste Disposal**

It is the responsibility of all employees to ensure that facilities for the disposal of waste materials are kept in a clean and hygienic condition. All waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

- **Display Screen Equipment**

The Company acknowledges its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. It is recommended that workers take a five-minute break from the display screen equipment at least once an hour. Should they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they are entitled to an eye test at the Organization's expense.

- **Alcohol, Drugs and Tobacco**

The consumption of alcohol, tobacco, and illicit substances (except under medical supervision) is prohibited on the premises at all times. The consumption of intoxicating substances (alcohol) is prohibited during working hours. No employee may perform their duties if under the influence of alcohol or drugs (except under medical supervision).



ASSESSMENT & CONSULTATION

The company's management appoints health and safety officers. Health and safety officers are responsible for:

1. Providing a comprehensive overview of Health and Safety matters.
2. Keeping Andersen Health and Safety policy and procedures under review.
3. Conducting safety tours of the premises.
4. Ensuring that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations).
5. Taking action as required to ensure that the Company fulfils its responsibilities for Health and Safety.
6. Reporting to company management on the fulfillment of these duties.

- **Safety Tours**

The Health and Safety Officers shall conduct six-monthly tours and inspections of the premises and present a report to the next ordinary meeting of the Management Committee. All necessary actions resulting from the tour shall be implemented, where reasonable and practical. The tour will also include an inspection of the accident file.

We recognize the importance of employee consultation and participation in our safety system, as this improves decision-making about health and safety matters in the workplace. Furthermore, consultation is incorporated into the risk assessment process and the development of our safe work practices.

It is the policy of this company to involve employees actively in the workplace safety system. All employees are encouraged to submit suggestions for change and improvements to policies, procedures or safe work practices via the management reporting system. Safety meetings shall be held with employees as often as is necessary to discuss and inform them of relevant safety issues.

It is the responsibility of management to ensure that all employees are aware of the safety issues relating to their roles on a regular basis. The method of communication will depend on the type of information being conveyed.

It is our expectation that our employees will work in collaboration with management to ensure the effective management of health and safety in the workplace. It is encouraged that employees contribute to decisions that may affect their health and safety in the workplace, through contact with management and staff meetings.

Management will collaborate with employees to review and update this policy and other relevant procedures.



CONCLUSION

This policy sets out our commitment to maintaining a safe and healthy work environment. We do this by identifying and mitigating risks, providing necessary training, and ensuring compliance with all relevant regulations.

We believe that a proactive approach to health and safety not only protects our employees but also enhances productivity and morale, which in turn improves our business performance. By fostering a culture of safety, our objective is to prevent accidents and incidents, promote well-being, and ensure the safe return of all employees at the end of each day.

We encourage all employees to play an active role in our health and safety initiatives, to report any potential hazards or concerns, and to contribute ideas on how we can continuously improve our practices.

This policy will be subject to regular review and updates to reflect changes in legislation, technology and operational practices.

We kindly request that all staff, members, visitors and clients respect this policy, a copy of which is available on request.