

## BISLEY HEALTH & SAFETY POLICY

Bisley Office Equipment conducts its business from two Manufacturing sites, at Bisley in Surrey, and at Newport, South Wales, employing over 800 people. Bisley is a UK manufacturer of a wide range of steel office storage products predominantly for the business office, with a smaller range designed those working from home, for both the UK and international markets.

Our employees are of paramount importance to the business. The health and safety of employees demands the same degree of attention and emphasis as that placed on our mainstream activity, which encompasses quality, proficiency, efficiency and environmental awareness. We also recognise our responsibilities for the health and safety of others who may be affected by our activities.

It is our aim to achieve a working environment which is free of work-related accidents and ill-health. To this end, we will pursue continuing improvements to the working environment. We undertake to discharge our statutory duties by:

- Identifying potential hazards in the workplace, assessing the risks relating to them and implementing appropriate preventative measures
- Establishing and enforcing safe methods of work, recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility
- Ensuring that tasks given to employees are within their skill base, knowledge and ability to perform, ensuring that technical competence is maintained through the provision of appropriate training
- Promoting awareness of health and safety and of good practice through the effective communication of relevant information. Furnishing the resources needed to meet these objectives.

All employees are encouraged to contribute actively towards achieving a safe and clean working environment.

This document forms a small part of our overall Management System. The Health and Safety Manual forms part of the **Integrated Policy Manual** which comprises our formal procedures in respect of:

