



# Health and Safety Policy Statement

The Directors and Managers of SWA believe that all workers are entitled to a safe and healthy environment. This policy is intended to provide direction to all staff and should underpin all of our health and safety decision-making.

We will use the management system set out in OHSAS 18001 to help us plan, implement, monitor and review the way we tackle issues of health and safety at work, and to help us implement this policy. Any resources required to fulfil this commitment will not be unreasonably withheld.

Health and safety is relevant to all aspects of our business, from working with manufacturers, through to despatch of goods. As our business and management systems develop we will take every opportunity to improve our health and safety performance. Specific objectives to help us achieve this will be set, communicated and reviewed as part of an annual cycle of health and safety management. Currently we identify our main hazards to be fire safety; manual handling; safe use of chemicals and use of equipment.

We will keep abreast of new and changing health and safety legislation, and comply with these requirements as a minimum level of performance.

We will provide all equipment, information, instructions, training and supervision needed by our employees to do their jobs safely. Our objective is to prevent injury and illness in the workplace.

The Company also recognises its duty to protect the health and safety of all visitors to our building, including contractors and temporary workers, as well as any customers, end-users and other members of the public who might be affected by our operations. We will take account of these considerations in all planning and risk assessment.

While the Directors take ultimate responsibility for the health and safety of our employees, including formulating and reviewing this policy, health and safety at work is the responsibility of everyone. We will appoint one competent member of staff to co-ordinate the health and safety management system, who will support all departmental managers in implementing this policy and safety procedures in their departments. The QEHS Manager will be responsible for managing a programme of internal auditing, to monitor the operation of this policy and compliance with legal and other requirements. They will report back to senior management regularly.

An employee to represent each department will be elected to act on behalf of their colleagues, facilitating communication and consultation between employees and senior management, generating ideas and solving problems of health and safety at work. The representative committee will meet quarterly and will receive the full support of the Company Directors, including any necessary financial or physical resources.

It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to health and safety at work. Involvement of employees at all levels and departments will be encouraged and we will foster effective communication: inviting feedback, listening to and reflecting on information given and respecting each other's views.

We recognise that this policy and our health and safety management system can help our entire organisation to function efficiently. It will be displayed throughout our building, distributed to all employees, and made available to other interested parties via our website. In order to keep it relevant and appropriate to our growing business, we will review this policy annually.

The specific arrangements for the implementation of the policy are detailed in our Safety, Health and Environmental Management manual and procedures.

Brian Hands – Director

Garry Ray - Director