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Houghtons Waste Paper Ltd
Health & Safety Policy Statement

The Health and Safety at Work Act 1974 requires the employer to prepare, and as often as may be appropriate revise, a written statement of the general policy with respect to the health and safety at work of employees.

The Company acknowledges and accepts its statutory responsibility under the terms of the Health and Safety at Work Act 1974, for ensuring the Health, Safety and Welfare of all its employees and others affected by our undertakings. This statement and manual will be brought to the attention of all employees and formally reviewed at least once every twelve months. Any revisions or new legislation / regulations will be effectively communicated to all relevant persons.

The Company will take steps, so far as is reasonably practicable, to meet its statutory health and safety responsibilities, paying particular attention to:-

- The provision and maintenance of all buildings, plant and work equipment.
- The provision of adequate facilities to enable the safe handling, storage and transportation of articles and substances related to our work activities.
- The provision of sufficient information, instruction, training and supervision to enable the Company's employees to avoid hazardous situations and contribute positively to their own health and safety at work.
- The provision of safe access and egress to and from the workplace.
- The provision and maintenance of a healthy working environment including the adequacy of welfare facilities.
- The inclusion of health and safety into the planning, organisation, controlling, monitoring and review arrangements of our management systems.
- The use of suitable and sufficient risk assessment techniques to assess the health and safety risks applicable to our employees and others who may be affected by our work activities.
- The continued retention of access to competent advice and assistance through the support of Lighthouse Risk Services, thereby ensuring the Company is aware of statutory requirements, relevant changes in legislation and 'good practice'.

A Health and Safety Policy is unlikely to be successful unless it actively involves the people who work within the Company. The Company will therefore seek to ensure effective Consultation and Communication through the Director Responsible for Health and Safety, the Company's Health and Safety Consultant and the Company Employees.

Equally, it is the duty of every employee to take reasonable care for the Health and Safety of him/her self and his/her fellow workers, or other persons who may be affected by their actions at work. In addition to this, employees must co-operate with the Company to enable our statutory duties to be addressed. To achieve this, our employees must correctly use all resources provided by the Company in accordance with their instruction and training, and must immediately report any defective items or unsafe conditions to their Line Manager.

The Company regards the promotion of health and safety measures as an integral part of our framework. To achieve this aim, both Management and Employees will actively work together to comply with the following goals:-

- Accidents and incidents at work will be minimised through the promotion of high safety standards.
- Continuous liaison and communication between Management and Employees to facilitate the safety review process.
- Risk assessments of health and safety issues will be applied to all existing work activities and also when planning new work processes or activities.
- Safety will be included on the agenda of all Company business meetings.
- A continuous program of health and safety inspections to assist in detecting and eliminating unsafe practices and conditions.

Signed

Title

Director

Company

Houghtons Waste Paper Limited

Date

15th April 2011