



**WOODS & HUGHES**  
BOLTS & SCREWS LTD

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## Health & Safety Policy

Woods and Hughes (Bolts and Screws) Limited is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for third parties who may be affected by our activities. The following steps shall be taken to ensure that our statutory duties are met at all times:

- Each employee will be given such information, instruction, and training as is necessary to enable the safe performance of work activities.
- It is the duty of management to ensure that all processes and systems are designed to take account of health and safety and are properly supervised at all times.
- Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.
- Competent people will be appointed to assist in meeting our statutory duties including, where appropriate, specialists from outside the organisation.
- Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employees. Each individual has a legal obligation to take reasonable care for his or her own safety, and for the safety of other persons who may be affected by his or her acts or omissions.
- Full details of the organisation and arrangements for health and safety will be set out in separate documents.
- The policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Should you require any further information, please do not hesitate to contact me.

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**Managing Director**

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