

HEALTH & SAFETY POLICY

MARTEK CONTRACTS LTD

JANUARY 2021



It is Martek's policy that all reasonably practicable steps will be taken to ensure the health and safety of people and to prevent damage to property.

To enable us to fulfil our responsibility for health and safety at work it will be the duty of every Martek employee to co-operate with us and our customers in every respect pertaining to health and safety at work.

It is the duty of all employees to conform to company policy and safety codes of practise as advised from time to time and to accept and carry out their responsibilities. In this policy the term 'safety' is defined to mean:

- The prevention of all injuries
- The promotion of occupational health and hygiene
- The control of all situations likely to cause damage to property or equipment
- The investigation of 'near miss' situations
- Fire prevention and control
- The protection of the general public
- To provide direction and guidance to keepers and users of company vehicles and employees using private vehicles for business use, to assist them to be aware of the hazards associated with occupational driving activities and to recognise the appropriate controls to put in place to help minimise and reduce these risks.

Responsibilities

The Managing Director has overall and final responsibility for health and safety.

David Mansfield, Operations Director has day-to-day responsibility for ensuring this policy is put into practice. Our external H&S advisor, Demetrious Cooper assists with all H&S training for staff and carries out site audits.

Supervisors and managers must provide adequate supervision to ensure the safe systems of work are being followed. Tony Callow, Production Manager and Ryan Hersey, Fleet and Logistics Manager have a responsibility to ensure the workshop is compliant to all H&S measures at all times.

All employees with specific responsibilities for health and safety must ensure that these responsibilities are adequately delegated in their absence.

Statutory regulations are to be complied with at all times, but this in itself is not enough. All employees should contribute towards making work areas as safe as possible. All work methods should periodically be appraised to ensure that the safest possible methods are adopted.

The Directors give full backing to this policy and will support everyone responsible for its implementation. Responsibility for implementing the health and safety policy rests with the line management at every level.

Martek Contracts Ltd, High Point Mill, King Henry's Drive, New Addington, Surrey CR0 0AE. United Kingdom
tel: +44 (0)1689 808 600 fax: +44 (0)1689 808 608 e-mail: sales@martek.co.uk web: www.martek.co.uk



HEALTH & SAFETY POLICY

MARTEK CONTRACTS LTD

JANUARY 2021



Arrangements

All staff are provided with a comprehensive health and safety induction upon joining Martek. They are also provided with ongoing and annual training including manual handling, asbestos awareness, working at height and H&S Awareness one day training.

First Aid

Adequate first aid provisions will be available at all times with all first aid incidents being recorded. Our first aiders are:

- Tony Callow
- Ryan Hersey

All accidents must be reported to Tony Callow who is responsible for investigating accidents to prevent reoccurrence and ensure safe working practices. All accidents will be recorded in the accident book which is kept by Tony Callow in his office.

A handwritten signature in black ink that reads "Derek Galloway".

Derek Galloway
Managing Director

January 2021

Martek Contracts Ltd, High Point Mill, King Henry's Drive, New Addington, Surrey CR0 0AE. United Kingdom
tel: +44 (0)1689 808 600 fax: +44 (0)1689 808 608 e-mail: sales@martek.co.uk web: www.martek.co.uk

