



# HEALTH AND SAFETY POLICY

At Screentek International Ltd, it is our policy to ensure, so far as is reasonably practicable, the health and safety of our employees. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure the resources necessary to achieve the objectives of this policy.

It is your duty as a Screentek International Ltd employee to follow the standards and procedures at all times.

At Screentek International Ltd, we implement emergency fire procedures and if a fire or any other incident requires you to leave the building you must do so in an appropriate manner, you must make your way safely through the nearest emergency exit to the meeting point at the front of the car park.

We will maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances and adhere to COSHH guidelines at all times.

The Health and Safety Law poster is displayed on the notice board near the clock machine.

The First Aid posts are in the furniture section in bay one of the factory and in the office upstairs. The accident book should be completed after any accident, no matter how small. The book is stored upstairs in the office. All accidents must be reported to a First Aider and then the Senior Supervisor (Nick Walker).

Any major accidents or illnesses must be reported under RIDDOR.

It is your responsibility to report to Management any Health and Safety Issues.

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