

OH&S Policy Statement

It is the policy of Hawk Furniture Ltd to comply with the terms of the Health & Safety at Work and subsequent legislation and to provide and maintain a healthy and safe working environment, particularly in relation to the design, manufacture and distribution of both office and specialised furniture. Hawk Furniture Ltd Health & Safety objective is one of continual improvement i.e. to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Hawk Furniture Ltd management recognise and accept their duty to protect the Health & Safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations. While the management of Hawk Furniture Ltd will do all that is within its powers to ensure the Health & Safety of its employees, it is recognised that Health & Safety at work is the responsibility of each and every individual associated with the company. 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 the well-being of another person.

The management of Hawk Furniture Ltd will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their supervisor. An effective Health & Safety programme requires continuous communication between workers at all levels. It is therefore every workers responsibility to report immediately any situation which could jeopardise the well-being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Production Manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Hawk Furniture Ltd Health & Safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are as described in the Organisation's OH&S Policy document.

This OH&S Policy, as documented in this Manual, is communicated to all of the Organisation's employees, suppliers and sub-contractors and is made available to all interested parties including members of the general public.

Approved by

A Lind (Management Representative)
P Lincoln (Works Manager)

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