



Poplar Services Printers Limited

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Health and Safety Policy Statement

Health and Safety is of paramount importance to our business and comes first in all our activities.

Employees and public alike will not be exposed to unacceptable risk as a consequence of work carried out on our premises.

It is the duty of the management to make this possible by all means available and ensure that employees are aware of the legal requirements of the 'Health and Safety At Work' Act. It is important that all employees are committed to Health and Safety procedures.

Safe working is a contractual condition of working at Poplar Services and is detailed in the Staff Handbook.

To facilitate the observance of this policy the following procedures apply:

- All machinery will be serviced and maintained at regular intervals, under maintenance contracts where applicable.
- All electrical appliances will be tested annually by competent engineers to ensure that they are safe.
- All machinery will be used only when the appropriate guards are in position and correctly working, at no time will machinery be used by untrained employees without supervision.
- Training of employees will be documented for each individual item of machinery and each employee with regular reviews taking place and additional training given where it is deemed necessary.

All hazardous substances must be stored in the metal cabinets provided, care must be taken to keep aisles between benches, desks and machines free from obstruction.

A Fire Certificate is in force in the building, the conditions of which must be followed at all times. The employees will be made aware of these conditions and escape routes will be pointed out to staff and a fire drill conducted at least once a year. Fire warning systems are checked weekly and documented, we operate a No Smoking Policy, and paper waste is stored at least 10 meters from the building reducing fire risk.

All our procedures and operating of equipment are Risk Assessed regularly and we maintain formal documented Risk Assessments. All accidents no matter how minor must be reported and documented. First Aid Kits are provided in various areas, they are regularly checked and re-stocked and we have two qualified First Aid personnel and one Appointed First Aid Person.

It is our intention to work towards OHSAS 18001 Health and Safety Standard with compliance and third party regulation by the end of 2012.

*Overall responsibility for the Health and Safety Policy will rest with the Managing Director
Mr. D Bennett.*