



Company Policy Statement: **Health and Safety Policy**

Portfolio: Governance and Assurance
Portfolio Director: Mr Roger Clarke

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Title

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Health and Safety Policy	Governance and Assurance

Responsibility

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Chief Executive Officer	Mr Frank Lloyd-Murray	Wednesday, 21 June 2023

Distribution

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Director (Governance and Assurance)	Senior Leadership	Sign-Off and Acceptance
Director (Media Operations)	Senior Leadership	Sign-Off and Acceptance



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Section: 2 – The Policy Statement

What exactly is a Policy Statement?

A policy statement is an organization-level document that prescribes acceptable methods or behaviours. Essentially, a policy is simply the way things are done within an organization.

Policies are different from procedures and standard operating procedures because they are applicable to an entire organization and are primarily intended to set direction.



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HEALTH AND SAFETY POLICY STATEMENT

It is the policy of GRAAY[®] Limited to comply with the terms of the Health and Safety at Work Act 1974 and all subsequent legislation and to provide and maintain a health and safe working environment with due regard for welfare requirements. GRAAY[®] Limited health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident/incident free workplace.

All employees will be provided with such equipment, information, instruction, training, and supervision as is necessary to implement the policy and achieve the stated objective. GRAAY[®] Limited recognise and accept their duty to protect the health and safety of any visitors to the company offices, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of GRAAY[®] Limited will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and 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 health, safety and welfare and to report any situation which may pose a threat to the health, safety or welfare of any other person.

The management of GRAAY[®] Limited will endeavour to ensure that all personnel are qualified to carry out their work activity. 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 and safety programme require continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well-being of himself or herself or any other person.

All injuries, however small, sustained by a person at work must be reported to their direct line manager or supervisor. It must be recorded in the site accident book and investigated to ensure that the cause is identified and addressed so that the accident/incident may be prevented from re-occurring.

GRAAY[®] Limited's health and safety policy will be continually monitored and updated, particularly when changed in the scale and nature of our operations occur. The policy will be updated at least but not limited to once every 12 months.

Signed as Approved this day, Wednesday, 21 June 2023

Signature

Position

Mr Frank Lloyd-Murray
Chief Executive Officer

