

Health and Safety Policy



It is the policy of Align Group to comply with the terms of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, subsequent legislation and industry based legislation such as Network Rail Policy, and to provide and maintain a healthy and safe working environment.

Align Group will ensure continuous improvement of its safety management through the setting and monitoring of robust objectives and targets.

The management of Align Group will provide every employee with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objectives. 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, their line manager, our Health and Safety Advisor or one of the Directors.

Prior to giving individuals specific health and safety responsibilities they will be consulted.

The management of Align Group will consult with our employees on a regular basis at business meetings during which safety is on the agenda. We will also, where relevant invite sub-contract staff to this meeting to ensure that we consult with them on their Health and Safety issues.

All injuries or near misses, however small, sustained by a person at work must be reported to the Safety Advisor or one of the Directors.

H&S records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Align Group recognise and accept their duty to protect the health and 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 as far as reasonably practicable.

Implementation of the Policy is through the delegation of authority throughout the management structure as detailed within the organisational section of the Align Group electronic Business System.

The Directors are responsible and accountable for safety within the organisation, both in the office and on site, for ensuring sufficient funds are available for implementing safety in the workplace and on site, for appointing a competent Safety Advisor and for maintaining communication throughout the organisation. The Managing Director is responsible and accountable for the establishment, maintenance and effective operation of procedures, within the office, which implement the safety system.

The Managing Director assisted by the Safety Advisor is responsible for continually monitoring and updating this health and safety policy, particularly when changes in the scale and nature of our operations occur, constantly monitoring the operation of the system to ensure effective implementation of this policy, and for ensuring that necessary consideration is given to safety aspects during modifications in our activities and procedures. The policy will be updated at least every 12 months.

It is further 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 welfare and to report any situation which may pose a threat to the well being of any other person.

The safety procedures, which are set down in the Health & Safety Manual and form part of every procedure, are mandatory, and **ALL** Company employees must comply with documented procedures. No deviations or alternatives are permitted without prior amendment to existing procedures.