



**Head Office**  
Corporate House,  
Kings Road Business Park,  
Haslemere, Surrey  
GU27 2QH

**National Distribution Centre**  
Unit 10  
Kites Croft Business Park  
Fareham, Hampshire,  
PO14 4LW

## **SMI HEALTH & SAFETY POLICY**

At SMI we are committed to continuously improving our Health and Safety standards and systems. We understand that they are central to SMI's moral, financial, marketing, personnel and commercial considerations.

Our Managing Director, Blake Prisgrove, champions our Health and Safety Policy. His responsibility is to ensure that SMI staff have the belief, competence and resources to implement the policy and achieve every single one of its aims.

Crucially, though, at SMI we regard the promotion of Health and Safety as a mutual objective for everyone within the organisation, at all levels, and we therefore undertake to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all our employees, with particular reference to the following:

### **Commitment, Leadership & Accountability**

At SMI we intend to lead by example. We aim to improve our Health and Safety performance by setting measurable and achievable targets. We identify Health and Safety responsibilities at all levels and we strive to ensure that Health and Safety arrangements are adequately resourced.

### **Safety, Health & Environmental Management**

SMI recognise our responsibility to consult with employees on Health and Safety matters and we welcome comments regarding Health and Safety matters at all times. We also intend to implement effective communication and encourage comparable Health and Safety standards with our staff, customers, contractors and suppliers, and with all others affected by our operations. We will always take account of the views expressed.

### **Risk Management**

We will identify hazards and control work-related risk as core elements of our strategy. We will provide safe and healthy workplaces, work equipment that is safe to use, and safe systems and ways of working.

### **Crisis Management**

We will develop contingency plans that will enable us to reduce the risk to people and the impact on the environment of any major incident.

### **Incident Investigation & Analysis**

We will strive to achieve zero reportable accidents and incidents. However, if an accident or incident does occur, we will record the occurrence and investigate it in order to identify the causes and to enable suitable controls to be implemented in order to prevent repeat or similar occurrences in future.



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### **Information, Instruction, Training & Supervision**

We will inform, induct and train our people to take reasonable care for the health and safety of themselves and of any others who may be affected by their acts or omissions at work.

### **SMI's Nominated Health & Safety Officer**

SMI have nominated Carlos Prisgrove as the Company's Health and Safety Officer. Carlos' role is to take responsibility for day-to-day Health and Safety matters.

Our Health and Safety Officer is always available to give advice on current legislation and safe working practices and procedures, and to ensure that all employees can meet their own various responsibilities for safety.

In addition to this, our Health and Safety Officer is responsible for:

- Inspection and maintenance of all equipment upon which personal safety depends, including all new machinery and materials arriving on site.
- Ensuring all new materials and machinery comply fully with all relevant legislation, and that adequate training and protective equipment are provided for operators where necessary.
- Identifying all substances that require a COSHH assessment, undertaking these assessments, and implementing all actions identified in the assessments.
- Carrying out safety inspections in all areas in line with up-to-date statutory requirements.
- Ensuring that risk assessments are carried out in all areas and reporting the findings of those risk assessments to the Directors, who are responsible for approving any action required to remove or control the risks identified. The Health and Safety Officer is then responsible for ensuring that the required action is implemented.
- Reviewing risk assessments annually or when a work activity changes - whichever is soonest.
- Regular inspection of all SMI premises' fire equipment.
- Ensuring the safe handling and use of all substances.
- Regular testing of all lifting equipment, ensuring that the safe working load is marked and visible at all times.
- Ensuring that all new plant and equipment meets Health and Safety standards before it is purchased.

### **Our Health & Safety Partnership with Staff**

SMI actively encourages a partnership with staff to promote Health and Safety within the workplace. Staff are then responsible for implementation of the Company's Health and Safety Policy within their areas of responsibility, ensuring they integrate safety with the overall objectives of the Company. Staff are therefore given the following duties:

- To take reasonable care of their own health and safety.
- To take reasonable care for the health and safety of anyone who may be affected by their own acts or omissions.
- To co-operate with the Company and all those we do business with to enable legal obligations to be met.
- To ensure that no person, including another employee, intentionally or unintentionally interferes with or misuses anything provided in the interests of Health and Safety at work.
- To report all Health and Safety concerns to the Health and Safety Officer.
- To inform their line manager as soon as possible if they are suffering from any condition that requires a review of how we manage Health and Safety in the workplace, such as accident, illness or pregnancy. (We will endeavour to keep any condition confidential, as far as is practicable.)

**This Health and Safety Policy will be subject to regular consultation and annual review.**

Signed on behalf of SMI Ltd



Blake Prisgrove  
Managing Director

***Date of last review: July 2018***