



# Cove Industrial Enterprises Ltd

## Health and Safety Policy Statement

### It is the policy of Cove Industrial Enterprises Ltd to -

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to carry out their tasks and to supply adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular intervals.

### 2. Responsibilities

Overall and final responsibility for health and safety is that of the **Managing Director**.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Quality Manager**.

To ensure health and safety standards are maintained and or improved, the following people have responsibility in the following areas -

- **The Works Manager and Supervisor** – Cove sheet metal department;
- **The Paintshop Manager and Supervisor** – Cove paint shop;

**In addition all employees will be expected to-**

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### 3. Risk assessment

- Health and safety risk assessments will be conducted by the **Quality Manager**;
- The findings of the risk assessments will be reported to the **Managing Director**;
- Action required to remove/control risks will be approved by the **Managing Director**;
- The **Quality Manager** will be responsible for ensuring that action required is implemented;
- The **Quality Manager** will check that the actions have removed/reduced the risks;
- Assessments will be reviewed yearly or when work activity changes, whichever is soonest.