



HEALTH & SAFETY POLICY - STATEMENT OF INTENT

It is the policy of **MPS Marketing Services Limited** incorporating **Mail My Mail**, (referred to as the Company), to comply with the terms of the Health and Safety at Work etc. Act 1974, subsequent legislation and to provide and maintain a healthy and safe, working environment. The Company's health and safety objective is to minimize the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Company recognizes and accepts its' 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.

While the Company's management will do all that is within its powers to ensure the health and safety of its employees, it is recognized 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 wellbeing of any other person.

The Company's management will also provide every employee with the training necessary to carry out their tasks safely. 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 or the Director of Health & Safety. An effective health and safety program requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardize the wellbeing of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Director of Health & Safety or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Company's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur.

The policy will be reviewed and, if required, updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed, within the Health and Safety Policy Document.

Signed :

Rob Fagnani, Health & Safety Director

Date : *1st June 2017*