

# **SWALLOWFIELD PLC HEALTH & SAFETY AT WORK POLICY**

(In accordance with the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999)

## **INTRODUCTION**

Swallowfield plc is the holding company of; Aerosols International Limited and Cosmetics Plus Limited. By virtue of the legislation on health and safety, it has overall responsibilities and duties in these matters to the employees of its subsidiary companies.

This document is a statement of the Company's policy and commitment towards health and safety and refers to the organisation and arrangements for implementing the policy within the individual subsidiary companies.

## **GENERAL POLICY STATEMENT**

Swallowfield plc is committed to ensure that:

1. Employees are provided with as safe and healthy a working environment as is reasonably practicable with due regard to legal, economic and social obligations.
2. Each manufacturing site will appoint a site based Director/Senior Manager with specific responsibilities for health and safety and who will ensure that each Board/Management Team properly discharges their duties with respect to health and safety matters.
3. Heads of Departments will ensure that all necessary workplace risk assessments are conducted and that safe working practices are developed and used so that the health and safety of employees is safeguarded and the appropriate legislative requirements complied with.
4. Instruction in health and safety matters is given when employees first join the Company and whenever necessary thereafter and that the obligations of employees to comply with these instructions is clearly explained and monitored.
5. The views of employees about workplace health and safety are taken into account and that they are encouraged to express those views to their supervisors and Heads of Departments. In addition, a Safety Committee consisting of representatives of both management and employees meet on a regular basis to review all aspects of health and safety in the workplace.
6. Employees or their representatives will have made available to them documents recording agreed safe working practices where such documents exist.

The CEO Ian MacKinnon has ultimate accountability for adherence to Health and Safety Legislation within the Company.