



# PEOPLE POLICIES

## HEALTH AND SAFETY AT WORK POLICY

### 1. Aim

To promote a culture of Zero Harm for our colleagues, our visitors and anyone working on our sites or premises. Our first responsibility is to your health, safety and wellbeing - we want everyone to go home each day in the same condition as they arrived.

All colleagues, we share responsibility for achieving a safe environment. You must take care of your own health and safety and all others, and co – operate with managers on health and safety matters.

### 2. How will we achieve this?

Health & Safety and preventing injury is everyone's responsibility in the business, whatever the role or position. We believe that all accidents are preventable.

Wherever you are working, whether on site (including all areas, such as car park, kitchen etc), at customer sites, in your vehicle, in the office, or at home, we want you to be safe.

The best way to create a safety culture is to ask our great people to use good judgement and common sense, and to follow our "See it, fix it, report it" system.

### 3. So, what can you do to keep yourself, your colleagues and other safe?

The below are examples only – you may think of other things you can do to help us achieve our objective:

- Be safety conscious at all times
- Never perform a job if you feel it is unsafe or you have not received the necessary training required – you are empowered
- Always wear the appropriate PPE
- Keep workspaces tidy and remove trip hazards
- Everyone is empowered to stop an activity if there is a risk to your or to others' safety
- Keep up-to-date with Health & Safety briefings





- Always take note of Health & Safety signage – both at your place of work and at other locations where you are working (e.g. customer sites)
- Take regular breaks, and do not work excessive hours
- Take your holidays
- Remember, don't walk by – **“See it, fix it, report it”**
- If you do witness an accident report to your manager and get a First Aider.

It's not just your physical wellbeing we are committed to, but also your Mental Health and wellbeing – below are some examples of ways you can help others, and yourself:

- Be aware of your colleagues behaviours – has anything changed? Some signs that your colleagues may be suffering from stress are below:-
  - increased absence
  - how they interact with colleagues, mood swings
  - changes in work standard, poor timekeeping, lack of focus
  - poor coping mechanisms
  - appearing tired, anxious or withdrawn
- Check in with your colleague and ask how they are doing
- If you are still concerned, escalate to the appropriate person, such as management, HR, Mental Health First Aider.
- Remind your colleague of our Employee Assistance Programme
- Make time to interact with colleagues whilst at work
  - Make time for 5 minutes at the start of meetings to talk about non-work related topics
  - Take time for a chat in welfare spaces, such as kitchens, at the coffee machine, canteens etc.

**Please remember: All accidents are preventable - don't walk by – “See it, fix it, report it”**

#### **Further reading:**

- Modulaire Group Health & Safety Policy
- Algeco Health & Safety Manual and further guidance – see SHEQ page of our intranet

Signed: *Helen Johnson*

**algeco**<sup>®</sup>



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