

Office Health & Safety Statement

Purpose

This Health & Safety Statement outlines our commitment to maintaining a safe and healthy working environment for all employees and visitors to our office.

Our Commitment

We are committed to:

- Complying with all applicable health and safety legislation and regulations.
- Identifying and assessing potential hazards in the workplace.
- Implementing measures to minimize risks and prevent accidents.
- Providing information, instruction, training, and supervision to ensure safe work practices.
- Encouraging continual improvement in our health and safety performance.

Responsibilities

- **Management:** Ensure implementation and maintenance of this statement and safety procedures.
- **Employees:** Take reasonable care of personal health and safety, and that of colleagues.
- **Visitors:** Observe all safety signage and instructions while on the premises.

Reporting Hazards & Incidents

All hazards, near-misses, and incidents must be reported promptly to management. Appropriate investigation and corrective action will be taken where necessary.

Emergency Procedures

Employees are required to familiarize themselves with office emergency procedures, including evacuation routes and assembly points.

Review

This Health & Safety Statement will be reviewed annually, or as required, to ensure its effectiveness and relevance.

Authorized Signature

Date