

# Health and Safety Policy

## - Statement of Intent



VERCO Office Furniture Limited is committed to ensuring the health and safety of its employees and customers, and others who may be affected by its activities.

In particular VERCO will ensure:

1. That it provides and maintains a safe and healthy working environment.
2. It incorporates health and safety considerations into all aspects of the business.
3. That employees are provided with safe work equipment and a safe working environment.
4. That employees are provided with sufficient information, instruction and training to enable them to carry out their job safely and without risks to health.
5. That employees are provided with safe plant and equipment, and suitable personal protective equipment where necessary.
6. That employees health and safety responsibilities are clearly understood.
7. That any relevant health and safety information will be communicated to staff.
8. That good health and safety standards are maintained, using industry/HSE guidance wherever possible.
9. That it will periodically check that good safety standards are in place.
10. That it will periodically audit and review its Safety Management System (SMS).

This General Policy Statement will be displayed on noticeboards. A copy of the full Health and Safety Policy is held on the company server and can be requested from managers or members of the Health and Safety Steering Group.

**Approved:**

A handwritten signature in blue ink, appearing to read "Derek Vere".

**Derek W.S. Vere**  
**Managing Director**