

Health and Safety Policy

Health and safety statement

Ritmac

Ritchie, Mackenzie & Co. Ltd.
Broomhill Industrial Estate
Glasgow, G66 2RL
Tel: 0141 776 6274 E: sales@ritmac.co.uk



Section 1

1.1 Introduction

Ritchie Mackenzie & Co. Ltd. (Ritmac) has developed this policy as part of their Health and Safety Management System to provide the necessary tools and guidance to ensure that health and safety is managed effectively, efficiently and consistently across the business.

Master Hard Copy of HSM System Manual

Ritmac is provided with a complete HSM System Manual (electronic and the “master “hard copy).

All completed risk assessments, inspection records and other relevant health and safety documentation must be retained by each area and be accessible to the Sales Director at all times.

Key Contacts

We use a company called ‘Law at Work Ltd’ to provide our businesses with 24 hour support for Health & Safety assistance.

Health & Safety Advisory Service

This provides unlimited access to specialist Health and Safety Advisors by telephone and e-mail 24 hours a day, 365 days a year.

Tel: 0844 288 4781 - Email: hands@lawatwork.co.uk

1.2 Health and Safety Policy Statement

Ritchie MacKenzie Co. Ltd recognises that it is our responsibility to ensure the health, safety and welfare at work of our employees. This duty of care extends to other persons

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whilst they are on our company premises or affected by our activities.

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of works for all employees and third parties. Ritchie MacKenzie Co. Ltd will do all that is reasonably practicable to prevent personal injury and damage to property. This policy includes the general public, when they come into contact with the company or any of its services. Further we will provide such information, training and supervision as is needed to support the above.

Ritchie MacKenzie Co. Ltd recognises that we have specific duties and statutory requirements, which include:

- To provide and maintain safe and healthy working conditions
- To provide information, instruction, training and supervision as necessary to enable employees to perform their work safely and efficiently
- To make available all necessary safety devices and protective equipment and to supervise their correct use
- To communicate and as necessary consult with employees on health and safety issues
- To provide and maintain, so far as reasonably practicable, a safe place of work and safe means of access to and egress from that place of work
- To provide and maintain a working environment that is, as far as reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangement for welfare at work

To enable Ritchie MacKenzie Co. Ltd to fulfil its duties and responsibilities as an employer, all employees have a duty to exercise personal responsibility and to do everything within their power in the course of their employment to prevent

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injury or ill health to themselves or others and to comply with the Company's Health & Safety arrangements.

Ritchie MacKenzie Co. Ltd will ensure that this policy is reviewed and amended to reflect any internal changes or legislative and regulatory requirements.

Signed;

A handwritten signature in black ink, appearing to read 'Paul Mitchell', written in a cursive style.

Paul Mitchell – Managing Director

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