

# wyndehamgroup

## Health & Safety Policy

### Statement

- It is the policy of Wyndeham Press Group ('the Business') to promote high standards of health and safety at work throughout its operations.
- In implementing this policy, the Business recognises that its operations affect its employees, customers and others in the community. The Business believes every employee can, and should, make a contribution to the successful implementation of this policy.
- This policy will be made available to anybody on request.

### Standards

The Business will strive to be the benchmark and:

- Implement and maintain an H&S management system that conforms to OHSAS 18001.
- Maintain a management structure and systems to monitor, review, and report periodically on performance.
- Take all reasonably practical steps to eliminate and minimise injury, ill health, damage and loss.
- Comply with all applicable legislation and other requirements to which the business subscribes.
- Establish objectives, targets and management plans to support the policy and ensure continual improvement.

### Management

The Chief Executive bears ultimate responsibility for HSE matters within the Business.

- The Chief Executive is committed to this policy and will make appropriate provision for its compliance including clear lines of responsibility and accountability.
- The Managing Director will ensure implementation at site level and notification and extension of this policy to employees, visitors, customers, contractors and others on request.
- All Directors, Managers and Supervisors have responsibility for the detailed implementation of this policy.

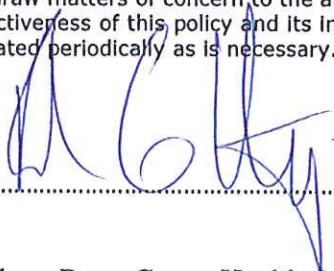
The Managing Director/Site Manager is responsible to the Chief Executive for the development and implementation of this policy including,

- Providing support for the implementation of this policy in respect of product, process design and development. This will include product safety, materials safety, and sustainability issues.
- Sufficient resource in terms of money, time and personnel.
- Providing specialist advice and ensuring annual reporting, monitoring and periodic review of H&S performance.
- Effective consultation, co-operation and communication with employees and their representatives, visitors, contractors and neighbours.
- Hazard identification and risk assessment of site activities, ensuring that the necessary risk control measures are in place.
- The maintenance of effective management arrangements and control, including the appointment of specialists and competent persons as is necessary.
- The reporting and investigation of occupational ill health, accidents, incidents and dangerous occurrence's and the prompt implementation of corrective actions arising from investigations.
- The maintenance of effective emergency and business continuity plans.
- Providing adequate information, instruction and training as is necessary.

### Responsibility of Employees

Whilst at work, each employee has personal responsibility to preserve and enhance H&S, in particular:

- To observe safe working practices, and encourage their observation by others.
  - To consider the impact of H&S issues on their activities whether in respect of people or facilities.
  - To draw matters of concern to the attention of the appropriate managers.
- The effectiveness of this policy and its implementation will be monitored and reviewed at regular intervals and updated periodically as is necessary.

Signed.....  ..... Paul Utting (Chief Executive Officer) – January 2018