

Portstar Machinery Health and Safety Policy

1. Introduction

At Portstar Machinery, we are committed to providing a safe and healthy work environment for all employees. We recognise that the health and safety of our employees is paramount and integral to our success as a company. This Health and Safety Policy outlines our commitment to maintaining high standards of health and safety in the workplace and establishes the responsibilities of both management and employees in achieving this goal.

2. Responsibilities

Owner/Director:

- The Owner/Director is ultimately responsible for ensuring that health and safety standards are upheld throughout the organisation.
- They will allocate appropriate resources to implement and maintain effective health and safety practices.
- The Owner/Director will lead by example and actively promote a culture of safety within the company.
- All employees are responsible for complying with health and safety policies and procedures.
- They are expected to report any unsafe conditions, hazards, or incidents to their supervisor immediately.
- Employees must participate in health and safety training and follow all safe work practices and procedures.

3. Hazard Identification and Risk Assessment

Portstar Machinery will conduct regular hazard identification and risk assessments to identify potential workplace hazards and implement appropriate control measures to mitigate risks. This includes but is not limited to:

- Regular inspections of the workplace and equipment.
- Consultation with employees regarding health and safety concerns.
- Implementing measures to eliminate or minimise identified hazards.

4. Safe Work Practices

Employees are expected to adhere to safe work practices at all times. This includes:

- Proper use of personal protective equipment (PPE) as required.
- Following operating procedures and guidelines for equipment and machinery.
- Reporting any equipment defects or malfunctions to their supervisor.
- Ensuring that work areas are kept clean and free from obstructions.

5. Emergency Preparedness

Portstar Machinery will establish and maintain emergency procedures to ensure a timely and effective response to emergencies. This includes:

- Conducting regular emergency drills and training sessions.
- Providing employees with clear instructions on emergency procedures, including evacuation routes and assembly points.
- Ensuring that emergency equipment, such as fire extinguishers and first aid kits, are readily available and maintained.

6. Health and Well-being

We are committed to promoting the health and well-being of our employees. This includes:

- Providing access to resources and support for physical and mental health.
- Encouraging work-life balance and promoting a positive work environment.
- Offering opportunities for health and wellness initiatives and programs.

7. Compliance and Review

Portstar Machinery will comply with all relevant health and safety legislation and regulations. We will regularly review and update our Health and Safety Policy to ensure it remains effective and aligned with best practices.

Conclusion

At Portstar Machinery, we are committed to ensuring the health, safety, and well-being of our employees. Through proactive measures, ongoing training, and continuous improvement, we will strive to create a workplace where everyone can work safely and thrive.

Managing Director

Ian Magee

A handwritten signature in blue ink, appearing to read "Ian Magee", is written over the printed name.