

Health & Safety Policy Statement

COS Group are suppliers of stationery, consumables, business machines, printed products, furniture, design, fit out and refurbishment, and installation of furniture.

Our aim is to provide a safe working environment for our employees and others who may be affected by our activities. Health and safety is an integral part of our business and has equal status to other aspects of business performance. Appropriate financial and physical resources will therefore be provided to implement this policy

The company commits to continually improve performance of health and safety, to comply with legal and customer requirements, working towards the requirements of BS OHSAS 18001. To assist in this, a framework of objectives are developed each year and reviewed on a regular basis.

We recognise that successful health and safety management can only be achieved with the support, commitment and cooperation of our all employees. Our employees are encouraged to take ownership of health and safety and therefore empowered to assist in decision making.

We ensure that this policy is implemented and maintained across all levels in the organisation.

Responsibilities for health and safety are defined in our Health and Safety Management System. The day to day management of health and safety is a responsibility of managers at all levels with overall responsibility resting with the Managing Directors.

At COS Group we commit to:

- introducing this policy to each new employee during the induction process.
- providing adequate control of the health and safety risks arising from our work activities.
- consulting with our employees on matters affecting their health and safety.
- providing and maintaining safe plant and equipment.
- ensure safe handling and use of substances.
- providing information, instruction and supervision for employees.
- ensure all employees are competent to do their tasks, and to give them adequate training.
- prevent accidents and cases of work-related ill health.
- maintaining safe and healthy working conditions.
- providing adequate welfare facilities.

Periodic auditing of our Health and Safety Management System is undertaken to ensure continued adequacy and effectiveness. Health and safety performance is monitored through the management review process.

The company reviews this policy on an annual basis or when there are any significant changes so that it remains relevant and appropriate to the organisation.

This policy is available to all interested parties.

Signed:

David Emery
Managing Director - Operations

Date: 29th January 2019
Review Date: 29th January 2020