

## Health & Safety Policy

### Statement of Intent

This document, which approved by the Managing Director, is a statement by Hybrid Mail Solutions of our policy in regard to health and safety at work. It replaces all previously issued policies.

This policy applies to all people working, providing services or visiting Company premises.

It is Hybrid Mail Solutions policy so far is reasonably practical, to provide a safe and healthy working environment by means of the development implementation and review of safety policies and procedures that will:

- Promote the health, safety and welfare of contractors, visitors, customers or others who may be affected by our work activities or the acts or omissions of our employees;
- Ensure safe means of access and egress at all Company premises;
- Promote the safe handling, storage, transport and use of articles and substances (including dangerous goods) whilst at work;
- Provide and maintain, so far as is reasonably practicable, plant equipment and systems of work that are safe for employees and others who may be affected by their use.

Hybrid Mail Solutions will, by means of its training policy, ensure that all employees receive where appropriate, information, instruction and training in safety and operational procedures that they may safeguard themselves and others whilst at work

To realise these objectives, Hybrid Mail Solutions use reasonable endeavours to achieve and maintain health and safety management best practice and to observe all relevant statues, the Management of Health and Safety at Work Regulations 1999, associated regulations and Approved Codes of Practice (ACOP)

It is vital that all employees understand that specific responsibilities for health and safety are as important as any other function within Hybrid Mail Solutions. Therefore, all employees are encouraged to familiarise themselves with those aspects of the policy which relate to their own work. They should attach as much importance to these responsibilities as to the carrying out of any of their other duties.

This Policy will be communicated to all employees. An extract will also be displayed for employees, contractors, customers and visitors that have occasion to visit the premises. Further copies may be obtained from Hybrid Mail Solutions.

A handwritten signature in black ink, appearing to read 'Colum Courtney', is written over a light blue rectangular background.

**Colum Courtney**  
**Managing Director** Hybrid Mail Solutions Ltd  
3rd March 2019