

## HMS Health and Safety Policy

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

- Promote 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 for people leaving or going about company premises.
- Provide safe handling, storage, transportation 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 through its training 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 will use reasonable endeavors to achieve and maintain health and safety best practices to observe all relevant statutes, the Management of Health and Safety at Work

Regulations 1999, associated regulations and Approved Codes of Practices (ACOP).

It is vital that all employees understand their specific responsibilities for health and safety and 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 of any of their other duties.

This policy is communicated to all employees. An extract is also displayed for employees, contractors, customers and visitors that have occasion to visit the premises.

Further copies may be obtained on request at [info@hybridmailsolutions.com](mailto:info@hybridmailsolutions.com) or through the “contact me” button at [www.hybridmailsolutions.com](http://www.hybridmailsolutions.com).

**J Montgomery**

**Managing Director**

Hybrid Mail Solutions Ltd

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