

Health & Safety at Work Policy Statement

Purpose of Policy

Our aim at Brother UK is to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation, setting objectives in order to achieve this. We will ensure the health and safety of all our colleagues and any other people who may be affected by our business activities. We will comply with the requirements of health and safety legislation, such as the Health & Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1999. We will promote best practice and exceed the guidance of the Health and Safety Executive and other regulatory bodies. This policy reflects our commitment to ensuring that health and safety at work is paramount to the business, and that effective health and safety actively contributes to our success.

Who is responsible for workplace Health & Safety?

Achieving a healthy and safe workplace is a collective task shared between us as the Employer and all our Employees. This policy and the rules contained in it apply to all Employees across the business.

Responsibilities

The Directors at Brother UK have ultimate responsibility for Health and Safety within the company, however the day-to-day responsibility for managing this sits with the Health & Safety Officer. The Health & Safety Officer works in collaboration with the Safety, Health & Environment Committee (SHE Committee) to ensure the workplace is safe for both employees and visitors on site.

As your Employer, Brother UK are responsible for:

- Appointing a Health & Safety Officer who has day to day responsibility for health & safety matters
- Taking reasonable steps to safeguard the health and safety of employees, people affected by our business activities and of visitors to Brother UK site.
- Identifying health & safety risks and finding ways to manage and overcome them
- Promoting effective communication and consultation between Employer and Employees relating to health & safety.
- If an epidemic or pandemic alert is issued, provide instructions, arrangements, and advice to all employees of what steps will be taken to minimise risk and regularly monitor and review the situation, keeping employees updated at all times.
- Regularly monitor and review the management of health & safety at work, making any necessary changes and bringing those to the attention of all employees.

As an employer, we ask that our employees:

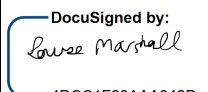
- Take full responsibility for their own Health & Safety and that of others that may be affected by their actions or omissions.
- Comply with the rules and guidelines around all health & safety matters, including the safe use of equipment and the correct use of PPE.
- Keep the workplace tidy and hazard free.
- Report all health & safety concerns to a member of the SHE Committee or the Health & Safety officer promptly
- Co-operate in any health & safety investigations
- Familiarise themselves with the fire evacuation procedures and all other relevant procedures

Arrangements

To ensure risks are managed in the workplace, Brother UK will:

- Identify the risks on site by conducting risk assessments and establish ways to manage and reduce the risks
- Provide a safe and healthy place of work, safe entry and exit arrangements, clear and well-planned instructions in case of an emergency.
- Provide and maintain safe working areas, equipment and systems and where necessary, appropriate PPE.
- Provide adequate information, instruction, training, and supervision to enable all employees to do their work safely, to avoid hazards and contribute positively to their own health & safety at work. Brother UK will give employees the opportunity to ask questions and advise who best to contact in respect of those questions if employees are unsure about how to safely carry out their work.
- Ensure all health & safety representatives (SHE Committee) receive appropriate training to carry out their roles effectively.
- Provide a health & safety induction and appropriate safety training for roles.

This is a statement of policy only and may be amended at any time, it will be reviewed regularly to ensure we are achieving our aims effectively and to ensure continuous improvement of our Health & Safety Management System, in line with the requirements of ISO 45001.

SIGNED BY:	Louise Marshall, Director of ESG & OD	DATE:	December 11, 2023 02:29 PST
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