

### 1.0 OVERVIEW

Design4Structures (D4S) is fully committed to protecting the mental and physical health, safety and welfare of all employees and others that may be affected by D4S's and all subsidiary companies' undertakings. The company recognises that an employee's health and safety have a significant impact on productivity, attendance and maintaining a positive and rewarding working environment. This policy sets out our commitment and arrangements for securing the health, safety, and wellbeing of our employees.

The company is committed to providing a safe working environment for employees and others who may be affected by our activities, which minimizes the risk to health and promotes positive wellbeing.

### 2.0 PURPOSE

The purpose of this policy is to ensure that adequate safety measures, systems, initiatives, programmes, and support mechanisms are developed and communicated across company to enhance an employee's physical, social, and mental wellbeing. The policy is in compliance with our legal duties defined under The Health and Safety at Work Act Etc. 1974, Equality Act 2010 and The Management of Health and Safety at Work Regulations 1999.

### 3.0 RESPONSIBILITY

Every one of us will:


- Treat others fairly and equally and consult with other workers regarding this policy and all relevant OH&S matters.
- Have a general legal duty to cooperate with the employer or any other person so far as is reasonably practicable to enable their employment to be conducted safely.
- Report any incident which generates an actual or potential injury or ill health.
- Cooperate with their employers or any other person as far as is reasonably practicable to enable their employment to be conducted safely.
- Correctly use protective items provided in the interest of occupational health and safety.
- Stop work where an actual or perceived threat to OH&S occurs.

The company will:

- Make sure this policy is communicated and made available to interested parties, posted on notice boards and on our website and by any other appropriate means available to us.
- Provide instructions, supervision, training, education, and information to all workers to assist them in their roles and responsibilities.
- Provide and maintain all plant, equipment, tools, and vehicles to ensure they remain safe to use.
- Provide an environment in which employees who have health issues that may affect their work receive suitable support, and reasonable steps are taken to make suitable adjustments to enable them to perform their role safely and effectively.
- Create awareness of the OH&S hazards and risks posed by the works and follow the hierarchy of controls to provide adequate control measures to reduce risk.
- Promote the health and safety of employees through our management policies, support services, risk assessments, information networks, and by means of health promotion campaigns.
- Provide access to first aid, specialist health and mental health support for employees and ensuring that this is effectively communicated.
- Promote an open culture for reporting incidents and undertake appropriate investigations, ensuring that appropriate measures are taken.
- Encourage employees to declare any relevant health or safety matters to enable our business to identify and implement appropriate measures to actively support them. D4S will respect the confidentiality of employees making such declarations and will ensure that information is only shared where it is appropriate to do so.
- Ensure all accidents and incidents at work are correctly monitored and recorded accordance to RIDDOR.
- Ensure fire and emergency procedures are in place and communicated throughout the company.

#### 4.0 PROCEDURE/PROCESSES

Supporting procedures/processes are available in SharePoint; conducted within the Employee Handbook.

<b>Name:</b>	Jonathan Lock	<b>Signature:</b>	
<b>Job Title:</b>	Managing Director	<b>Date:</b>	13/07/2023