



CISTEC - Document 4

Health & Safety Policy

CISTEC takes Health & Safety issues seriously and is committed to protecting the health & safety of its staff and those attending its premises. This document is a statement of our health & safety policy and does not form part of our employment contract, it will cover the workplace at:

Suite 131 Milton Keynes Business Centre,
Foxhunter Drive,
Linford Wood,
Milton Keynes
MK14 6GD.

This health & safety policy will be reviewed and amended on regular basis, with the intention to help our staff understand issues related to their and others health & safety matters and their responsibilities. We acknowledge that achieving our health & safety objectives at workplace is a collective task shared between the management team and all the staff. This policy and the rules contained in it will apply to all CISTEC's staff, irrespective of their seniority, tenure and working hours, including all the employees, directors and consultants.

CISTEC's statement of general Health and Safety policy is to:

- Take reasonable steps to safe guard the health & safety of staff and people visiting CISTEC premises.
- Identify health & safety risks arising from our work activities and finding ways to manage or overcome them.
- Provide a safe and health place of work and safe entry and existing arrangements, including during an emergency situation.
- Provide and maintain safe working areas, plant and equipment, systems and, where necessary, provide appropriate protective clothing.
- Provide safe arrangements for the use, handling, storage and transportation of articles and substance.
- Provide adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and contribute positively to their own health and safety at work.
- Prevent accidents and cases of work related ill health.
- Promote effective communication and consultation between the management team and staff concerning health & safety matters.
- Provide instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection etc., in case of any epidemic or pandemic alert is issued,
- Regularly monitor and review the management of health & safety at work, making any necessary changes and bringing those to the attention of all staff.

Any concerns about health & safety matters should be notified to the Principal Health and Safety Officer.

*The Institution
of Structural
Engineers*