

Health & Safety Policy Statement

Policy Owner: Jody Walker

Approved by: Managing Director

Issue Date: 31/03/26

Next Review Date: 31/03/27

Version: 1.0



1. Statement of Commitment

Office Supplies for Industry Ltd (OSI) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, clients, and any other persons affected by our activities. We aim to provide and maintain safe working environments, safe systems of work, and suitable equipment at all times.

2. Scope

This policy applies to all employees, agency workers, contractors, and visitors involved in or affected by our operations, including office-based work, warehouse activities, delivery, and on-site installation projects.

3. Responsibilities

Managing Director:

- Has overall responsibility for health and safety within the organisation.
- Ensures adequate resources are available to implement this policy.

Managers and Supervisors:

- Implement this policy within their areas of responsibility.
- Ensure risk assessments are carried out and control measures are followed.
- Provide appropriate training and supervision.

Employees:

- Take reasonable care of their own health and safety and that of others.
- Follow company procedures and report hazards, incidents, or concerns.

4. Health & Safety Arrangements

OSI manages health and safety through the following key arrangements:

- Identification of hazards and completion of suitable and sufficient risk assessments.
- Implementation of control measures and safe systems of work.
- Provision of appropriate training, information, and supervision.
- Maintenance of equipment and safe working environments.
- Monitoring of performance through inspections and reviews.
- Recording and investigation of accidents, incidents, and near misses.

5. Continuous Improvement

We are committed to continually improving our health and safety performance. This policy and associated procedures will be reviewed at least annually, or sooner if there are significant changes to our operations, legislation, or following incidents.

6. Approval

Signed: Tom Dickinson

Name: Managing Director

Date: 31/03/26