**METLAB Supplies Limited**

**Occupational Health and Safety Policy**

**Health and Safety at Work Act 1974**

**1 Business Context**

1.1 METLAB is a small warehousing and distribution business supplying specialist laboratory equipment and chemical products to a diverse range of clients across the UK. The company has operated safely since 1984. We employ around 27 people and take our health, safety and wellbeing responsibilities to them very seriously.

1.2 The fact that we are a small business does not diminish our commitment to effective health and safety, but our management systems and controls are commensurate with, and proportionate to, the size and complexity of our business operations.

1.3 We operate from a single site with a large warehouse operation, but we do not manufacture or process chemicals of any kind. Therefore, our approach to health and safety is very clearly defined and understood. There is a clear commitment to implement this policy and approach across the business by the company’s Directors.

**2 Health and Safety Policy Summary**

2.1 METLAB Supplies Limited is fully committed to protecting employees and others by taking its responsibilities for health, safety and wellbeing seriously. The company does this by seeking to work above minimum legislative requirements by doing all that it reasonably can to create a safe working environment for our staff and visitors to our warehouse site and when delivering products to customers.

2.2 This policy is supported by our desire for, and commitment to, developing a coherent and integrated approach to the management of quality, environmental sustainability and health and safety and, where possible, certified against recognised international standards.

2.3 The Policy shapes our overall strategy and approach delivered through a Health and Safety Management system with direct links to our ISO 9001 and 14001 certifications. Our management system has been designed to address the broad principals of **ISO 45001:2018**, but has not yet been certified against that standard.

**3 Key Responsibilities**

3.1 Responsibilities for workplace health and safety are shared across the business by the METLAB as an employer and its staff. Directors have a clear commitment to leading the approach by creating a culture on health, safety and wellbeing. The policy is the key driver for protecting individual team members and their colleagues together with visitors to the site, at all times. This means we have a commitment to understanding and mitigating risks and hazards and we all follow the safe working practices that we have in place.

 **Employer Responsibilities**

Clear and effective management of the following: That we

* take reasonable steps to safeguard the health, safety and wellbeing of staff, people affected by METLAB’s business operations and of people visiting the site;
* identify and mitigate health and safety risks;
* provide a safe and healthy place of work and safe entry and exit arrangements, including arrangements for dealing with emergency incidents;
* provide and maintain safe working areas, equipment and systems and, where necessary and appropriate, effective personal protective equipment;
* provide safe working arrangements for the use, handling, storage and transport of articles and substances;
* provide suitable and adequate information, instruction, guidance, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work;
* ensure that we understand and follow the health and safety policies and practice of our customers when we deliver products to them; and
* create and maintain a system for recording, analysing, managing and preventing health and safety incidents and near misses.

**Employee Responsibilities**

Engage constructively with our staff so that we actively encourage colleagues to:

1. take reasonable care of their personal health and safety and that of others who may be affected by their acts or omissions;
2. always cooperate with the business and its health and safety representatives to ensure effective compliance with health and safety duties and activities;
3. comply with all health and safety rules and instructions;
4. ensure that health and safety is always a key priority and at the forefront of peoples’ minds;
5. ensure their own working environment is kept clean, tidy and hazard-free;
6. report all work-based health and safety incidents and near misses in accordance with documented procedures as soon as reasonably practicable after they have occurred; and
7. cooperate with the investigation of any incident or accident which has either led to injury or which could have resulted in injury.

**4 Health and Safety Management System**

4.1 METLAB has developed a coherent and systematic approach to the management of quality, environmental sustainability and occupational health and safety. This means that there is a fully managed approach to:

* identify, mitigate and manage risk through a comprehensive risk assessment programme which forms part of a wider management review of key activities and processes within the business;
* documenting its approach to effective safety management and ensure the systems in place and regularly reviewed and improved where reasonably practicable and ensure that any action or mitigation is proportionate to the risks identified.

4.2 Our system has been designed with reference to the principles of **ISO 45001:2018.** We have not yet submitted our system for formal certification against the standard, but this remains under constant review. The policy is reviewed annually within our system Management Review processes.

Barry Metcalf Ian Metcalf

Directors

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