

Health and Safety Policy

1. Introduction

Ultimate Recruitment is committed to ensuring a safe and healthy working environment for all employees, contractors, visitors, and stakeholders. Our Health and Safety Policy provides guidance on manual handling, fire safety, site conduct, and the use of Personal Protective Equipment (PPE) to ensure a safe working environment. Adherence to these guidelines is mandatory for all individuals working on or visiting our sites.

2. Manual Handling

Manual handling involves any activity requiring the lifting, carrying, pushing, or pulling of objects. It is important to take steps to reduce the risk of injury and strain. Guidelines:

- Risk Assessment: All manual handling tasks should be assessed for potential risks. Ensure that the load is not too heavy or awkward.
- Proper Lifting Techniques:
 - o Ensure feet are positioned shoulder-width apart for stability.
 - o Bend at the knees (not the back), keeping the load close to the body.
 - o Lift with your legs, not your back.
 - o Avoid twisting your body while lifting.
 - o If the load is too heavy or difficult to carry, ask for assistance or use lifting aids (e.g., trolleys, hoists).
- Equipment: Use lifting aids and ergonomic equipment whenever possible.
- Training: Employees should receive manual handling training to ensure they are aware of proper techniques and safety measures.

3. Fire Safety

Ultimate Recruitment takes fire safety seriously to ensure the safety of all individuals on site. Key Fire Safety Procedures:

- Fire Exits: All staff and visitors must familiarise themselves with the location of fire exits and evacuation routes, which must remain clear at all times.
- Fire Extinguishers: Fire extinguishers are provided at strategic locations across the site. Employees should be trained to use the appropriate type of extinguisher in the event of a fire.
- Fire Drills: Regular fire drills will be conducted to ensure everyone is aware of the emergency procedures.
- Reporting Hazards: Any fire hazards, such as blocked exits, exposed wiring, or faulty fire safety equipment, must be reported immediately.

- **Evacuation Plan:**

- o In the event of a fire alarm, all personnel must evacuate the building calmly and swiftly using the nearest exit.
- o Once outside, gather at the designated assembly point and report to the Fire Warden or designated person.
- o Do not re-enter the building until the all-clear signal is given by fire authorities.

4. Site Conduct

All individuals on site must adhere to proper conduct to maintain safety and ensure a productive and safe working environment. Expectations for Site Conduct:

- **Respect:** Treat colleagues, contractors, and visitors with respect and courtesy at all times.
- **Work Areas:** Keep work areas clean and tidy. Store tools and materials safely and out of walkways.
- **Hazardous Materials:** Properly store and label hazardous substances in compliance with safety guidelines.
- **Workplace Behaviour:** Avoid horseplay, distractions, or unsafe activities while on site.
- **Reporting Incidents:** Any near-miss, injury, or unsafe practice must be reported immediately to a supervisor or health and safety representative.
- **Compliance:** Follow all site-specific rules and procedures, as well as general health and safety laws.

5. Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is essential to safeguarding individuals against potential workplace hazards. Required PPE:

- **Head Protection:** Hard hats or helmets are mandatory in areas where there is a risk of head injury from falling objects or overhead hazards.
- **Foot Protection:** Steel-toed boots or other appropriate footwear are required in areas where there is a risk of foot injury, such as from heavy objects or sharp materials.
- **Eye Protection:** Safety goggles or face shields must be worn when working with chemicals, machinery, or in areas with flying debris.
- **Hearing Protection:** Earplugs or earmuffs should be worn in high-noise environments to protect against hearing loss.
- **Gloves:** Appropriate gloves (e.g., cut-resistant, heat-resistant, chemical-resistant) must be worn depending on the nature of the task.
- **High Visibility Clothing:** High-visibility vests or clothing must be worn in areas with low visibility or where workers are near moving vehicles or machinery.

- **Respiratory Protection:** Respirators or dust masks should be worn when working with substances that may pose respiratory hazards (e.g., dust, chemicals, fumes).
- **Protective Clothing:** In some cases, protective suits or aprons may be required to safeguard against chemicals, hot surfaces, or other hazards.

PPE Maintenance:

- All PPE must be maintained in good condition. Damaged or worn PPE must be replaced immediately.
- Employees are responsible for inspecting their PPE before each use and ensuring it is worn as required.

6. Training and Awareness

- **Health and Safety Training:** All employees will receive comprehensive training on health and safety policies, including manual handling, fire safety, PPE use, and site conduct.
- **Regular Refresher Courses:** Periodic training and safety drills will be conducted to reinforce best practices and ensure continuous improvement in safety awareness.

7. Conclusion

Ultimate Recruitment is committed to maintaining a safe and healthy environment for all employees, contractors, and visitors. By adhering to this Health and Safety Policy, we can minimise risks and prevent accidents. Every individual is responsible for their own safety and the safety of those around them.

Failure to follow safety guidelines or engage in unsafe practices may result in disciplinary actions.

If you have any concerns or suggestions regarding health and safety, please contact the Health and Safety Officer.

July 2025