



# Occupational Health and Safety Policy

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Cox Management Services Limited is the holding company for subsidiary trading companies inclusive of Cox Skips Limited and The Recycling Partnership Limited generally referred to within this policy as the Cox Group. The Cox Group, inclusive of its subsidiary companies, recognise and are committed to the detail within the disclosure of the policy.

The Cox Group are committed to pursue and promote at all levels of employment their aim to ensure and protect the health and safety of all employees and any other persons connected with the operations of the employer.

The implementation of this policy will fulfil all and any legislative requirements The Cox Group is subject to through ensuring the following:

- That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all employees of The Cox Group while at work.
- That the safety and health of any members of the public, or any other persons who may visit sites and locations where The Cox Group carries out its business operations, is protected so far as is reasonably practical.
- Ensure that sufficient measures are implemented by The Cox Group to prevent accidents and cases of work related ill health by managing the health and safety risk in the workplace.
- The provision of clear and adequate information, instructions and training to all employees to ensure they are competent to carry out their work in a responsible and safe manner.
- Implementation of emergency procedures in the case of significant events, such as fires and spillages that may threaten the health and safety of employees and others.
- The Cox Group maintains safe and healthy working conditions, provides and maintains all necessary equipment, plant, machinery, vehicles and any other requirements necessary for employees to carry out their duties of their role.
- The Cox Group will ensure safe storage and handling of all substances and products which may cause harm to employees or others who are required to use them during the course of their work.

The Cox Group have taken the following actions to ensure compliance with health and safety:

- Relevant risk assessments, including generic and site specific, are completed and actions arising out of those assessments are implemented where necessary. Risk assessments are reviewed at least annually, in accordance with our internal and external audits. The Health and Safety Manager has responsibility for the reviews and conducting any new risk assessments required.



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- Employees, visitors, and subcontractors are given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. The Health and Safety Manager has responsibility for the health and safety inductions, including Permit to Work procedures that are required by contractors.

Training provided to employees includes but is not limited to:

- Health and Safety Induction
- Working at Height
- Manual Handling
- Banksman training
- Asbestos Awareness
- Fire Marshal and extinguisher training
- Toolbox Talks
- Driver CPC training
- Annual E learning training

- All relevant and necessary signage for the protection and safety of employees and any other persons entering the site are displayed clearly and updated as necessary. Escape routes are well signed and kept clear at all times and checked by the Site Manager or nominee via the Daily Log. Evacuation plans and procedures are tested at least annually and updated as necessary. The Group Operations Manager has ultimate responsibility.
- Employee and public facilities such as toilets, washing facilities and drinking water are always provided. The Cox Group ensure that these facilities are safe to use through a system of routine inspection and cleaning and will take appropriate action where necessary. This is the responsibility of the Site Manager.
- Implementation of systematic inspections and testing of equipment and machinery is completed ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered. The Workshop and Transport Manager has overall responsibility.
- The Health and Safety Manager is responsible for investigating any injuries, near misses or work-related diseases, ensuring the preparation and keeping of records under the Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where required.

Any employee or other persons working on behalf of The Cox Group have a duty to cooperate in the implementation of this policy through:

- Working and conducting themselves in a manner that promotes their own safety and the safety of others.
- Following and obeying procedures and practices of The Cox Group which have been designed and implemented to ensure safe and healthy working conditions.



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- Reporting of any accidents, near misses or any other working conditions they may feel are unsafe and have led or may lead to injury or damage. These reports are notified to the Line Manager as soon as possible, with further investigation and reporting carried out by the Health and Safety Manager as necessary.

If any employee breaches this policy or breaches any health or safety rules, they will face disciplinary action and could face dismissal for gross misconduct. The disciplinary procedure will be carried out as per The Employee Handbook (QSS 501).

This policy does not form part of an employee's contract of employment and The Cox Group may amend it at any time so to improve its effectiveness at ensuring the highest levels of health and safety.

This policy is made in fulfilment of the requirements of the Health and Safety at Work Act 1974 and any other relevant legislation and regulations.

The roles and responsibilities of The Cox Group are found in the Cox Group Organisational Chart.