



PORTMAN PM LIMITED

PROPERTY & ASSET MANAGERS

Health and Safety Policy Statement

Portman PM Limited is committed to conduct its business, so far as is reasonably practicable, without risk to the health and safety of employees, visitors, clients, contractors and any others that may be affected by its actions or activities. **Portman PM Limited** will meet its statutory and civil obligations to provide a safe working environment.

Portman PM Limited will ensure that the sufficient resources are provided to ensure the effective management and implementation of health and safety arrangements within the organisation.

As necessary, the Director will prepare and approve strategic plans for health and safety management as appropriate, to meet changing operational needs and statutory requirements. **Portman PM Limited** will consult with its employees on health and safety matters with respect to working practices.

Health and safety performance will be monitored through a variety of measures, including (but not limited to):

1. A program of regular health and safety audits of premises under its management control, determined by the type of work activities undertaken and the associated risks.
2. A regular review of the annual strategic plans.
3. Regular health and safety inspections of the workplaces occupied by Portman Property Management Ltd employees.
4. Investigation of work related accidents and incidents, and monitoring and analysis of incident trends.

In addition to **Portman PM Limited** fulfilling its responsibilities for the health, safety and welfare, Employees are reminded of their individual legal requirement to comply with the company's policy, arrangements and associated procedures.

ALL EMPLOYEES are expected:

1. To take reasonable care for their own health and safety, and that of others who may be affected by their activities;
2. To co-operate with **Portman PM Limited** on matters relating to health and safety at work, particularly in complying with issued procedures and instructions;
3. To use correctly any items of equipment provided, in accordance with training given and instructions issued;
4. Not to interfere with, or misuse, any item provided to ensure their health, safety and welfare.

Appropriate health and safety training will be given to personnel to ensure their health and safety responsibilities are understood.

SIGNED: DATE:

(DIRECTOR)