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***Executive , Management , Commercial and Technical Recruitment at its best!***

## **The rpc Group of Companies**

### **Health & Safety Policy**

This is the Health and Safety Policy Statement of **The rpc Group of Companies** which comprises of rpc international recruitment Ltd trading as rpc search and selection, rpc foodservice recruitment, rpc catering and hospitality recruitment, rpc commercial recruitment, rpc interim recruitment, rpc international recruitment and rpc consultancy services.

**The rpc Group of Companies** recognise and accepts its responsibility as an employer for providing a safe and healthy working environment. The Group will take all steps within its power to meet this responsibility, paying particular attention to the following areas:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Anita Searle, Executive Director and Company Secretary will act as Health and Safety Manager. Overall and final responsibility for health and safety rests with David Beck, Managing Director.

#### **Employees Responsibility:**

All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable steps to care for themselves and others. Employees will:

- Co-operate with the Managing Director, Director and Company Secretary and other Managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Observe all health and safety rules
- Take reasonable care of their own health and safety
- Report all health and safety concerns to the Managing Director
- Report accidents and damage immediately
- Report hazards and defects in equipment immediately