



# Occupational Health & Safety Policy Statement

Keel Toys is committed to ensuring the Health, Safety and Welfare of its employees, and fully accepts the responsibility for customers, visitors and contractors who may be affected by our work activities.

Keel Toys will take steps to ensure that the company will comply with all applicable legal and other requirements to which we subscribe, and that any new legislation is incorporated into this policy.

The Company commits to continual improvement of occupational health & safety performance, and to the prevention of injury and ill health in the workplace.

The Company expects the compliance of all managers and employees, and the commitment to take an active part in maintaining a safe and health conscious working environment. This is considered a responsibility of equal importance to any other business activity.

The directors give full commitment to this Health & Safety Policy and will give their support to its implementation. Managers are responsible for the overall Health & Safety of their business area, and in their absence, must ensure adequate delegation of the day-to-day duties and responsibilities.

Successful implementation of the Company's policies requires whole hearted commitment of everyone and the acceptance by each individual manager and employee to take reasonable care of their own safety, and for other people who may be affected by their acts or omissions and to cooperate to enable all statutory duties to be complied with. Any violation of Health & Safety rules or regulations will be investigated, and where appropriate may result in disciplinary action up to and including Gross Misconduct.

Each employee must be given such information, instruction and training as is necessary to enable the safe performance of work activities. Adequate facilities will be provided and maintained.

Each employee must raise any concerns affecting Health & Safety to their immediate line manager. If any issue is not satisfactorily resolved, then it must be escalated to the next level in the organisation. If any issue is not resolved in a timely manner, contact should be made with the Warehouse & Despatch Manager.

The Health & Safety Policy will be reviewed annually and regularly monitored to ensure that the objectives are achieved. The Company will ensure that systems are in place, which allows the monitoring, reviewing and, where necessary, improvement of safety performance. As a result, or in light of any legislative or organisational changes, modifications may be made and additional documentation added when required. Any changes will be brought to the attention of all relevant Managers and employees.

Richard Keel  
Managing Director

