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# Wyse Solutions Limited

## Health and Safety Policy



<b>Purpose:</b>	Record and publish how Wyse protects the wellbeing of its employees
<b>Specification / Brief:</b>	Across all operations: ensure a safe, compliant working environment
<b>Scope:</b>	Independent Document and Print Management Consultancy
<b>Responsibilities:</b>	All operatives
<b>Review / Update Schedule:</b>	Annually

## Health and Safety Policy - Effective Date: 1st April, 2009

### 1. Statement of Intent

Wyse Solutions Ltd. is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all Staff while they are at work, as well as protecting others who may be affected by our operations. This policy is published in accordance with the **Health and Safety at Work etc. Act 1974** and complies with all relevant UK health and safety legislation.

### 2. Health and Safety Commitments

To uphold the principles of health and safety, Wyse Solutions Ltd. is committed to:

- **Legal Compliance:** Ensuring adherence to all relevant health and safety laws, including but not limited to: ○ The Management of Health and Safety at Work Regulations 1999
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Provision and Use of Work Equipment Regulations 1998 (PUWER)
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
  - The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- **Risk Assessments:** Implementing regular and documented **risk assessments** to identify hazards, assess risks, and implement control measures in compliance with **The Management of Health and Safety at Work Regulations 1999**.
- **Effective Communication:** Developing and maintaining systems for communicating health and safety matters throughout the Company.
- **Incident Reporting and RIDDOR Compliance:** Ensuring that workplace/client site injuries and dangerous occurrences are reported in accordance with **RIDDOR 2013**. The designated health and safety officer is responsible for submitting reports when occurrences arise.
- **Employee Consultation and Training:** Engaging employees in discussions on workplace/client site safety through **Health & Safety Committees** or meetings. Providing ongoing mandatory training and maintaining records of completion.
- **Associate Safety:** Ensuring adequate arrangements to protect the health and safety of visitors, contractors, and temporary staff.

### 3. Roles and Responsibilities

**Managing Director (Mat Westerman)** – Holds ultimate responsibility for health and safety within Wyse Solutions Ltd. and ensures compliance with all legal and internal safety requirements. **Employees** – Must take reasonable care of themselves and others, report hazards, and cooperate with health and safety intricacies on client site.

### 4. Policy Review Process

This policy will be reviewed **annually** to ensure continued suitability. The Managing Director will:

- Evaluate any workplace incidents, audits, and feedback from employees.
- Update safety procedures as necessary.
- Sign and date the revised policy to affirm ongoing commitment.

**Mat Westerman** Managing Director, Wyse Solutions Ltd. **Date:** 1st April, 2025

