

## Statement of Health and Safety Policy

It is the policy of The Premier Paper Group to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Premier Paper Group recognises and accepts its duty to protect the Health and Safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of the Premier Paper Group will do all that is within its powers to ensure the Health and Safety of its employees, it is recognised that Health and Safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of the Premier Paper Group will provide every employee with the training necessary to carry out his or her tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their line manager who will in turn report it to the Group Fleet & Risk Manager or Health and Safety Officer. An effective Health and Safety programme requires continuous communication between workers at all levels, it is therefore every workers responsibility to report immediately any situation that could jeopardise the well being of themselves and any other person.

All injuries, however small, sustained by a person at work must be reported to their line manager who will in turn report it to the Group Fleet & Risk Manager or Health and Safety Officer. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Premier Paper Group's Health and Safety overriding objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace. In order to achieve this, the most significant areas of risk will continue to be targeted for improvement - namely:

- Workplace transport
- Manual handling - including operation of pallet trucks
- Delivery activities
- Slips and trips

The Premier Paper Group's Health and Safety policy will be continuously monitored and updated particularly when changes in the scale and nature of our operation occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.



**Dave Allen**  
**Managing Director**  
**January 2019**

#### Health & Safety Personnel

The person with overall and final responsibility for Health and Safety at the Premier Paper Group is the Managing Director, Dave Allen.

The person responsible for overseeing and monitoring the policy is the Group Logistics Manager, Elliot Rogers.

The company's Group Fleet & Risk Manager, Adrian Fraser and Health & Safety Officer, Pat Helyer are responsible for auditing, implementing and coordinating Health and Safety activity, training and records.

Branch Managers are responsible for the health and safety of their own branch and the employees who work in that branch – even if not direct reports.

Lockton's are employed by the Premier Paper Group to advise the company and to conduct audits.