



## PC Clinic Limited Health and Safety Policy

### 1. Policy Statement

PC Clinic Limited is committed to providing a safe and healthy working environment for all employees, customers, and visitors. We recognize our responsibility to ensure that our operations do not pose any risk to health and safety.

### 2. Objectives

- To comply with all relevant health and safety legislation.
- To prevent accidents and cases of work-related ill health.
- To provide adequate control of health and safety risks arising from our work activities.
- 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 maintain safe and healthy working conditions.

### 3. Responsibilities

- **Management:** Ensure that health and safety policies are implemented and maintained. Provide resources and support for health and safety initiatives.
- **Employees:** Take reasonable care of their own health and safety and that of others who may be affected by their actions. Report any health and safety concerns to management.
- **Health and Safety Officer:** Monitor and review health and safety policies and procedures. Conduct regular risk assessments and safety audits.

### 4. Risk Assessment

- Conduct regular risk assessments to identify potential hazards.
- Implement control measures to mitigate identified risks.
- Review and update risk assessments periodically or when significant changes occur.

### 5. Training and Information

- Provide health and safety training to all employees.
- Ensure employees are aware of health and safety procedures and their responsibilities.
- Display health and safety information prominently in the workplace.



## **6. Accident Reporting and Investigation**

- Report all accidents, incidents, and near-misses promptly.
- Investigate accidents to determine the cause and prevent recurrence.
- Maintain an accident log and review it regularly to identify trends and areas for improvement.

## **7. Emergency Procedures**

- Develop and implement emergency procedures for fire, medical emergencies, and other potential incidents.
- Conduct regular emergency drills to ensure all employees are familiar with procedures.
- Ensure emergency exits are clearly marked and accessible at all times.

## **8. Workplace Safety**

- Maintain a clean and tidy workplace to prevent slips, trips, and falls.
- Ensure all equipment is properly maintained and safe to use.
- Provide appropriate personal protective equipment (PPE) where necessary.

## **9. Health and Wellbeing**

- Promote a healthy work-life balance for all employees.
- Provide resources and support for mental health and wellbeing.
- Encourage employees to take regular breaks and manage stress effectively.

## **10. Review and Monitoring**

- Regularly review and update the health and safety policy to ensure it remains effective and relevant.
- Monitor health and safety performance and make improvements where necessary.
- Engage employees in health and safety discussions and encourage feedback.