

Work Safe Policy



As Managing Director, I shall be fully resolute on the provision of safe systems of work for all our operational contractor and support activities with the focus of maintaining all employees and stakeholder wellbeing and improving our working environments.

In line with the XANDER RECRUITMENT GROUP LIMITED H&S Policy and to strengthen our commitment, the Management Team will continually review the Health and Safety arrangements and motivate all stakeholders to focus on achieving the XANDER RECRUITMENT GROUP LIMITED safety objectives, by consideration and application of the following elements:

Provision of an assessed Safe System of Work

All activities shall be risk assessed, suitable and sufficient control measures will be implemented and cascaded to all employees and contractors before the activities are undertaken. Risk Assessment will be undertaken in line with the XANDER RECRUITMENT GROUP LIMITED Risk Assessment Procedure. Control measures are designed in accordance with a strict hierarchy that will reduce risks to as low as is reasonably practicable.

Personnel/Contractor Competent Levels

The employment of competent personnel and contractors supported by assessed training, mentoring and in-project briefings to ensure the competence levels required to undertake our activities in a safe manner. We do not expect any XANDER RECRUITMENT GROUP LIMITED employee or contractors to undertake any duties unless they are competent to do so and have been provided with the specific task briefing, documented risk control measures applicable to the working environment.

Work Safe Ethos

I do not expect you to work in an unsafe manner to achieve results. If it is not safe to undertake a task the work must be suspended and re-assessed. All work activities must meet the elements detailed in this Work Safe Policy supported by the application of standard and assessed Personal Protective Equipment. Should you refuse to work on the grounds of health & safety this policy ensures that there will be no recrimination or disciplinary action for raising health and safety concerns this applies to all contractors, employees and candidates. Full consideration must be given to the following sub-elements prior to starting any works:

- **Be fit for work:** think medication, distraction, fatigue, stress etc.
- **Be prepared for the task:** Ensure the briefing covers all aspects of the task.
- **Take two moments to survey your working environment:** Ensure all hazards have been identified and assessed.
- **Take nothing for granted:** Challenge inconsistencies in the Safe System of Work, Permit to Work and/or Task Briefing.
- **Do not walk by:** If you see something wrong or see somebody doing something unsafe, stop it immediately, the management team will fully support your actions.
- **Leave the site safe:** Make sure the work area is safe before you leave and all system protocols are finalised.
- **Your Vehicle:** ensure your vehicle is fit for purpose.
- **Team Safe always:** By looking after you and your colleagues, you will be safe as a Team and hence, all home safe.

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The Work Safe Policy shall be reviewed annually and made available to all employees, contractors, stakeholders and posted on the XANDER RECRUITMENT GROUP LIMITED Notice Boards.

Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED

A handwritten signature in black ink that reads 'Alex Stockley'. The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Date: March 2024