

September Marketing is dedicated to providing a quality service, encompassing **graphic design, branding, marketing and web communications.**

The company recognises that **Health and Safety** is a central business concern and has adapted the following policy.

#### OBJECTIVES

- to provide adequate control of health and safety risks arising from our work activities
- to prevent accidents and cases of work-related ill health
- to provide and maintain safe equipment and a safe working environment
- to provide information, instruction and supervision for employees to ensure that they receive adequate training and are competent to do their tasks
- to consult with employees on matters affecting health and safety
- to maintain safe and healthy working conditions
- to review and revise this policy annually.

#### RESPONSIBILITIES OF ALL EMPLOYEES

- all employees have a legal responsibility to take care of the health and safety of themselves and all other staff
- all employees must co-operate with supervisors and management on health and safety matters
- all employees must not interfere with anything provided to safeguard their health and safety
- all employees must take reasonable care of their own health and safety
- all employees must report all health and safety concerns to the appropriate supervisor
- all employees must ensure that equipment they use is maintained as per the manufacturers service schedule

#### SUPERVISORS

- Supervisors have been appointed for both of our office suites and they are the first point of contact for all health and safety issues within their suite.

Supervisor for Suite 10  
Richard Fowler

Supervisor for Suite 11  
Peter Rourke

#### FIRST AID AND EQUIPMENT

- the first aid box must always be located in and returned to the top drawer of the filing cabinet in Suite 11
- it is the responsibility of the Supervisor for Suite 11 to maintain and replenish first aid items by replacing used items and monitoring expiry dates.

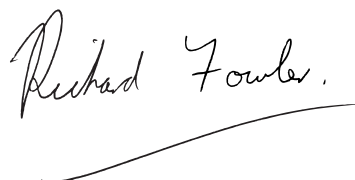
#### IN CASE OF FIRE

- all employees must evacuate the building in a quick but orderly manner as per the guidelines clearly displayed throughout the building which are approved and regularly inspected by local Fire Officers.

#### SUPERVISOR

Richard Fowler

Signed



NAME

Richard Fowler

COMPANY

September Marketing,  
Design and Advertising Ltd

DATE

16/08/08

REVIEW DATE

16/08/09