Occupational Health & Safety (OH&S) Policy

INTRODUCTION

Simple Recruitment Services Ltd, registered company no. 11189602 hereby referenced as "The Organisation" will ensure, so far as is reasonably practicable, the health, safety, and welfare of all our workers, including apprentices, working under our control, of visitors to our premises and all other persons who may be affected by our undertakings. "The Organisation" recognises and is committed to complying with its legal responsibilities under the Health and Safety at Work etc. Act 1974, subsequent Regulations made under the Act, the Safety Health and Welfare at work Act 2005 and the Safety Health and Welfare (General Application) Regulations 2007 and other requirements to which "The Organisation" subscribes that relate to our health and safety hazards.

COMPANY'S RESPONSIBILITIES

Whilst "The Organisation" recognises its duties and responsibilities to all its workers, our Agency Workers are placed with client businesses to carry out work. Once placed in a client's workplace, our Agency Workers are under the direct control and supervision of that client.

As "The Organisation" is not in control of these workplaces and undertakings in which our Agency Workers are placed, the day to day responsibility for Health and Safety in the workplace lies with the client.

The Operations Directors of each Division are responsible to Paulo Canoa and the Board of "The Organisation" for ensuring the implementation of this policy. Directors, Senior, Middle and First Line Managers carry the prime responsibility for safe operations and activities within their control. This will be achieved with the assistance and guidance of the person responsible for providing competent advice.

The company shall provide adequate and competent supervision to those company activities which involve identified risks. When any "The Organisation" worker visits or works at a Client site such supervision shall be the responsibility of the Client.

Workers will be adequately trained, to the extent that their job function demands it, in health and safety at work, safe working practices and related topics.

"THE ORGANISATION"

▪ is committed to identifying the hazards to workers and interested parties affected by the work, and control attendant risks adequately. Workers will be encouraged to participate in the process of identifying hazards and developing controls and the management system.

▪ senior management will ensure any workers reporting hazards, risks and opportunities for health and safety improvement are not penalised in any way for doing so.

▪ wherever it is reasonably practicable to do so, identified hazards will be eliminated and any remaining Occupational Health and Safety risks will be reduced to the lowest level practicable and controls put in place.

▪ will ensure healthy and safe working conditions, including the provision of safe plant and equipment, where applicable.

▪ recognise the need for full and ongoing cooperation in matters of health and safety with all clients, undertakings and other client businesses where we place workers.

▪ recognise Agency Workers may be deployed on contract work at various locations and it is a condition of their engagement that in addition to this policy, they will comply with all Health and Safety requirements of client companies.

▪ are committed to the prevention of injury and work-related ill health, which will be achieved through the continual development and improvement of our Occupational Health and Safety Management System and its performance.

▪ shall recruit workers who are competent to do their work and will provide/secure adequate and appropriate training where the need is identified.

▪ will ensure, where applicable, the safe transport, storage, and handling of substances.

▪ will consult with workers on health and safety issues which may affect their wellbeing and give them any necessary information, instruction, and training.

▪ will ensure adequate resources are made available to enable compliance with our legal obligations under health and safety legislation and regulation.

▪ review and revise the policy at regular intervals or as necessary to ensure that it remains relevant and appropriate to “The Organisation”.

FIRE SAFETY

“The Organisation” is committed to complying with all relevant Fire Safety legislation in all locations and ensuring as far as possible the safety of all employees and visitors to our offices.

Our Fire Prevention Policy sets out the measures to be taken, responsibilities allotted and expected behaviours, including, Fire Risk Assessments, installation and maintenance of fire detection and firefighting equipment.

LONE WORKING

Lone Working is not encouraged and should be avoided whenever possible. If Lone Working is unavoidable, controls must be put in place via risk assessment.

ACCIDENT REPORTING

Any and all accidents and near misses occurring within premises under our control and to staff in the course of their work duties outside of those premises, must be reported to the Compliance Dept. within 48 hours.

All accidents involving our Temporary Workers whilst working for clients in their undertaking, must be reported to the Compliance Dept. within 48 hours. Where there is a legal obligation to report an accident or dangerous occurrence to the Enforcement Authorities, this shall be completed in line with the requirements of relevant national legislation.

OBJECTIVES AND COMMUNICATION

OH&S objectives will be set in line with the controls identified through risk assessment. Performance against these objectives will be reviewed periodically.

The contents of this policy and individual health and safety obligations and responsibilities will be communicated to all persons working under the control of “The Organisation”. The contents of this policy will be made available to all interested parties.

Line management will be briefed and are responsible for ensuring those under their control are made aware of their individual responsibilities and obligations.

EMPLOYEE RESPONSIBILITIES

All workers are required to co-operate in fully supporting this policy and to show a positive attitude to safe working whilst carrying out their responsibilities.

Disclaimer: This policy is meant to provide general guidelines and should be used as a reference. It may not take into account all laws and is therefore not a legal document. The Company will not assume any legal liability that may arise from the use of this policy.

Signed: Gary Phillips – Operations Director

Date: September 2025