



Group Health & Safety Policy

Harlow Bros Ltd is a family managed independent business established for over 80 years. The Company is primarily engaged in the manufacturing of timber frame buildings, importing and merchandising of timber and associated products through the following branches:

Group Comprises	Location	Activity	Number of staff
Head Office	Long Whatton	Head office, sawmill, manufacturing, retail, vehicles	176
Burton	Burton-on-Trent	Sawmill, retail, vehicles	8
Coalville	Coalville	Sawmill, retail, vehicles	12
Derby	Derby	Sawmill, retail, vehicles	13
Leicester	Leicester	Retail, cutting service, vehicles	7
Nottingham	Nottingham	Retail, cutting service, vehicles	6
Harlow Timber Systems	Bardon	Truss & panel manufacturing, vehicles	38
Harlow Timber Systems	Kettering	Truss & panel manufacturing, vehicles	19
Harlow Timber Systems	Burton-on-Trent	Truss & panel manufacturing, vehicles	8
Related Companies	Location	Activity	Number of staff
Harlows Kidderminster LLP	Kidderminster	Head office, sawmill, manufacturing, retail, vehicles	36
Power Tools Plus Ltd	Nottingham	Tool repair and sales	6

The Company is committed to ensuring the health, safety and welfare, prevention of injury and ill health of its employees and others who may be affected by our activities so far as is reasonably practical.

The Company will take steps to provide information, instruction, training and supervision ensuring personal safety at work and that its statutory duties are met at all times.

Regular meetings will take place between Directors, Managers, Supervisors and employees to discuss, plan, control and review Health & Safety.

We will use the Management Review meeting as a framework for reviewing Health & Safety Objectives. We will communicate this policy to all persons who work in, and on behalf of, the Company and we will make this policy available to the public and other interested parties through our website.

Responsibilities

Company Directors

The Company Directors take personal responsibility for achieving and maintaining the highest standards of Health & Safety, and see legal compliance as only the base line for achievement. Company Directors are responsible and accountable for the implementation and monitoring of the Company Safety Policy and for compliance with Health & Safety Law and other requirements. Provide and maintain safe and healthy working conditions, safe equipment, and safe systems of work for all employees, sub-contractors, visitors and the public as far as reasonably practical.

Directors have a commitment to the continual improvement of our Health & Safety management system and compliance with OHSAS 18001.

Health & Safety Manager

The Health & Safety Manager is responsible for the administration of this policy and the monitoring, reviewing of safety performance, and assisting with others in promoting a positive Health & Safety Culture. All accidents are to be reported to the Health & Safety Manager.

Managers/Staff/Supervisors/Sub-Contractors

Managers, staff, supervisors and sub-contractors should set a good example and ensure that any activities they control are properly supervised and completed without risk to their own or others health & safety. Ensure compliance with "site rules" and any other requirements when working away from our base. Managers and supervisors with consultation from employees will identify hazards, risks and control measures, then with assistance set in place a programme to reduce risks that will include protective and preventative measures.

Harlow Bros Ltd also works to EN14250:2010

Employees & (Employees of sub-contractors)

All employees irrespective of their position in the Company have a legal duty to co-operate with the management to enable the Company to comply with the Law.

All employees have a legal obligation to take reasonable care of their own safety and that of anybody else that may be affected by their actions or omissions. All employees will use correct tools and safety equipment as provided, keeping the said equipment in good condition and reporting defects to supervision.

Health & Safety Objectives 2014:

- Validation of Skills for wood working machinist's
- Validation of Skills for woodworkers, to include nail guns and manual handling

This policy will be regularly monitored to ensure that objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or Company changes.



J.R. Harlow
Director of Health & Safety
12th June 2014

Review: June 2015