

DWP_5-12 Dworkin® Health and Safety Policy Statement

Dworkin® ISO 9001: 2015 Documentation

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Table of Contents

Health and Safety Policy Statement 05/06/2024.....3

1. Statement of intent: This is the health and safety policy statement of Dworkin®.....3

2. Responsibilities Overall3

3. Employees Responsibilities3

4. Training 4

5. Consultation..... 4

6. Evacuation 4

7. Conclusion 4

8. Table of Ammendments5

Health and Safety Policy Statement 05/06/2024

1. Statement of intent: This is the health and safety policy statement of Dworkin®.

Our health and safety policy is in place to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- provide personal protective equipment
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

2. Responsibilities Overall

Overall and final responsibility for health and safety:	Dworkin Company Health and Safety Policy Advisor	Day to day responsibility for ensuring this policy is put into practice:
CEO Jan KUBES	Michael WILLIAMSON	Country Manager or other department head

3. Employees Responsibilities

All employees should:

- co-operate with supervisors and managers on health and safety matters
- take reasonable care of their own health and safety
- take reasonable care of their co-workers health and safety
- report all health and safety concerns to an appropriate person (as detailed above)

4. Training

Dworkin will provide training and equipment as follows:

We will give staff and subcontractors health and safety induction and provide appropriate training (including working at height, asbestos awareness and electrical safety).

Dworkin have a fully comprehensive Health and Safety Policy that is given to each and every employee at the start of their employment. This Health and Safety Policy is unilaterally available for all employees to read on the Dworkin Album/Dworkin Internal/Health and Safety/ DWP_5-5 Dworkin Health and Safety Policy_07.02.2024_MiW

- We will provide personal protective equipment.
- We will make sure suitable arrangements are in place for employees who work remotely.

5. Consultation

On occasions it will be necessary to carry out health and safety consultations allowing employees to suggest, advise of any changes or ideas which would contribute to the general high standard of health and safety within the Company. The best times for these consultations are during the Dworkin TES sessions which are carried out on a monthly basis. Dworkin encourages an open and worry free approach to all matters of health and safety. If any employee at any time sees or senses a situation becoming in any way a health and safety concern, they are to inform their reporting chain immediately.

6. Evacuation

Dworkin work places are scattered all over the world. It is important that employees always familiarise themselves with their local evacuation plan. This includes when certain jobs entail visiting customer or supplier sites. In order to maintain a safe route of ingress and egress it is important to ensure that evacuation routes are always kept clear and clearly marked.

7. Conclusion

Health and Safety is common sense and should not involve reams and reams of paperwork to study. If all Company employees remember their basic Health and Safety commitments, the workplace will remain a safe and sound environment.

Jan KUBES

Dworkin CEO

8. Table of Ammendments

Name of Amender	What was Amended	Date of Amendment
Michael WILLIAMSON	Change of entire document to new Dworkin® font design	14.01.2020
Michael WILLIAMSON	Checked document for viability	14.01.2020
Michael WILLIAMSON	Checked document for viability	18.01.2021
Michael WILLIAMSON	Checked document for viability	12.08.2022
Michael WILLIAMSON	Checked document for validity and viability	26.01.2023
Michael WILLIAMSON Martin KRIVY	Checked document for validity and viability	03.01.2024
Michael WILLIAMSON	Changes made to front cover	27.02.2025