

**General Statement of Policy on Occupational Health and Safety (OH&S)**

The scope of business for The Company: On-Site Personnel Limited & On-Site Recruitment Limited is

***Recruitment Specialists to the Construction, Mechanical, Electrical, Engineering, Data and Facilities Management Sectors***

The Company headquarters is located in Trafalgar House, Southampton Road, Portsmouth, England and provides services as identified within the above company scope to customers throughout the UK and is committed to an ongoing policy to ensure that it involves meeting and surpassing the customer's expectations and operational needs through interpreting the client's brief and requirements.

In accordance with its duty under section 2 (3) of the Health and Safety at Work Act, 1974, and in fulfilling its obligations to employees, clients and the public who may be affected by its activities, the Company have produced the following statement of policy in respect of Occupational Health and Safety (OH&S) while meeting the requirements of ISO 45001:2018 Occupational Health & Safety Management Systems.

It is the aim of The Company to achieve a safe and healthy working environment under its current scope of business that is free from work related injury and ill health and to this end we will pursue continual improvements in our OH&S management and performance from year to year which subscribes to the prevention of accidents and ill health.

We undertake to discharge our statutory duties by:

- Complying with all applicable regulatory and statutory requirements and best practice & other requirements to which the company subscribes which relate to its OH&S hazards;
- Identifying hazards within the workplace, assessing risks related to them and implementing appropriate preventative measures to eliminate them and reduce OH&S risks;
- Providing and maintaining safe methods of work and equipment;
- Establishing and enforcing safe methods of work;
- Recruiting and appointing personnel who have the ability, skills and competence commensurate with their role and level of responsibility;
- Ensuring tasks given to workers are within their skills, knowledge and ability to perform;
- Ensuring staff including their representatives are consulted and they participate within its OH&S Obligations
- Ensuring that technical competence is maintained through provision of refresher training as appropriate;
- Promoting awareness of occupational health and safety and of good practice through the effective communication of relevant information (internally and externally e.g. Sub-Contractors) which ensures they are aware of their individual OH&S obligations;
- Ensuring it includes all persons who may come into contact with the Company's day to day activities (i.e. Clients, Consultants, Sub-Contractors, Stakeholders, Employees / workers, Members of the Public etc) in an effort to ensure that such persons are not adversely affected by its activities.
- Setting and reviewing a programme of appropriate OH&S objectives and targets;
- Ensuring sufficient resources to meet these objectives and targets;

- Ensuring that this OH&S Policy is made available internally (to all persons working for or on behalf of the company) and externally (the public or other interested parties that requests it) either electronically via the web site and / or hard copy issued on request.

All employees / workers on their part will actively contribute to this policy by promoting a safe working environment, which is free from work related injury / accidents and ill health.

All employees / workers are encouraged to report incidents, hazards, risk and opportunities without fear of reprisals.

#### **General Statement of Policy on Occupational Health and Safety (OH&S) (continued)**

The Company recognises and accepts responsibility for providing a safe and healthy working environment for all persons / workers in its employment and will also seek to ensure that where persons are indirectly engaged in work on its behalf (i.e. through sub-contractors) that such sub-contractors comply with the spirit and intention of this Policy.

The Company will ensure that this policy is reviewed and recommitted to annually and to monitor its effectiveness to ensure that it reflects changing needs and circumstances.

In addition, the Company has a formal Integrated Management System (IMS) which is operated in accordance with ISO 9001:2015 Quality Management Systems, ISO 14001:2015 Environmental Management Systems & ISO 45001:2018 Occupational Health & Safety Management Systems which ensures all Policies are subject to ongoing review via the formal Management Review Process, which includes setting / reviewing Occupational Health & Safety Objectives and Targets, OH&S Opportunities and associated risks (risk register).

The individual responsibilities of Directors, Management, Staff and Workers are contained in the Health & Safety Policy 'Arrangements' section. Such responsibilities form part of the individual's conditions of employment and in the case of sub- contractors, conditions of contract with the Company.

All new and existing personnel and persons working on behalf of the company are made aware of the OH&S Policy either during internal communication (e.g. displayed within the company workplace), on-going training or Company Induction.

The CEO and SHEQ Director has delegated responsibility for maintenance of the Integrated Management System to the SHEQ Manager (Management Representative), who has full authority to carry out the Occupational Health & Safety Policy of the company including responsibility for advising and informing the staff on health & safety matters and all Company personnel

/ workers are required to co-operate with the Management Representative in carrying out this task.

The CEO and SHEQ Director holds overall responsibility for health, safety and welfare and shows top management commitment in pursuance of this Policy by his authorisation and approval, (see below).



**Ryan Deacon**  
**Operations Director**  
**March 2026**