



## Item 3

# Managing Health & Safety

### Documents

- **Office Health & Safety Checklist**
- **Action Plan**
- **H & S Request Form**
- **Accident Stats**
- **List of Duty Holders**
- **Ladder Inspection List/ Register**
- **Next of Kin Forms**
- **HSE Safety Reference Docs – Staff**

Please find attached reference documents associated with our management of company health and safety procedures. All forms, procedures and action plans are reviewed annually or revised due to changes in government rules or in accordance with information received by our advisors.

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