

# Health and Safety General Policy

Not Just Cleaning Ltd (NJC)

## Document Control

Version	Date	Author	Approver	Description of change(s)
V16	April 2024	Natasha Thomas	Shaun Wall	1. Changes to MD – Shaun Wall
V17	April 2025	Jon Wilson-Stimson	Shaun Wall	1. Addition of Document Control Table following recent ISO audit feedback 2. Removal of BM Trada information in footer 3. ISO Alignment with 45001 4. Structure updated to reflect changes

### Policy Commitment

At NJC we are committed to operating our business in a way that protects the health, safety and wellbeing of our people, contractors, visitors and other who may be affected by our operations. This policy underpins our occupational health and safety management system and is aligned to the principles of ISO 45001:2018.

We believe that all work-related injuries and ill health are preventable and that a strong safety culture, supported by leadership and employee participation, is essential for the success of our business.

### Scope & Application

This policy applies to all NJC employees, agency workers, subcontractors, service partners and any others working under NJC's control or on its behalf. It covers all sites, offices and facilities where NJC operates.

### Leadership Commitment

Our leadership team is committed to:

- Protecting the health and safety of all people under our care
- Integrating health and safety into all business processes and decisions
- Providing the resources, training and support necessary to achieve our goals
- Setting clear objectives and targets for continual improvement
- Consulting and engaging workers and their representatives in key decisions

### Our Commitments

We will:

- Identify and assess hazards in the workplace and implement controls to eliminate or reduce risk
- Comply with all applicable legal and regulatory requirements relating to occupational health and safety
- Provide safe working conditions, equipment and systems of work
- Promote awareness and competence through training, inductions and communications
- Ensure that workers at all levels are engaged, aware of their responsibilities and empowered

to raise concerns

- Investigate incidents and near misses to prevent recurrence
- Regularly monitor, audit and review our health and safety performance
- Promote mental wellbeing and positive workplace culture across all teams
- Coordinate with clients, contractors and other parties to ensure a safe and cooperative working environment

### **Worker Participation**

We actively support worker involvement in all aspects of health and safety. Employees and their representatives are encouraged to:

- Participate in safety meetings and consultations
- Reports hazards and unsafe practices
- Suggest improvements to systems and controls

### **Continual Improvement**

We are committed to the continual improvement of our occupational health and safety management system. This includes regular review of our:

- Risk assessments and controls
- Safety objectives and KPIs
- Policies and Procedures
- Legal compliance and audit results

### **Review and Communication**

This policy is:

- Communicated to all workers during induction and training
- Available to all interested parties upon request or via our website
- Reviewed annually or sooner if there are significant changes in operations, legislation or incident history

**Signed :**  **Managing Director**   **Dated :** April 2025   **Expire:** April 2026