

# **Policy No. 1**

## **Health & Safety Policies & Procedures** **Occupational Health & Safety Policy Statement**

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**Occupational Health & Safety Policy Statement**

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## **1 Policy**

The Board of Directors recognise that they have a legal and moral duty to ensure, so far as is reasonably practicable, the Occupational Health, Safety and welfare of all the Company's employees and others who may be affected by the work of the Company.

The Board of Directors accept this responsibility recognising that the effective management of Occupational Health and Safety is an essential and integral part of its business management having equal priority to that of any other management function of the Company.

The Board of Directors is committed:

- To comply with all relevant legislation, regulations and other requirements that are applicable to the Company's activities on our own site or to requirements whilst on a Client's site.
- As part of our commitment to maintaining the highest levels of OH&S Management, it is our intention that we maintain accreditation of our OH&S Management System to ISO 45001:2018 and integrate Occupational Health and Safety with Quality and Environment.
- To actively strive to secure the co-operation and involvement of employees at all levels in preventing accidents and work-related ill Health.
- A commitment to provide safe and healthy working conditions for the prevention of work related injury and ill health and is appropriate to the purpose, size and context of the organisation etc.
- A commitment to fulfil legal and other requirements
- A commitment to eliminate hazards and reducer other OH&S risks
- A commitment to continual improvement of the OH&S Management System
- A commitment to consultation and participation of workers, and, where they exist workers representatives

## **2 Strategy**

The Board of Directors will fulfil the Company's responsibility for Occupational Health and Safety by ensuring:

- The responsibilities of individuals are clearly defined throughout this manual. The Occupational Health and Safety System Supervisor has the authority and responsibility for ensuring that requirements of ISO 45001:2018 are fulfilled and that the Company's OH&S Policy is implemented and maintained. They are also responsible for the control and management of the OH&S Management System. The Directors have overall authority and responsibility.
- That the hazards to employees and third parties are identified and assessed, preventive action being taken to control the attendant risks wherever possible.
- That healthy and safe working conditions are maintained and adequate facilities and arrangements for employee's welfare at work are provided.
- That plant and systems of work are fit for purpose, designed, constructed, maintained, operated and monitored to high standards of Occupational Health and Safety.
- The safe transport, storage, handling and use of hazardous articles and substances.
- That employees are competent to do their work providing them with appropriate and adequate information, instruction, training and supervision.
- The Company will ensure that all employees and contractors are made aware of the OH&S Policy, its objectives and performance requirements with regard to the ISO 45001:2018 standard.
- That employees are effectively consulted on Occupational Health and Safety matters.
- That important Safety information, concerning accidents, Safety performance, targets and management expectations, is communicated to all employees by direct contact, Safety bulletins and toolbox briefings as necessary.
- That adequate financial and human resources are allocated to Occupational Health and Safety matters.
- That management systems, (application of and compliance with), are monitored, reviewed and revised as necessary in the quest for continuous improvement and to maintain the highest standards of Occupational Health and Safety.
- That the Safety policy is reviewed and revised at regular intervals as necessary.
- Records are maintained to demonstrate compliance with the requirements of the Company's OH&S Policy and the ISO 45001:2018 standard.

### **3 Implementation and Operation**

#### **3.1 Structure and Responsibility**

The responsibilities of individuals are clearly defined throughout this manual. The Health and Safety System Supervisor has the authority and responsibility for ensuring that requirements of ISO 45001:2018 are fulfilled and that the Company's OH&S Policy is implemented and maintained. They are also responsible for the control and management of the OH&S Management System.

The Directors have overall authority and responsibility. In the absence of the Occupational Health and Safety Supervisor, a nominated member of the management team shall resume responsibilities. The Directors are responsible for providing resources and personnel to facilitate OH&S improvements.

Actions will be initiated by the management team to ensure compliance with objectives and the OH&S Policy. The management team will also initiate, recommend or provide any necessary solutions to identified OH&S problems.

Non-management employees will ensure OH&S compliance at all times. Projects that are identified and implemented must be verified by competent personnel from either within the Company or externally.

#### **3.2 Training, Awareness and Competence**

The Company will ensure that all employees and contractors are made aware of the OH&S Policy, its objectives and performance requirements with regard to the ISO 45001:2018 standard.

It will be the responsibility of the Department Heads, Supervisors and/or the Occupational Health and Safety System Supervisor to identify any training needs that may be required for employees whose work may have a significant associated OH&S implication. Training will be implemented by a documented training programme for all employees.

It is the responsibility of the Department Heads / Supervisors to ensure contractors and/or subcontractors are made aware of the relevant OH&S Management System requirements; Health, Safety and Welfare Instruction and any other provisions or instructions that might apply to work carried out at the Company's premises or other sites which are under Company control.

#### **3.3 Consultation and Communication**

The Company has established arrangements for receiving, documenting and responding to Communications both internally and externally that can be considered to be an OH&S issue.

All OH&S communications and documented responses shall be maintained as part of the OH&S Management System.

#### **3.4 System Documentation**

The Company's OH&S Management System incorporates the manual and documentation necessary to ensure that the system is managed in a controlled manner and that the OH&S Policy is followed.

#### **4 Accountability and Responsibility**

The Board of Directors are accountable for Health and Safety matters within the Company and are totally committed to this Health and Safety policy.

Managers and Supervisors are responsible for Health and Safety performance on the work undertaken in their respective areas/departments.

Employees can improve the Company's Occupational Health and Safety performance and secure their own Health and Safety:

- By Thinking carefully about their work and striving to work safely at all times.
- By Discussing Safety concerns with their manager and helping to resolve those concerns.

Employees are reminded that they have a legal duty to take reasonable care of their own Health and Safety and that of others affected by their activities.



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