

## Health & Safety Policy

Sanderson Watts Associates have implemented an integrated management system to meet the requirements of ISO 9001, ISO 14001 and OHSAS 18001, and as such this policy should be read in conjunction with other relevant documented policies defined in the integrated management system.

The Board of Directors is committed to a positive health and safety culture and will ensure it is led from the top down. The achievement of outstanding health and safety performance is a primary managerial responsibility.

The following policy statement has have been agreed by the Board of Directors to define the fundamental principles of the Health and Safety Management System of the company:

- a) The Board fully accept their responsibilities under the Health & Safety at Work etc. Act 1974.
- b) The Board makes a commitment to fully comply with any legislative and regulatory requirements that relate to its OH&S hazards and shall provide any necessary resources and training required to meet them.
- c) The Board shall put into place all measures reasonably practicable to ensure the prevention of ill health and injury to all persons that may be affected by business activities and to make continual improvement in Occupational Health & Safety performance including mental health.
- d) The business requires all individuals (employees/contractors, parties of our supply chain) to comply with this safety policy at all times and to accept responsibility and do everything that they can do to prevent injury to themselves, other employees and the public at large.
- e) The Board shall set and continuously monitor Key Objectives to measure the effectiveness of the Health & Safety Policy. Key Objectives will be identified by review of the Organisational Context, Results of Management Review and Audit Findings. These Objectives will be monitored in the Business Issues Register and effectively communicate them.
- f) Health and Safety shall not be compromised for expedience or for any other commercial objective or reason.

The company accepts that all employees have the reasonable right to refuse to work in conditions which they regard as unsafe or detrimental to their personal Health and Safety. This applies to the office environment, working remotely in other offices or when engaged in site based activities.

If you become aware of any breaches of this policy or have any concerns, you should report this immediately to Senior Management/H&S Advisor, to enable the Company to investigate the matter. Any such investigations will be completed under the strictest of confidences.

Signed:



**Edward Webb**  
**Managing Director**

Date:

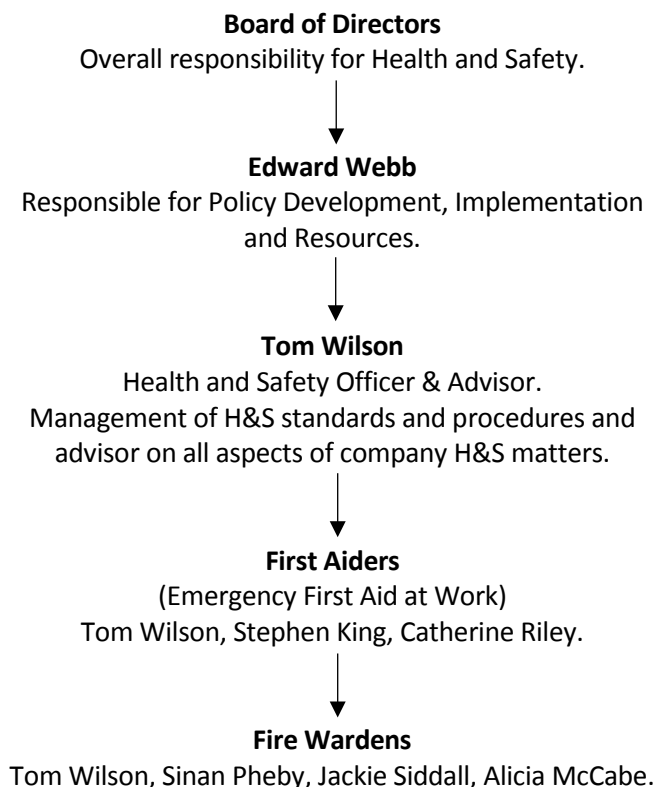
**March 2019**

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**RESPONSIBILITIES AND ORGANISATION**

- (a) The Board of Directors of the company have overall and final responsibility for Health and Safety.
- (b) **Mr Edward Webb** is the responsible person and is responsible for overall implementation of the Health and Safety policy and reporting to the board of Directors on all aspects of Health and Safety.
- (c) **Mr Tom Wilson** is the Health and Safety Officer & Advisor responsible for the management of H&S standards and procedures.
- (d) In addition the Health and Safety Officer & Advisor will undertake the following roles:
  - Accident & Incident Reporting/RIDDOR
  - Personnel Protective Equipment (PPE) and any associated training.
  - Safety training.
  - Safety inspections of premises.
  - Maintenance of equipment.
  - Radiological Dose Co-ordinator (Nuclear licensed site, radiation exposure and contamination).
- (e) Competent Person(s) will be responsible to act as deputy(s) – Refer to MF06.

**SWA Health & Safety Management and Organisation Structures**



## Health & Safety Policy

### ARRANGEMENTS & PROCEDURES

Sanderson Watts Associates have created a suite of procedures as part of their Integrated Management System. The procedures with a specific bearing on this policy are detailed below, these should be read and understood as per the individual requirements MF 04 Training Monitor.

#### General

- SWA IMS Policy Statement
- Organisational Context Log
- Employee Handbook
- MP 05 Management Review, Objectives & Performance Measurement
- MP 07 Competency-People Process
- MP 08 Emergency Preparedness & Response
- MP 09 External Provider Evaluation & Management
- MP 11 Communication
- MP 13 Corrective Preventative Action – Non Conformance
- MF 06 Roles and Responsibilities
- MF 16 Service Supplier Assessment
- MF 18 IMS Planner and Audit Register
- MF 22 Training Feedback
- MF 23 Training Request Application
- MF 26 Project Quality Plan
- MF 31 Request Form for PPE
- MF 32 Register of Legislation
- MF 49 New Employee Checklist
- MF 53 Respiratory Protective Equipment Checklist
- MF54 Stress Questionnaire
- MF 58 Business Issues Register
- MF 63 Employee PPE Issue Log

#### Office based activities

- MP 17 Site Visitor Rules
- OP 01 Office Activities
- MF 12 Lone Working Checklist
- MF 13 Workplace Inspection Checklist
- MF 14 DSE Workplace Inspection Checklist
- MF 19 Office Risk Assessment
- MF 21 Summary of DSE Findings
- MF 27 COSHH Data Sheets
- MF 55 Fire Extinguisher Monthly Checklist
- MF 56 Fire Safety Policy
- MF 57 Emergency Evacuation
- MF 59 Fire Book Weekly Fire Alarm test
- MF 60 Fire Panel Reference Guide
- MF 61 First Aid Box Contents Checklist
- MF 62 Schedule of Emergency Lights & Testing

#### Site based activities

- MP 15 Radiological Protection
- OP 02 Working at Sites
- MF 09 Driver Verification Register
- MF 15 Site Visit SSOW and Health and Safety Risk Assessment

#### Accidents/Near Misses – Reporting and Investigation

- MP 14 Accident Reporting & Health Screening
- MF 36 Accident Investigation Report
- MF 37 Post Accident Checklist