



# BRIGGS OF BURTON PLC

## Occupational Health and Safety (OHS) Manual

Title :-

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### Health and Safety Policy

#### Statement of Intent

The Board of Directors of Briggs of Burton PLC regards Occupational Health and Safety (OHS) to be an integral part of its business performance and is committed to achieving a high level of OHS performance. To this end, the management of Health, Safety and Welfare is to be considered as a prime responsibility by managers at all levels within the Company.

The Company is further committed to:

- Complying with legal requirements as the minimum standard of health and safety performance.
- Carrying out a programme of continual cost-effective improvements.
- Involve and consult with employees.

It is therefore, the Company's policy to:

- Carry out suitable and sufficient assessments on the risks to health and safety of employees to which they are exposed whilst at work and also to persons who may be affected by our acts and omissions.
- Implement policies, organisational procedures, control measures and systems to monitor and review risks in order to provide a safe, risk controlled working environment.
- Provide the necessary competent resource to implement this policy.
- Periodically review our systems and carry out audits to ensure compliance.

To assist in achieving these aims, the Company recognises it has a responsibility to:

- Provide and maintain safe and healthy working conditions by using current legislation, appropriate advisory literature and current best practices as a benchmark.
- Provide necessary resources, information, instruction, training and competent supervision in order to enable employees to carry out their duties under this policy and to work safely and efficiently. As part of the company's commitment to this competence policy we;
  - Ensure that 100% of our shopfloor workforce, as they are involved in the high risk work activities, are trained in an approved three day First Aid at Work course, with refreshers at a maximum three year period. They have all also undertaken the Automatic External Defibrillator (AED) training course.
  - Have an open invitation to any other employee, other than shopfloor, to undertake an approved three day First Aid at Work course along with three yearly refreshers.

Section: -	<b>1.1 Statement of Intent</b>	Issue: -	<b>G</b>
Description: -	<b>Health &amp; Safety Manual - Policy</b>	Date: -	<b>15<sup>th</sup> July 2015</b>
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- Ensure that all shopfloor employees have undertaken, as a minimum, the IOSH Working Safely training course. This is refreshed on a three yearly frequency.
- Ensure that all external Briggs Project Site Managers have a minimum Health and Safety training level of NEBOSH National General Certificate (NGC). Ensure that the IOSH Working Safely course is rolled out to all Engineers undertaking site roles.
- Are rolling out a long term plan to enable shopfloor employees to undertake the NEBOSH NGC qualification.
- The above undertakings far surpass our minimum legal obligations as we see competence and understanding as the biggest driver for improvement in our Health and Safety performance.
- Make available all necessary safety devices and protective clothing/equipment and to ensure that they are to the appropriate standards and are worn/used as instructed.
- Maintain a constant and continuing interest in health and safety matters applicable to the Company's activities by consulting and involving employees.
- Ultimately all of the above aims, objectives, procedures and processes help us maintain our company goal of "Zero Harm – Everyone goes home safe, everyday"

The Company will ensure that all employees are aware that they have duties under the '**Health and Safety at Work etc, Act 1974**' and also the '**Management of Health and Safety at Work Regulations 1999**' including duties to take reasonable care of themselves and others who may be affected by their acts and omissions at work and to further use safely all work items provided to them in accordance with the training and information they have received.

The Company has appointed the Chief Executive Officer to have overall responsibility for the Health, Safety and Welfare of employees at work and the Health and Safety of persons not in our employment in so far as they come into contact with the company or its products. Responsibilities with respect to this appointment are described in the Responsibilities and arrangements sections of this policy.

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**Health and Safety Policy**

**Policy Review**

The Health and Safety at Work etc Act 1974 requires that the Company revise and update the Health and Safety Policy to ensure its continued effectiveness. The Company shall periodically review the contents of the Policy and indicate how safety performance can be improved.

Revision of the Health and Safety Policy will be conducted after one of the following;

- A maximum period of twelve months between reviews has expired.
- Change in Legislation.
- Change in Management Structure.
- Change in Senior Personnel.
- Change in work arrangements.
- Change in processes.
- Change in premises.
- After any serious accident or injury.
- Enforcement action has been taken by the HSE or Local Authority.

Authorised By : **Gareth Cure**

Position : **Chief Executive Officer**

Signature : 

Date : **15<sup>th</sup> July 2015**

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