



# OCCUPATIONAL HEALTH POLICY STATEMENT

SDC Builders Ltd is a construction company operating from a head office in Bedford and a regional hub in Oxford undertaking the design and construction of commercial, industrial and domestic buildings incorporating new work, repair and maintenance.

Ever since the company's establishment, people have been at the heart of SDC's philosophy of collaboration and teamwork. Therefore, it is essential that the health of all our employees and any other people who may be affected by our work activities remains paramount and that we strive to exceed the requirements of occupational health legislation.

We the Directors of SDC Builders Ltd are committed to improving occupational health at work throughout our organisation.

All our employees are stakeholders in the success of the company and they will be provided with the necessary resources, information and training to ensure that they are aware of this policy and to effectively deliver the policy and its objectives together with the standards and objectives contained within our Occupational Health & Safety Management System.

There will be active communication and consultation between our employees, the sub-contractors and stakeholders. Occupational health will be integrated into our communications, wherever appropriate.

We will ensure that:

- Sufficient resources are provided to achieve good standards of health management.
- Health risks are thoroughly assessed, controlled by a safe system of work and monitored.
- Our employees are actively consulted on matters that affect their health.
- All our employees and sub-contractors are instructed and trained on the health issues that affect them, and have the relevant skills, knowledge and experience to be competent in their workplace.
- People are empowered to raise health concerns with management with the knowledge that these concerns will be effectively acted upon.
- All employees and anyone working for the company are encouraged to report incidents, hazards, risks and opportunities without fear of reprisals.
- Health-related accidents, incidents and near misses are reported and investigated to drive improvement in our management processes. Any lessons learned from such events will be used to take corrective action to prevent further recurrences.
- We actively and openly review and report on our health-related performance against published objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.
- We implement management systems to ensure we comply with, and strive to exceed, occupational health legislation.
- We provide a framework for setting and reviewing targets and objectives
- We continually strive to improve our performance regarding health-related issues.

All new and existing personnel and all those working on behalf of the company are made aware of this policy statement at initial induction, through ongoing training and by display of the policy statement in the workplace. This policy statement is also made available to the public and other interested parties by publication on our website.



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## **Organisation**

SDC fully recognise the importance of achieving good standards of health management and the impact this has on the effectiveness and sustainability of our business and are fully committed to achieving the highest standards of performance in all parts of our operations. This will be achieved through the implementation of an occupational health and safety management system accredited to the international standard BS OHSAS 18001:2007 Occupational Health and Safety Management Systems.

The following deals with the allocation of responsibilities to people.

- Francis Shiner, the Managing Director, has the overall responsibility for occupational health within the Company. The main responsibility being to ensure that the Company and senior management properly address occupational health issues. This does not absolve the other members of the Board from its collective responsibility to lead and oversee occupational health management within the Company. Craig Millar, Director, has been appointed to champion occupational health issues;
- Each member of the management team is responsible for ensuring that due consideration is given to the occupational health implications of any decision or proposal made in their respective areas of responsibility. Furthermore, individual employees have been allocated specific roles to co-ordinate, direct and promote occupational health issues within the Company that are detailed in their Roles and Responsibilities which form part of the Business Management System;
- The Business Protection Services (BPS) Department will provide occupational health training and education to employees. Where appropriate they will obtain expert medical advice. They will also organise health surveillance where required by legislation, current industry guidance and where specific health issues have been identified.
- Sickness absence will be monitored by the Human Resources Department, who will also provide management advice to other members of staff
- Where an occupational illness prevents an existing employee from carrying out their normal duties then the Human Resources Department will investigate re-deployment opportunities within the company.
- The BPS Department is responsible for carrying out performance monitoring and audits to ensure that the objectives of this policy are met.

## **Arrangements**

The following deals with how the responsibilities under 'organisation' will be carried out;

- Annual occupational health objectives will be set and will be reviewed at the Management Review Meetings, as detailed in the Business Management System.
- The company shall maintain access to competent occupational health advice
- The Company will monitor occupational health risks associated with its operations and put in place such controls as may be necessary to eliminate or reduce these risks;
- All employees who are identified by risk assessment to be exposed to occupational health risks will undergo pre-placement health screening and on-going health monitoring where needed. Medical confidentiality will be maintained at all times;
- Arrangements will be put in place for helping those workers whose health may have been affected by their work;
- Arrangements will be put in place for obtaining expert occupational health advice;
- Training needs will be identified by reference to company and industry experience, and training provided as part of company's training arrangements;



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- All employees will be provided with appropriate personal protective equipment to limit their exposure to health risks. These must be maintained, cleaned, stored and replaced in accordance with manufacturer's requirements;
- All ill-health incidents must be reported to the BPS Department using the established procedures. These will be investigated and corrective and preventative measures taken. Records will be maintained to monitor compliance and identify trends, which will be used to produce health risk management strategies and measures;
- Safety Health and Environmental Meetings to be held by the Head of BPS on a regular basis to review current health performance and objectives.
- Management will liaise with the Health and Safety Executive and other appropriate authorities and organisations concerning occupational health. This includes membership of industry bodies and local health & safety groups and forums;

SDC Builders is constantly striving to protect, so far as is reasonably practicable, the occupational health of its employees and others that may be affected by its operations. We recognise that the success of this Policy Statement depends on the combined efforts of all individuals and to this end will fully support any individual encountering difficulties implementing this Policy Statement.

This policy statement will be reviewed by the Main Board annually or sooner following experience or because of operational or organisational changes.

Signed:

**Francis Shiner – Managing Director**

Signed:

**Martin Lowndes – Director**

Signed:

**Adam Knaggs – Director**

Signed:

**Craig Millar – Director**

Signed:

**Gary Wykes – Director**

Date: **April 2019**

Next Review Date: **April 2020**