



# **OCCUPATIONAL SAFETY 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, collaboration and teamwork has been at the heart of SDC's philosophy and safety will always remain at the heart of our actions. It is our intent to demonstrate an ongoing and determined commitment to improving safety at work throughout our organisation.

We the Directors of SDC Builders Ltd will ensure that the safety at work of all our people and any other people who may be affected by our work activities remains paramount and will always strive to exceed the requirements of safety legislation.

All our people are stakeholders in the success of the company and therefore we will ensure that they are fully informed of the contents of this policy statement and provided with the necessary resources, information and training to effectively deliver this policy and its objectives together with the standards and objectives contained within our Occupational Health & Safety Management System.

Active communication and consultation will be encouraged between all our people, our sub-contractors and relevant stakeholders. Safety will be integrated into our communications, wherever appropriate.

We will ensure that:

- Sufficient resources are provided for maintaining safe working environments;
- Safety is thoroughly assessed, controlled by a safe system of work and that this system is regularly reviewed and revised as required.
- Our employees / workers are actively consulted on matters that affect safety.
- All our employees / workers and sub-contractors are instructed and trained on the safety issues that affect them, and have the relevant skills, knowledge and experience to be competent in their workplace.
- People are empowered to raise safety concerns with management with the knowledge that these concerns will be fully considered and acted upon accordingly. Every employee / worker and anyone working for the company has the right to stop work if they believe their safety is being compromised.
- All employees / workers and anyone working for the company are encouraged to report incidents, hazards, risks and opportunities without fear of reprisals.
- Accidents, incidents and near misses are reported and investigated to drive improvement in our safety management. 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 safety 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, safety legislation;
- We provide a framework for setting and reviewing targets and objectives
- We continually strive to improve our safety performance.

Our policy will be delivered by generating a culture that does not tolerate threats to safety; and ensuring the real involvement of all our people, our sub-contractors and stakeholders.



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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.

## ***Organisation***

SDC fully recognise the importance of achieving good standards of occupational safety 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 ISO 45001:2018 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 safety within the Company. The main responsibility being to ensure that the Company and senior management properly address occupational safety issues and comply with current legislation. This does not absolve the other members of the Board from its collective responsibility to lead and oversee occupational safety management within the Company. Adam Knaggs, Director, has been appointed to champion occupational safety issues;
- Each member of the management team is responsible for ensuring that due consideration is given to the occupational safety implications of any decision or proposal made in their respective areas of responsibility. Furthermore, individual employees have been allocated specific roles to coordinate, direct and promote occupational safety 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 safety guidance and support to all departments and employees within the company. Return to work and rehabilitation advice will be provided by the Human Resources Team;
- Employees / workers must bring any occupational safety concerns to the attention of the Company, directly with their line manager, the BPS department, or through a SHE Committee representative. Any issues formally raised will receive a written response;
- Every employee and everyone working for the Company have the right to stop work if they believe their safety is being compromised.
- The BPS department are responsible for identifying occupational safety training requirements and arranging training;
- The BPS department are 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 safety objectives will be set and will be reviewed at the Management Review Meetings, as detailed in the Business Management System.
- The Company will monitor occupational safety risks associated with its operations and put in place such controls as may be necessary to eliminate or reduce these risks;
- Training needs will be identified by reference to company and industry experience, and training provided as part of company's training arrangements;
- All employees / workers will be provided with appropriate personal protective equipment to limit their exposure to occupational safety risks;



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- All accidents and near-miss 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 occupational safety risk management strategies and measures;
- Safety Health and Environmental Meetings will be held on a regular basis to review current occupational safety performance and objectives. Meetings to be chaired by the BPS Director and attended by the Project Directors and the Head of BPS;
- Management will liaise with Trade Union Safety Representatives where appropriate;
- Management will liaise with the Health and Safety Executive and other appropriate authorities and organisations concerning safety. This includes membership of industry bodies and local health & safety groups and forums;

Our Company is constantly striving to protect, so far as is reasonably practicable, the occupational safety of its employees / workers 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.

We expect every employee and everyone working for the Company to strive to achieve and maintain the highest standards of occupational safety at all times and to comply fully with the provisions laid down in this Policy Statement and the Company's occupational safety arrangements

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:

**Adam Knaggs**  
Deputy Managing Director

Signed:

**Martin Lowndes**  
Finance Director

Signed:

**Gary Wykes**  
Director

Signed:

**Dan Changer**  
Director

Signed:

**Andrew Shiner**  
Director

Signed:

**Carl Bennett**  
Director

Signed:

**Andrew Mitchell**  
Director

Date: **September 2020**

Next Review Date: **April 2021**