



OCCUPATIONAL HEALTH & SAFETY POLICY STATEMENT

SDC Builders Ltd is a construction company operating from a head office in Bedford with 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 health & safety will always remain at the heart of our actions. It is our aim to demonstrate an ongoing determined commitment to improving occupational health & safety at work throughout our organisation.

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

All of our staff are stakeholders in the success of the company. We will ensure that they are fully informed of the contents of this policy statement. They will be provided with the necessary resources, information and training to effectively deliver this policy.

Active communication including consultation will be encouraged between all of our personnel along with our sub-contractors or any other relevant stakeholders.

We will ensure that:

- Sufficient resources are provided to achieve good standards of health & safety management allowing us to maintain safe working environments.
- Health & Safety is thoroughly assessed, controlled by safe systems of work that will be regularly reviewed.
- Our stakeholders are actively involved in matters that affect health & safety.
- All of our employees along with our sub-contractors are appropriately trained in regard to the health & safety issues that affect them. We ensure that they have the relevant skills, knowledge and experience to be competent in their workplace.
- Everybody is empowered to raise health & safety concerns with our management knowing that their concerns will be fully considered and acted upon accordingly.
- Everybody working for the company has the right to stop work if they believe that their safety is being compromised.
- Everybody working for the company is encouraged to report incidents, hazards and risks along with any opportunities where improvements could be made without fear of reprisals.
- Any accident, incident or near miss however minor is reported and investigated in order to drive improvement in our safety management. Any lesson learned from such events will be used to take corrective action to prevent further recurrences.
- We report on our safety performance against published objectives and targets.
- We implement management systems to ensure we comply with health & safety legislation.
- We provide a framework for setting targets and objectives which are then routinely reviewed.
- We continually strive to improve our safety performance.

Everybody is made aware of this policy at their initial induction. All staff are informed when any changes are made by ongoing training, notification on the company intranet and by the display of the current policy in the workplace.

Non-employees are informed of this policy at their site induction, with the policy being displayed in the workplace. It is also available to the public and any other interested parties on our website.



Organisation

SDC fully recognise the importance of achieving good standards of occupational health & safety management. We are committed to achieving the highest standards of performance in all parts of our operations through the implementation of an occupational health and safety management system accredited to the international standard ISO 45001:2018.

The following deals with the allocation of duties.

- Francis Shiner, Managing Director, has overall responsibility for occupational health & safety within the Company. His main responsibility is to ensure that the Company along with senior management properly address occupational health & safety issues whilst complying with current legislation. All other members of the Board have collective responsibility to lead and oversee occupational safety management within the Company. Adam Knaggs, Deputy Managing Director, has been appointed to champion occupational health & safety issues.
- Each member of the management team is responsible for ensuring that due consideration is given to the occupational health & safety implications of any decision or proposal made. Furthermore, individual employees have been allocated specific roles to co-ordinate, direct and promote occupational health & safety issues within the Company, which are detailed in their Roles and Responsibilities which form part of the Business Management System.
- The Business Protection Services (BPS) department provide occupational health & safety guidance to support to all employees. Where necessary we organise health & safety surveillance. Generally, this is as a response to legislation, industry guidance or specific health issues which have been identified for an individual. We also consider additional measures when a member of staff has been away from work due to health issues in order to assist with their rehabilitation.
- Sickness absence is monitored by the Human Resources Department. Where a member of staff has a health issue, the HR Department provides advice to their managers.
- Where an occupational illness prevents any employee from carrying out their normal duties, the Human Resources Department investigate re-deployment opportunities within the company.
- Employees are required to bring any occupational health & safety concerns to the attention of the Company. This is through either their line manager, the BPS department, or a SHE Committee representative. Any issues formally raised receive a written response.
- Any person working for the Company has the right to stop work if they believe their safety is being compromised.
- The BPS department are responsible for identifying occupational health & safety training requirements. Training is arranged through the Human Resources Department.
- The BPS department are responsible for carrying out performance monitoring along with audits to ensure that the objectives of this policy are met.

Arrangements

The following deals with how the responsibilities which we have as an organisation will be undertaken:

- Annual occupational health & safety objectives will be set and will be reviewed at the Management Review Meetings, as detailed in the Business Management System.
- The Company monitor occupational health & safety risks associated with its operations. We put in place such controls as may be necessary to eliminate or reduce these risks.
- The Company will obtain advice from a competent occupational health advisor whenever required.
- All employees who are identified by risk assessments as likely to be exposed to occupational health risks will undergo pre-placement health screening. Their health will also be monitored continually where necessary. Medical confidentiality will be maintained at all times.



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- Arrangements will be put in place for helping those employees whose health may have been affected by their work.
- Training needs will be identified and delivered where required.
- All employees will be provided with appropriate personal protective equipment.
- Any accident, issue of ill health or near miss must be reported to the BPS Department using the established procedures. Each issue raised will be reviewed to establish whether or not corrective or preventative measures are required. Full records will be maintained and used to monitor compliance along with identifying trends for the benefit of risk management strategies or corrective measures.
- Safety Health and Environmental Meetings will be held on a regular basis to review current occupational safety performance and objectives. Meetings will be arranged by the BPS department with any relevant attendees.
- We will liaise with the Trade Union Safety Representatives if so required.
- We will liaise with the Health and Safety Executive, any other appropriate authorities or organisations wishing to discuss health & safety with us.

Our Company is constantly striving to protect, so far as is reasonably practicable, the occupational health & safety of our employees. We also accept responsibility for any other person or body that may be affected by our operations.

We expect every employee to strive to achieve the highest standards possible of occupational health & safety at all times. We expect every employee to comply fully with the provisions laid down in this Policy Statement. Where necessary we will give support to anybody who has difficulty in achieving the objectives of our policy.

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: **May 2021**

Next Review Date: **May 2022**