

<b>Policy Manual</b>	<b>Policy</b>	
<b>PIN2</b>	<b>Integrated Health &amp; Safety, Environmental and Quality Policy</b>	

**ITEM POLICY**

Substation Engineering Services Limited (SES Ltd) is an electrical engineering company working in the Power Industry.

The Company specialize in providing technical resource to the Power Industry and operates both at a national and international level. Our aim is to provide clients with a cost effective, efficient, reliable service with the emphasis on health & safety, the environment, quality and consistency of performance.

It is the general policy of SES Ltd. that the Company will:-

- ensure the continual improvement of the business performance, the continual protection of the environment, and the health, safety and welfare at work of employees, contractors, visitors and members of the general public who may be affected by its work activities.
- endeavour to comply with the legal duties, responsibilities and obligations under the “Health & Safety at Work etc. Act 1974”, the “Environmental Protection Act 1990” and all current applicable English and EU legislation and regulations, including all legislation, codes of practice, guidance notes and regulations that are relevant to the business activities, both in spirit, and its legal obligations
- provide services that fully and consistently meet the agreed standards, specifications and tolerances demanded by industry and our customers to ensure continued customer satisfaction
- recognise that our business activities can have direct and indirect environmental impacts and our principal objective is to improve our environmental performance to prevent or minimize pollution and minimize waste. We are committed to a programme of continuous improvement to minimise our significant impacts on the environment and will also encourage our business partners and members of the wider business community to reduce theirs as well.

Our Integrated Management System has been developed in accordance with OHSAS 18001 (Safety); ISO 9001 (Quality); and ISO 14001 (Environmental) requirements.

To demonstrate to both customers and staff the company’s commitment to Safety, Quality, the Environment and continuous improvement, it is policy to achieve and maintain third party certification to these standards.

The Managing Director accepts ultimate responsibility for this policy and in order to fulfill the objectives provides an appropriate allocation of financial and physical resources to ensure –

- we provide and maintain a working environment that is, so far as reasonably practicable, safe and without risks to health or the environment, and complies with all relevant legal requirements. This includes a safe means of access and exit
- we identify all reasonably foreseeable hazards and assess the associated risks with a view to eliminating, reducing or controlling them
- we eliminate injury/accidents and work related ill-health by good working practices, and employees are encouraged to discuss health and safety issues with their managers and to suggest ways in which improvements can be made

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- so far as is reasonably practicable, that plant, machinery, equipment or appliances for the time being on the company premises, or otherwise used by employees, are safe and without risks to health or the environment
- Ensuring that the use, handling, storage and transport of articles and substances are, so far as is reasonably practicable, safe and without risks to health or the environment
- we provide and maintain suitable and satisfactory facilities and arrangements for the welfare at work of employees
- where practicable and economically viable, we shall recover / recycle in preference to disposal
- we meet or exceed the Safety, Quality and Environmental requirements of our Customers
- all accidents, incidents and near misses (both from a Health & Safety and Environmental perspective) are reported and where necessary we investigate the causes in order to identify improvements to prevent possible repetition
- we work in partnership with employees, suppliers, sub-contractors and customers to align our procedures and promote health & safety and environmental best practice, ensuring that it has equal priority with other business parameters, while promoting excellent operational performance and customer satisfaction
- we engage and collaborate with our suppliers and sub-contractors to ensure their:
  - capability and competence fulfil our expectations
  - performance is monitored and reviewed
  - work activities have minimal negative impacts on our activities
- participation in external initiatives designed to improve Health & Safety and environmental awareness and performance.
- that the company provides such information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health & safety at work of employees, the protection of the environment and the achievement of continuous improvement
- that all employees are experienced, trained and competent to undertake their work
- ensure regular updates to regulations and legislation is communicated to all employees and consideration given to any revised training requirements
- that we implement and maintain robust systems for inspections, audits and management reviews and will actively adopt the outcomes to drive improvement when appropriate
- all employees are aware of and have access to a copy of this policy and are aware of their personal responsibility regarding Health & Safety, the Environment and Quality; we are committed to work as a team to ensure continuous improvement in all that we do including our services, our processes, our company performance and our dealings with our suppliers and customers. This policy will also be made available to any interested parties and members of the Public when requested
- we achieve, maintain and continuously improve this policy

To achieve and maintain the required level of assurance the Managing Director retains overall responsibility for the operation of this policy and the management systems with routine operation controlled by the HSE and Quality Manager.

In addition, the HSE & Quality Manager is available to advise all employees on matters relating to health and safety, the Environment and Quality.

Further assistance is also available through external sources such as the Health & Safety Executive and ROSPA (via the Company's membership) who are available, to advise all employees on matters relating to health and safety.

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Referenced From System Overview	Last document update 15.06.11

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All Managers and Supervisors within the company have a responsibility to act responsibly and in accordance with this policy and our company procedures & processes and to ensure that personnel under their control do the same.

Specific responsibilities are detailed further within individual processes and procedures.

- All Employees are also reminded of their Legal obligation to:
- take reasonable care for the Health & Safety of themselves and other persons (including the public) who may be affected by their acts / omissions at work
  - co-operate with us so far as is necessary to enable us to comply with our statutory duties
  - not intentionally or recklessly interfere with or misuse anything provided in the interests of Health & Safety
  - use all machinery, equipment, dangerous substances, transport equipment, means of production or safety devices provided to them in accordance with any training given
  - report any risks to health and safety, or any shortcomings in their health and safety arrangements

The requirements of the Integrated Management System are binding for all the company's personnel and no unauthorized alterations or deviations are permitted.

Failure to comply with this policy and the Integrated Management System will be taken seriously and may lead to action in line with the Company's Disciplinary procedures

This policy will be reviewed and updated as necessary on a regular basis (annually as a minimum and whenever an incident or issue demands it).

Consultation will be sought with employees (involving elected Employee Representatives where they exist) on a regular basis regarding matters of Health & Safety, the Environment and Quality.

We will continually review the suitability of our systems, processes and procedures in conjunction with technological advances, legislative requirements along with those of national and international standards and our customer demands and expectations, by establishing and reviewing annual Safety, Quality and Environmental objectives and targets, in order to seek continuous improvement in our performance.



Signed

**S.T.LEAR**  
**MANAGING DIRECTOR**