

MANAGEMENT RESPONSIBILITY

Section 1: Purpose

The purpose of this procedure is to define how the company structures itself in relation to HSEQ and other responsibilities, competence and training and illustrates how matters are communicated and reviewed.

Section 2: Scope

This procedure applies to all USSL operations, employees and associated service providers whilst working on behalf of the company either at their nominated work location or in some circumstances whilst working at other locations such as Remote works, Client locations, Home etc.

Section 3: Legal and Other Requirements

The following requirements (Legal and Other) are relevant to this procedure:-

- The Health and Safety at Work Act 1974.
- The Management of Health and Safety at Work Regulations.
- RIDDOR
- The (Construction) Design and Management Regulations.
- INDG163 (Rev 1) Five Steps to a Risk Assessment.
- USSL Operating and Company Procedures.
- Clients Procedures where relevant.

Section 4: Definitions

Manager – The person responsible for the day to day management of business, contract or department

Hazard – Anything with the potential to cause harm (e.g. Physical Hazards, Biological Hazards, Chemical Hazards, Workplace Hazards).

Risk – The likelihood for the hazard to cause Harm

Safe System of Work - An agreed laid out procedure identifying hazards and risk controls that must be implemented.

Reasonably Practicable – The balance between the overall risk and associated costs to control those risks.

Section 5: Responsibilities

HSEQ roles and responsibilities are outlined within the Health, Safety, Environmental & Quality policy statements. The following named positions have been assigned specific HSEQ roles and responsibilities. The following takes into account other responsibilities associated with the specific job titles.

Managing Director

Has overall responsibility for all Matters, and is ultimately responsible for Management within the company. As such the Managing Director is responsible for formulating and implementing the company Policies. In addition the Managing Director is responsible for the appointment of a Manager with specific responsibilities for dedicated matters and for, in conjunction with the senior management team, formulating and implementing company policies. The Managing Director will take the lead in the company's Corporate and Social responsibilities ensuring that all Policies are followed. The Managing Director will also ensure (Based on the advice from the manager responsible for HSEQ) that any Occupational Health issues are addressed and that a Occupational Health Service Provider has been appointed, ensuring the provider has the ability to store individual records for up to 40 years. The Operations director will ensure the companies systems are reviewed as part of a formal management review process.

Health, Safety Environment and Quality Manager

Has responsibility for; Formulating, agreeing and maintaining the corporate Management systems and for providing management reports to the senior management team on the overall performance of the system. In managing the Management Systems Managers will;

- Develop and maintain the system in line with the requirements of OHSAS 18001 ISO 14001& ISO 9001.
- Current Legislation, & associated codes of practice
- Provide advice and Guidance in relation to HSEQ Matters
- Liaise with Enforcing Authorities and other stakeholders about HSEQ issues
- Monitor effects and causes of incidents to ensure that the respective control measures are effectively in place to prevent reoccurrence
- Organising training with dedicated suppliers
- Ensuring accidents are fully investigated and reviewing any investigation report so as to ensure all elements of the accidents / Incidents (Including Environmental and Quality) have been addressed and immediate and underlying causations have been identified and plans set in place to address any issues raised. Accident Investigation and RIDDOR reporting.

- Ensuring the company complies with the CDM regulations whilst undertaking works on client's behalf.
- Establishing Training and Competence requirements in conjunction with the Operational team.
- Keeping up to date records of individuals training and competence.

Management Representative (Health, Safety, Quality and Environment)

The Management Representative is the HSEQ Manager. As Management Representative there are three additional duties:

- Ensure Business Management System processes are "established, implemented and maintained",
- report to "top management" on the BMS performance and where improvements are needed,
- ensure that everyone in the organisation is aware of stakeholder requirements.

The Management representative must have:

- A formal safety qualification such as a NEBOSH General Certificate in Occupational Safety and Health
- A working knowledge of HSEQ compliance
- At least 2 years experience working with HSEQ management systems

Senior Managers

Are responsible for ensuring that;

- Effects & causes of Incidents are monitored to ensure that respective control measures are effectively in place to prevent reoccurrence
- Develop the overall company HSEQ plan.
- Ensuring (In conjunction with Commercial Managers) business continuity plans are in place.
- In conjunction with the directors, set company targets and objectives.
- Project Delivery.
- Management Reviews with management team.
- Project cost control.
- Project financial delivery.
- Site QS management and reporting.
- Ensuring (In conjunction with Operational Directors) business continuity plans are in place.
- Applications for payment.
- Investigations into commercial / financial shortfalls.
- Fixed assets and the company's Asset Register.
- PQQ / Tender applications and submissions.
- Procurement.
- Project financial status reporting.
- Appointment of Subcontracting Organisations.
- Subcontractor Payments.
- Formatting the company structure.
- Obtaining accreditations.
- Client development.
- Business Planning.
- Reporting.
- Opportunities.
- Progress on PQQ and Tenders.
- Completion of management accounts.
- Overall ownership for Supply Chain management and issues.
- Raising and processing orders with suppliers.
- Updating / maintaining Project and other delivery tracker systems.
- Collection / payment of outstanding invoices.
- Ensuring the facilities are maintained in good order, ensuring audit and inspections are carried out; fire drills take place and are monitored.
- Ensuring that DSE and other Personal Evacuation Plans / assessments where needed.
- Ensuring the office and Depots are secure and any incidents of trespass reported and recorded.

Operations Managers

Are responsible for ensuring that;

- The management systems are fully deployed within their area of responsibility, deploying specific processes where required.
- Client requirements and specific legislative requirements relation to HSEQ matters are reviewed, monitored and implemented in operating systems.
- Adequate resources are available to enable the management systems to be implemented including competent human resources, infrastructure, physical and financial resources.
- The workforce has sufficient training and competence to undertake the roles allocated to each individual.
- Ensuring Project Plans are in place and followed taking into account Security, Fire Safety and Supply chain management).
- Reviews occur which address the performance against objectives and targets and requirements of OHSAS 18001, ISO 14001, ISO 9001.
- Through a process of designating responsibility for specific objectives and targets to relevant operational managers, that all staff, including contracted staff, are tasked with programmes that ensure that the overall objectives and targets are achieved.

- o Ensuring communications take place with all stakeholders.
- o Ensuring sites are secure and any incidents of trespass reported and recorded.
- o Directly Managing Project Managers, Line Managers / Agents, Operatives.

All Employees

The following HSEQ roles and responsibilities have been defined as common for all employees within the company, in that it is the responsibility of all personnel to:

- o Control Health, Safety, Quality & Environmental Risks under your control, do not allow any personnel to take risks, stop work if necessary and establish a safe system of work and Promote HSEQ issues /matters whenever possible.
- o Ensure you are aware of the provision of welfare facilities.
- o Implement Emergency control measures where the need arises.
- o Ensure protection of the environment whilst working for and on behalf of the company.
- o Ensure that you do not consume alcoholic drink when on duty, and do not report for duty whilst under the influence of alcohol.
- o Ensure that you do not report to work in an unfit state due to the effects of drugs, and do not take drugs of abuse while on duty.
- o Ensure that you report to the Site Management if you are taking prescribed or 'over the counter' medication for which warnings are given either by your doctor or the chemist on the packaging, i.e. that they may cause drowsiness and may affect your ability to work safely.
- o Do not allow "horse-play" or dangerous practical jokes and reprimand those who consistently fail to consider their own Safety or that of others around them.
- o Drive in a safe manner at all times and be particularly careful when driving on sites or consider the conditions of temporary access roads that are under construction and being used for access purposes.
- o Keep any equipment provided in good clean condition.
- o Report to head office and your immediate manager Health, Safety, Environmental & Quality, Accidents, Incidents, Hazards, Near Misses, unsafe acts or defective equipment immediately after the occurrence or as they are identified.
- o Assist in any investigations that may be undertaken.
- o Adhere to the company's safe systems of work and follow instructions relating to Health, Safety, Environmental and Quality Matters.
- o Minimise waste whilst carrying out activities in work.
- o Dispose of waste in the appropriate waste stream ensuring all waste is secure.
- o Contain any spillages and prevent these from entering water courses.
- o Consider the natural environment avoid disturbance of flora and fauna.
- o Address any identified deficiencies immediately they are brought to your attention.
- o Do not knowingly allow any untrained individual to undertake work they have not received appropriate Information, Instruction and Training to complete.
- o Co-operate with the company in all matters relating to Health, Safety Quality & Environmental issues.
- o Acknowledge and adopt a proactive approach to Health, Safety, Environmental and Quality matters always looking for ways to continuously improve.
- o Ensure that any work related decisions that are made do not have a detrimental effect on compliance / enforcement of the Company's Health, Safety, Environmental & Quality Management Systems.
- o Take reasonable measures to prevent Health, Safety, Environmental accidents, incidents, pollution incidents long / short term. Ensure systems are in place to maintain prevention.
- o Set a personal example by wearing appropriate personal protective equipment and clothing and by carrying out your own work in a safe manner.
- o Do not use equipment for other purposes other than what it was originally intended for.
- o Ensure that you are kept informed of and alert to relevant Health, Safety, Environmental & Quality risk management issues i.e;
- o Reviewing operational Health, Safety, Environmental and Quality performance at regular intervals.
- o Ensuring that Health, Safety, Environmental & Quality failures are brought to the attention of the senior management as soon as is possible.
- o Ensuring that suitable and effective action is taken to prevent further occurrences.
- o Always wear appropriate Personnel Protective Equipment provided by your employer.
- o Make your work colleagues aware of any hazards of which you are aware.
- o Comply with reasonable instruction.
- o Report any incident where abuse of items provided in the Interests of Health, Safety, Environment or Quality are being misused abused.
- o Whenever you consider that the work could be done in a safer way or you identify new hazards associated with the work, then bring it to the attention of your senior manager and decide on the safest method of work before continuing.

Section 6: Communications and Training

The company recognises that the successful implementation of the management systems is dependent on the commitment and contribution of a fully trained work force, including contract staff. To this end the company will ensure that;

- o All roles have a defined skill set which reflects the level and detail of any specific HSEQ training needs. These details will be recorded on the individuals training plan.
- o All contracted staff are subject to formal evaluation including assessing competence and HSEQ performance both pre contract award and on a regular and formal basis post contract award.
- o All staff, including contract staff, receives an induction which includes information relation to the HSEQ policies, specific HSEQ matters relating to their area of operation and the importance of conformity to the management systems.

- o All staff have access to the information relating to the processes they are operating including HSEQ information and only competent people will be allocated to tasks.
- o All staff are made aware, through the above activities and personal appraisals, of their personal responsibilities in relation to the management systems, the importance of conformity and the potential consequences of non-conformity
- o Feedback from staff, including contract staff, on the performance of the management systems and suggestions for improvement will be encouraged and any highlighted points will be noted and reviewed for implementation. Where possible the individual will be encouraged to take an active role in the implementation of improvements.

Section 7: External Communications

On request, the company will supply commercially non sensitive details on its Management Systems in response to a general external enquiry. In addition the company will include an HSEQ summary in its Annual report and accounts and publish information relation to environmental matters, including its Policies on the company web site.

The company is committed to working in partnership with all our customers, suppliers and contracted workforce, including subcontractors. To this end, unless commercially sensitive the company will endeavour to operate the management systems that are accessible. Specific enquiries relation to the management systems that are received from;

Customers

Suppliers

Subcontractors

Local Authorities

Will be assessed for their potential business impact and an appropriate response formulated. Where there is any uncertainty for its potential business impact an appropriate response will be formulated.

Where there is any uncertainty or the enquiry has been received from a regulatory authority, the Director responsible for HSEQ will be consulted prior to any response being issued.

Section 8: Management Review

The company operates an integrated management system addressing HSEQ matters. The performance of the management systems will be reviewed as part of this procedure by the senior management team to ensure on-going suitability and effectiveness. Details of these reviews will be formally documented

Section 9: Document History

October 2016	Initial Draft
October 2017	Updated competency requirements for management representative
February 2019	new branding