

# HEALTH & SAFETY MANAGEMENT POLICY

## MISSION STATEMENT

Bremca's policy is to conduct business in a systematic and structured approach to identify, assess, and manage all risks to the health, safety and wellbeing of our employees, the public, and the environment.

Bremca is committed to the continuous improvement of our safety management system, ensuring that it remains effective and relevant and assists in providing and maintaining a safe and healthy workplace for all.

In meeting this commitment Management will:

- comply with legal requirements, regulations, standards, relevant codes of practice and guidelines, Including:
  - [Health and Safety at Work Act 2015 \(HSWA Act\)](#),
  - [Health and Safety at Work Act](#)
  - [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)
  - [Health and Safety at Work \(Hazardous Substances\) Regulations 2017](#)
  - [The Accident Compensation Act 2001](#)
  - [The Privacy Act 2020](#)
- each manager and supervisor is responsible for ensuring compliance with the regulation's, standards, relevant codes of practice, and guidelines for the employees working under their direction.
- provide and maintain a safe and healthy working environment and monitor health conditions in the workplace to prevent illness or injury.
- ensure appropriate processes are in place to eliminate hazards and reduce risks.
- provide information, training, instructions, or supervision necessary to protect people from the risks relating to their work
- consult and encourage workers' participation and, where they exist, their representatives in reviewing, revising, and evaluating our health and safety management systems
- support the safe and early return to work of injured workers

Every Bremca employee is asked to share in the commitment to this policy by:

- reporting all hazards, incidents, injuries, and near misses promptly and accurately to their supervisor
- actively contributing to hazard identification and the risk management control process
- taking reasonable care for their safety, and not adversely affecting the health and safety of other people.
- complying with any reasonable instruction given by management
- cooperating with any reasonable policy, procedure, or safe work practice that has been communicated
- being responsible for the safety and welfare of members of the public, who may be affected by the company's operations on or off site

Management and staff are expected to treat health, safety, and wellbeing at work as a core principle of how they work and interact so that the Health & Safety Policy is embedded in the companies culture.



Andrew McLean

**Managing Director**

Monday 21<sup>st</sup> November 2022

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## POLICY

Bremca's policy is that safety takes equal precedence with all other activities. All staff are required to take the time and care necessary to ensure:

- that their health and safety is not compromised
- that health and safety of others is not compromised
- all Personal protective equipment listed in procedures (e.g., gloves, goggles, hearing protection, and face masks) are used when required

Bremca's Safety Management System contains various policies and procedures to ensure the Health, Safety, and Wellbeing of Bremca's staff, contractors, and visitors.

Staff are reminded that it is essential that this policy is carefully followed and that steps are not missed out or shortcuts are taken by becoming complacent. If you are in doubt, consult your supervisor.

The Safety Management System is for the Bremca Group, and some information may only be relevant to specific sites. Please disregard any information that does not apply to your site, e.g., gas leak procedure is not applicable to sites that do not use gas.

## STAFF INVOLVEMENT

All staff on site will be involved in the improvement of Health & Safety on site through:

- The Health & Safety Committee
- Hazard Identification
- Accurate reporting and recording
- Operations Improvement

## APPROACH

There will be a systematic approach to identifying and controlling hazards on site.

## SAFE WORK PRACTICES

Operator training will include training in safe work practices.

## INCIDENT REPORTING

All incidents will be reported and, where appropriate, investigated.

## REVIEWS

There will be Continuous review of the Health & Safety Management System and audits of its policies and procedures. The goal is continual improvement to ensure the overall performance and effectiveness of the Policies, Procedures, and the Management System as a whole.

As a result of these reviews/audits will come recommended actions for improvement. Directors will ensure that these recommendations are appropriately considered by Management and if agreed, implemented, and maintained.

The Management System review will be performed by the board annually, to establish whether the Health & Safety principles are embedding within the organisation's culture and whether the policy, procedures and systems are being effectively implemented and are still fit for purpose.

Compliance and safety target results for the year will be presented to the Board and Management Team for review annually. Key points for discussion will be the annual statistics and whether the Management system's policies and procedures are being effective in achieving the set targets.

Safety targets will be presented monthly in the Management Meetings so that any issues/risks can be addressed sooner.

Directors will track improvement action plans from the formal review at regular board meetings.

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As part of the Continuous review of the Health & Safety Management System and audits of its policies and procedures, Bremca will conduct Internal Audits. These will be triannual site audits conducted by a cross-section of managers and worker representatives. This ensures a range of perspectives, knowledge, and skills are brought to the table. Directors should consider whether appropriate people were involved in the review or audit.

This comprehensive approach to reviews and audits is to ensure that the message of our Health & Safety Policy is everybody's responsibility and that every employee is active in the implementation, maintenance and review of the system when reviewing the outcomes.

## RESPONSIBILITIES

The Board will review the Management System along with The Managing Director, Department Managers, and Health & Safety Committee they will develop the annual safety targets and associated plans.

Quarterly internal site audits will comprise a cross-section of managers and worker representatives so that a range of perspectives, knowledge, and skills is brought to the table.

Other responsibilities will be allocated to the appropriate procedures.

## SAFETY TARGETS

Targets will be set each year and included in the annual plan.

Targets will cover:

- LTI frequency
- Improvements in key elements of audit results
- Reduction of identified hazards

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