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| Revision | Date | Status | By | Reviewed | Approved |
|---|---|---|---|---|---|
| 5 | 22 Jun 2017 | Addition of reference to FSC/PFC timber and document number. | GME | RS | AJC |
| 4 | 16 Jun 2017 | Addition of Operational Manager to Organisational chart. | GME | RS | AJC |
| 3 | 12 Jun 2017 | Policy rewrite | GME | RS | AJC |
| 2 | Apr 2017 | Periodic Review | GME | AJC | AJC |
| 1 | Feb 2016 | | | | |

## 1    Introduction

This policy statement provides a framework for managing all quality, occupational health, safety and environmental issues facing JT Mackley.

The company aims to achieve first class performance in all quality, health, safety and environmental issues by reducing and managing risks, eliminating potential injuries, preventing work related ill-health and minimising the effect of our activities on the Environment. Whilst having a thorough understanding of the needs and issues that affect our customer base and other interested parties.

Providing a professional service and quality products without compromising the health and safety of the public, our workforce and the protection of the environment, is integral to the company and will remain the prime responsibility of management at every level.

Wherever JT Mackley operates we are committed to achieving the highest level of performance, we will plan our works to achieve our clients quality expectations and maintain that an excellent health, safety and environment record makes good business sense.

JT Mackley aims to continually improve its performance in order to at least comply with changing business and regulatory needs and will always ensure that our policies and management systems will be reviewed every year, or at such a time as changes in legislation come into force, to ensure that they reflect any changes.

## 2    Policy Statement

JT Mackley meets its customers' expectations by providing them with a quality service.

To achieve this JT Mackley shall maintain an Integrated Management System that will comply with recognised standards and lead to continual improvement in all areas of our operations by clearly defining aims and objectives to:

■    Identify all internal and external issues that are relevant to the Company's purpose and strategy.

■    Develop an strong understanding of our customers' needs and requirements through effective tendering.

■    Identify and comply with all the relevant legislation and other requirements to which it subscribes.

■    Develop a strong health and safety culture throughout the organisation through committed leadership.

■    Ensure the health and safety of sub-contractors and other persons who

may be affected by our activities.

- Assess and reduce the environmental impact of our key processes, products or services. We will only use timber that has evidence of sustainable supply and where possible PEFC/FSC Chain of Custody Certification on all our projects.

- Select suppliers appropriately and carefully use materials and resources, to eliminate or reduce waste and to prevent pollution.

- Ensure that all employees are aware of their statutory duties and that they take reasonable care of themselves, others and the environment.

- Train and develop our people so that they are competent to deliver a first class, quality service to our customers.

- Ensure confidentiality of information, including that provided by customers.

Clear objectives and targets relating to performance, shall be set, as part of the Business Plan, to implement this policy and demonstrate our commitment our customers, continual improvement and all interested parties.

This policy and associated procedures shall be formally reviewed annually or as a result of changes in legislation, scope or performance.
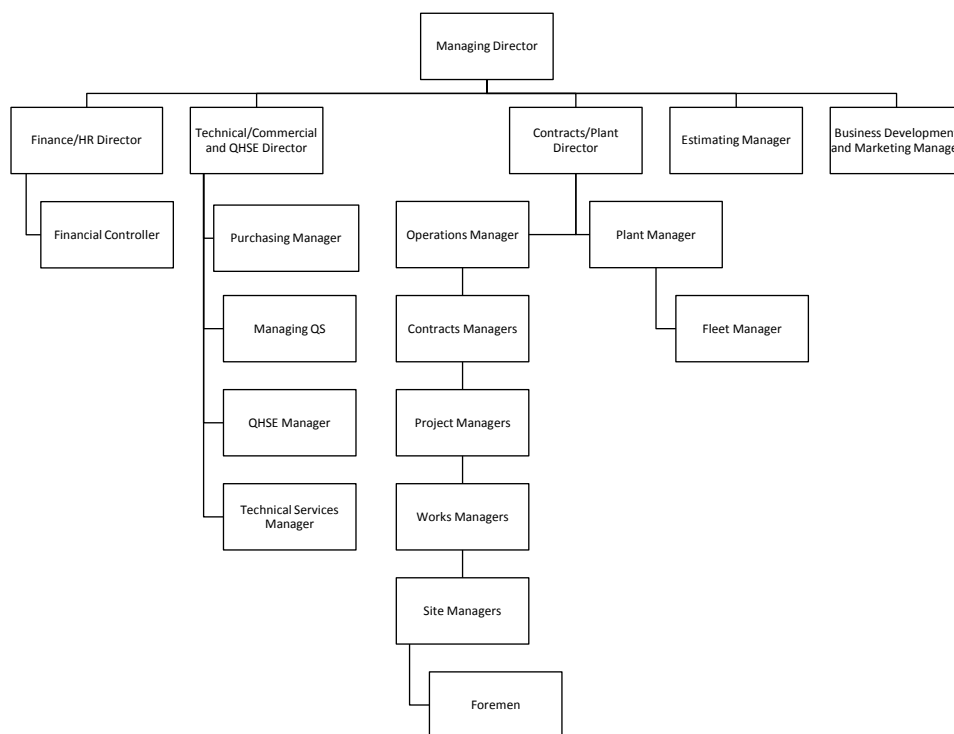
Signed

**AJ Camilleri**
**Managing Director**

## 3    Organisation

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                              Managing Director
    ┌──────────┬──────────────────┬──────────────────┬──────────────┬──────────────┐
Finance/HR   Technical/Commercial  Contracts/Plant   Estimating     Business Development
Director     and QHSE Director     Director          Manager        and Marketing Manager
    │             │                     │
Financial     Purchasing         Operations Manager ── Plant Manager
Controller    Manager                  │                    │
              Managing QS        Contracts Managers    Fleet Manager
                                       │
              QHSE Manager       Project Managers
                                       │
              Technical Services Works Managers
              Manager                 │
                                 Site Managers
                                       │
                                   Foremen
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## 4    Responsibility for Quality, Health, Safety and Environmental issues

### 4.1    Managing Director

The Managing Director is ultimately responsible, through the Mackley Board, for the effectiveness of the company's health, safety and environment management system.

The board will treat Health, Safety and the Environment as a core business requirement, and where necessary, prioritise it over all other considerations.

Board members will individually and corporately encourage and support Mackley staff who raises concerns or opportunities for improvement

The Board will ensure that the resources are in place to achieve excellent performance including  the necessary arrangements to monitor and report compliance against this policy.

### 4.2    Operational Managers

All Managers have responsibility for the day-to-day control of the company's core activities. They are responsible for ensuring that their staff, sub-contractors and service providers comply with company policies and procedures.

Line Managers are required to set targets, monitor and report on performance, allocate resources, facilitate communication and ensure the competency of employees, sub-contractors and service providers.

Managers may seek advice and guidance from the company's QHSE team.

### 4.3  QHSE Manager (Appointed Competent Person)

The Managing Director has appointed the Quality, Health, Safety, and Environmental (QHSE) Manager to be responsible for: -

■ The development, implementation, monitoring and control of all Quality, Health, Safety and Environment Policies and procedures used throughout the Company including:

■ The provision of guidance and assistance in relation to the development of operational procedures to ensure that they are developed and implemented through an effective management system;

■ Implementation of audit and review of compliance with the Company's policies and procedures;

■ Providing reports to the Board in relation to areas of underperformance and good practice and to highlight areas of risk to ensure that senior management are provided with a true picture of how well Quality, Health, Safety and Environment is being managed throughout the Company.

The Quality, Health, Safety and Environment Manager reports directly to the Technical Director and operates independently of the line management teams, enabling the position to present advice independently and effectively to the business and provide an unbiased, assured view of each functions Quality, Health, Safety, and Environmental compliance.

The Quality, Health Safety and Environment Manager is in turn assisted in the execution of his role by the employment of competent Health, Safety, Environment and Quality Personnel including both Health and Safety and Environmental Specialists.

### 4.4  QHSE Advisors

QHSE Advisors are responsible for: -
■ Championing The Mackley Integrated Management System (MIMS) and rolling out Company policies and procedures;

■ Facilitating the development of operational procedures and risk control measures to implement compliance with Company and legislative requirements;

■ Actively promoting  and coaching Quality, Health, Safety, Environment;

■ Carrying out QHSE audits to ensure compliance with the management system;

■ Assisting each function to develop, implement and communicate any local Quality, Health, Safety, Environment systems;

■ The day to day monitoring of compliance with Quality, Health, Safety, Environment requirements, and for providing feedback and recommendations to managers in relation to their Quality, Health, Safety, Environmental performance;

■ Incident and non-conformance investigation and reporting;

■ The provision of guidance and advice on all QHSE matters;

■ Liaison with the enforcing authorities, customers QHSE personnel, occupational health providers, fire service, police and insurance companies as the need arises.

### 4.5 Employees and Contractors/Sub-Contractors

As a minimum, all employees and contractors are responsible for ensuring that Quality, Health, Safety and Environmental systems are followed and applied and that the Health and Safety of others is their priority.

Every employee has the responsibility to stop any element of work or operation, if they feel unsafe or consider that others might be at risk.

JT Mackley expect all employees, Contractors and Sub-Contractors to:

Co-operate and assist in the implementation of this policy, whilst ensuring that their own works, are carried out professionally, safely, without harm to the environment whilst meeting our clients expectations of quality.

Maintain a healthy, and  positive workplace, and if necessary, prioritising health safety and protection of the environment over all other considerations.

Be co-operative and follow company procedures.

Lead by example, thinking about  the safety of themselves, others and the environment.

Comply with the law and enhance the company's reputation.

Take a positive approach to identifying potential risks and eliminating or minimising them.

Contribute to everyone's wellbeing by informing line management of any injuries, ill-health, potentially unsafe or environmentally threatening situations, or 'near misses'.

### 4.6 Consultation

The company recognises the importance and value of its informal communication however it will also ensure that formal consultation opportunities exist as appropriate to the scale and complexity  of every work location but as a minimum:-

At work sites; a site induction, daily briefing, method statement briefing, and the inclusion of QHSE as an agenda item in all progress meetings.

At office locations; a company induction and the inclusion of QHSE on agendas of all management meetings.