



Mackley Policy

JTM-PLCY-HS-01

**Health, Safety, Environment &
Quality Policy**

VI9 – February 2024

MACKLEY



Document Quality Control

REV	CHANGES	REVIEWED	APPROVED	DATE
19	Annual Review	GE	BH	* Feb 2024
18	Annual Review	GE	BH	13 Feb 2023
17	Department name change	GE	BH	03 Jan 2023
16	Organogram amended	GE	BH	10 May 2022
15	Annual Review	GE	BH	08 Feb 2022
14	MD Change	GE	BH	06 Oct 2021
13	Organogram amended	GP	AJC	26 Jul 2021
12	Policy Review	GP	AJC	21 Mar 2021
11	Organogram amended	GP	AJC	01 Jun 2020
10	Organogram amended & MEEC added	GP	AJC	17 Jan 2020
9	Organogram amended	RS	AJC	01 May 2019
8	Amendment to Policy Statement adding sustainability	RS	AJC	18 Jan 2019



Contents

DOCUMENT QUALITY CONTROL	1
1 INTRODUCTION	3
2 POLICY STATEMENT	3
3 ORGANISATION	5
4 RESPONSIBILITY FOR HEALTH, SAFETY ENVIRONMENTAL AND QUALITY ISSUES.....	6
4.1 Managing Director	6
4.2 Operational Managers	6
4.3 HSEQ Manager (Appointed Competent Person).....	6
4.4 HSEQ Advisors.....	7
4.5 Employees and Contractors/Sub-Contractors.....	7
4.6 Consultation	8

I Introduction



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

Whilst having a thorough understanding of the needs and issues that affect our customer base and other interested parties, the company aims to achieve sustainable first-class performance in all our activities. To achieve this we will reduce and manage risks, preventing work related injuries and ill-health as well as seeking opportunities to enhance the environment through our activities.

We aim to provide a professional service and quality products without compromising the health and safety of the public and our workforce. Protecting and enhancing the environment is integral to the company's sustainable approach 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 ensure meet our client's quality expectations while maintaining our excellent health, safety and environmental standards.

JT Mackley aims to continually improve its performance in order to surpass compliance with changing business and regulatory needs and will always ensure that our policies and management systems are current.

2 Policy Statement

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

To achieve this JT Mackley maintains an Integrated Management System that will comply with recognised standards and thereby 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 a 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.
- Link to and support our four key sustainability themes of value creation through engineering ingenuity, carbon efficiency in all company operations, attractive employment by providing a safe working culture and sustainable supply chain management.
- Assess and reduce the environmental impact of our key processes, products or services. For example, we will only use timber that has evidence of sustainable supply and where possible use PEFC/FSC Chain of Custody Certification timber on 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, colleagues, the public and the environment.
- Train and develop our people so that they are competent to deliver a first class, quality service for our customers.
- Ensure confidentiality of information, including that provided by customers.
- Ensure that all fleet vehicles are managed to comply with the Fleet Operators Recognition Scheme (FORS) standard and continue to look for ways to improve operations whilst striving to reduce the environmental impact of the fleet and ensure that all fleet drivers are suitably trained and informed.

Clear priorities, objectives and targets relating to performance, shall be set as part of a business review and monitored accordingly.

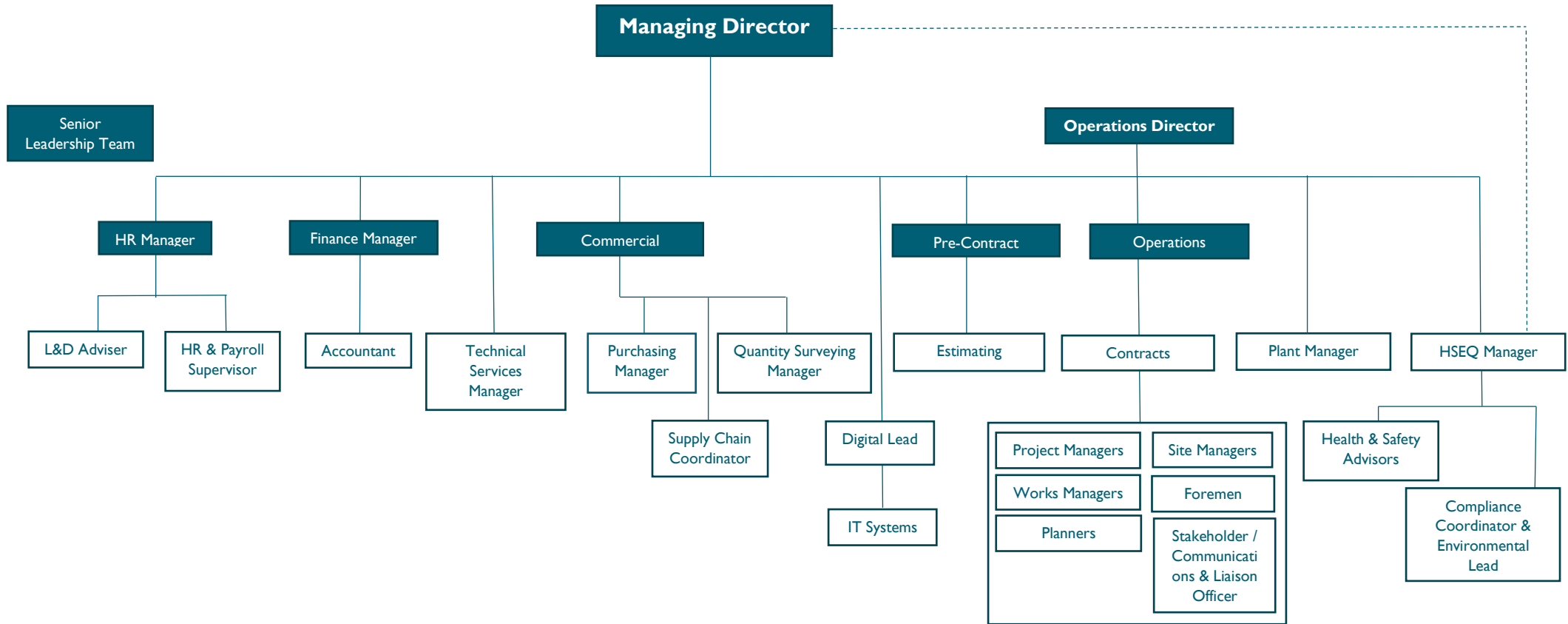
This policy demonstrates JT Mackley's commitment to our customers, to continual improvement and to all interested parties. This policy along with the relevant associated procedures shall be formally reviewed annually or as a result of changes in legislation, scope or performance and is available to all interested parties via the company website.

Signed



Ben Hamer
Managing Director

3 Organisation



4 Responsibility for Health, Safety Environmental and Quality 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 environmental management system.

The Board will appoint a Director responsible for HSEQ and prioritise Health, Safety Environment and Quality, as a core business requirement over all other considerations.

Board members and the senior leadership team will encourage and support Mackley staff who raise concerns or opportunities for improvement. They 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

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

Line Managers are required to set objectives and 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 HSEQ team.

4.3 HSEQ Manager (Appointed Competent Person)

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

- The development, implementation, monitoring and control of all Health, Safety Environment and Quality, 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; and
 - Providing reports to the Board in relation to areas of underperformance, opportunities for improvements, good practice and to highlight areas of risk to ensure that senior management are provided with a true picture of how well Health, Safety Environment and Quality is being managed throughout the company.

The HSEQ Manager reports directly to the nominated Director and operates independently of the line management teams. This enables the HSEQ manager to give independent advice effectively to the business and provide an unbiased, assured view of each of the functions - Health, Safety, Environmental and Quality compliance.

The HSEQ Manager is in turn assisted in the execution of his role by the employment of competent Health, Safety, Environment and Quality Advisors.

4.4 HSEQ Advisors

HSEQ 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, HSEQ topics;
- Carrying out HSEQ audits and inspections to ensure compliance with the management system;
- Assisting each function to develop, implement and communicate any local HSEQ requirements;
- The day to day monitoring of compliance with, HSEQ requirements, and for providing feedback and recommendations to managers in relation to their, HSEQ performance;
- Incident and non-conformance investigation and reporting;
- The provision of guidance and advice on all HSEQ matters; and
- Liaison with the enforcing authorities, customers, HSEQ 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 HSEQ 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; and

- 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 'close calls'.

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:

- We will maintain an employee engagement team which through regular meetings will enable the workforce to have a "voice" through representatives to table concerns on any subject, ideas and suggestions that may benefit the business, working environment or sustainability.
- On work sites; site inductions, daily and method statement briefings will be carried out and HSEQ items will be an agenda item in all progress meetings. These will be used to drive the HSEQ culture and expectation on site and give the staff opportunity to feedback.
- At office locations; a company induction and the inclusion of HSEQ on agendas of all management meetings are similarly used to instil our desired HSEQ culture.



Let's stay in touch

Mackley

www.mackley.co.uk



MACKLEY



Intertek



UKAS
MANAGEMENT
SYSTEMS