

Shanks Group plc

Health and Safety Policy, Responsibilities, Organisation, Principles and Standards (PROPS) document

PROPS - Health and Safety Policy Statement

- Good health and safety complements commercial and operational needs - good safety standards make good business sense.
- Shanks is committed to preventing all accidents and incidents, whether near miss, minor or major, resulting from its activities and investigating any which do happen to prevent reoccurrence.
- Health and safety law is the starting point for Shanks and, wherever reasonably practicable, legal standards will be exceeded.
- Line managers have prime responsibility for health and safety - this is a non-negotiable duty.
- All employees, from managing directors to operational workers, will co-operate with Shanks Safety Department, observe health and safety rules and take all reasonable steps to guard their own and other's health, safety and welfare.
- The Group Board of Directors will nominate an executive to co-ordinate health and safety across Shanks operating companies - this executive will report direct to the Group Chief Executive.
- Shanks will employ suitably qualified Safety Advisors to assist it in fulfilling its responsibilities.
- Shanks encourages consultation with all employees and will pursue a proactive communications strategy.
- Health and safety will be the prime consideration in the design, purchasing, installation and commissioning, operation, repair and maintenance, decommissioning and disposal of all equipment, plant and facilities.
- Health and safety will be the prime consideration in any activity undertaken by Shanks, including the management of change of any kind, including management systems and organisation.
- No task or operation will be started which cannot be stopped in a safe condition.
- Shanks will maintain links with trade organisations, professional associations, regulators and other bodies to ensure that its health and safety performance is continuously improved.

If in doubt about the safety of what you are doing – STOP & THINK
If you see anyone not carrying out a task safely - challenge them and report it
If you have an accident, or see someone else have an accident - report it
If you have a question about health and safety - ask
Think safe in everything you do - take the time to be safe
Safety is everyone's responsibility - not someone else's

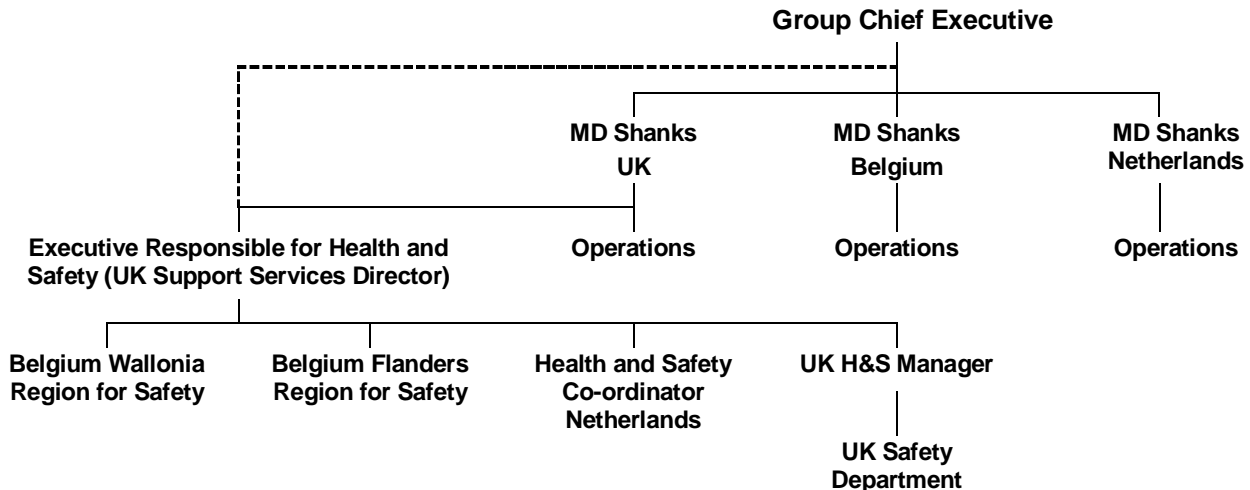
PROPS - Responsibilities

All company employees have responsibility for health and safety. Shanks management system documents, job descriptions and profiles allocate specific responsibilities for safety. However, in general terms:

- The Group Chief Executive is responsible for representing safety to the Group Board, being an ambassador for safety and ensuring that operating company managing directors fulfil their responsibilities.
- The nominated executive for health and safety is responsible for ensuring that Shanks Safety Department is adequately resourced and staffed, representing safety to the Group Executive and co-ordinating health and safety standards.
- Operating company managing directors are responsible for providing leadership for health and safety, ensuring adequate resources are budgeted for safety and that company strategy does not come into conflict with good standards of health and safety.
- Operating company directors and senior managers will provide the resources and framework to promote a positive safety culture through budgeting, management of change, visible commitment and direction.
- Line managers have the prime responsibility for health and safety, placing it at the head of their priorities and ensuring that employees comply with health and safety rules, practices and systems. These duties will be demonstrated through their actions - no manager will allow poor practice or pass it by without comment.
- Employees are responsible for taking all reasonable care for their own health and safety, their workmates' and third parties who may be affected by their actions. Employees must comply with safety rules and systems and co-operate on safety issues. No employee will ignore poor practice without commenting - if necessary to a senior manager, their director or Safety Department.
- Shanks Safety Department is responsible for providing advice, monitoring, safety management systems and promotion and, where necessary, will report any deficiencies to the highest level.
- All employed by Shanks, from Chief Executive to operational worker, are responsible for promoting health and safety, putting health and safety first and never ignoring poor practice - not to do so will be a serious breach of conduct and may be a disciplinary offence.

PROPS - Organisation of Health and Safety

For corporate safety issues Shanks Safety Department reports to Shanks Group, although for day-to-day safety issues reporting is via the operating company structure. Safety Department reports to the Shanks UK Support Services Director who is the Group Executive Responsible for Health and Safety and has a reporting line to the Group Chief Executive. In outline, the organisational structure for health and safety in Shanks is:



PROPS - Principles and Standards

Shanks safety policy statement sets the scene for health and safety. Line management and other employees, supported by the Group Safety Department, deliver this policy. The basic standards Shanks expects from its operating companies and their employees and the services Shanks Safety Department provides in support are:

Communications - Good safety requires all to know what the standards are - communication is critical.

Shanks Safety Department will:

- Produce information on safety issues and an annual, publicly available health and safety review.

Operating companies and their employees will:

- Have a safety noticeboard at every operation and put safety first on team briefs and at all core meetings.
- Ensure every operation is covered by a health and safety committee and employee representation.

Advice - Managers must receive good health and safety advice and act on it.

Shanks Safety Department will:

- Provide competent safety advice to all of Shanks operations.

Operating companies and their employees will:

- Seek advice when commencing, carrying out, revising or ceasing an activity and heed the advice given.

Safety Management Systems, Risk Assessment and Safe Systems of Work - High quality safety management systems are key to good health and safety.

Shanks Safety Department will:

- For core health and safety issues, either produce systems for managers to follow or intervene directly.

Operating companies and their employees will:

- Follow the core systems produced by Safety Department and produce their own safe systems of work based on risk assessment for specific activities.

Training and Competence - Shanks is committed to health and safety training.

Shanks Safety Department will:

- Assess key health and safety training needs and communicate these to operating companies.
- Provide management of safety training for all operational managers.

Operating companies and their employees will:

- Budget for health and safety training and ensure managers assess and provide for training needs.

Monitoring and Review - Systems, training and advice are not enough - monitoring is critical.

Shanks Safety Department will:

- Provide inspections and audits at all operations and review company standards against new developments.

Operating companies and their employees will:

- Carry out and act on their own safety inspections against targets set by Safety Department.

Accidents and Incidents - The investigation of accidents is critical to prevent reoccurrence.

Shanks Safety Department will:

- Provide systems and training to allow managers to report on and investigate accidents and incidents.
- Analyse data collected from accidents and incidents and advise on remedial measures.

Operating companies and their employees will:

- Ensure managers report and investigate incidents promptly and act to prevent reoccurrence.

Occupational Health - More people are affected by occupational health hazards than physical dangers.

Shanks Safety Department will:

- Arrange for occupational health monitoring of its employees and, where appropriate, the workplace and provide employees with competent occupational health advice.

Operating companies and their employees will:

- Consider occupational health issues with the same importance applied to physical hazards.

Housekeeping - Safe working is tidy working.

Shanks Safety Department will:

- Include housekeeping issues in all of its activities, including inspections and audits.

Operating companies and their employees will:

- Foster an attitude where good housekeeping and waste removal is a company pre-requisite.

Work Equipment - All employees use work equipment, all of which have hazards which need controlling.

Shanks Safety Department will:

- Provide advice and set the standards to be met and publicise changes in legislation and good practice in the safe use of work equipment.

Operating companies and their employees will:

- Make safety the prime consideration when purchasing or modifying work equipment.
- Provide adequate training, maintenance, testing, defect reporting and repair systems.

Personal Protective Equipment (PPE) - PPE is a last resort, but can play a vital role.

Shanks Safety Department will:

- Include PPE in its activities and advise on the suitability of PPE.

Operating companies and their employees will:

- Provide all employees with any required PPE free of charge and without restriction.
- Ensure that PPE is used by all employees, contractors, visitors and customers.

Emergencies – Reducing the risk of and minimising the effects of emergencies is critical.

Shanks Safety Department will:

- Provide co-ordination where required between company and emergency services.

Operating companies and their employees will:

- Have emergency plans in place for all of its sites including the adequate provision for first aid, fire and, if appropriate, environmental emergency equipment.
- For sites which pose major accident hazards, each site will have a separate policy for the prevention and mitigation of such hazards and a management system to support this.

Hazardous Substances - Employees face risks from hazardous substances, not least from wastes.

Shanks Safety Department will:

- Arrange for specialist advice, assessments and monitoring for hazardous substances.

Operating companies and their employees will:

- Not undertake tasks involving hazardous substances it is not competent or equipped to handle.
- Ensure that those gaining business involving hazardous substances communicate the hazards faced to those managing them at an operational level.
- Consider individual vulnerabilities when carrying out tasks with hazardous substances.

Management of Change - Change is an essential part of modern business, but can pose significant risks.

Shanks Safety Department will:

- Give advice on the safety aspects of change and monitor the safety implications of such.

Operating companies and their employees will:

- Ensure that safety is the prime consideration in all aspects of change, management systems and organisation.

Road Risk and Traffic Management - The risks associated with traffic and transport are significant.

Shanks Safety Department will:

- Where appropriate ensure that training for drivers takes place and publicise data from road traffic accidents.

Operating companies and their employees will:

- Ensure that drivers are not under pressure which may compromise their safety.
- Produce traffic management plans for sites which minimise potential hazards.

Workplace Issues - A safe environment is the right of all employees, from office worker to operational staff.

Shanks Safety Department will:

- Include welfare and other workplace issues in inspections and audits.

Operating companies and their employees will:

- Ensure good standards of welfare and other workplace facilities are met at all sites.

Customer Service – The first step to exemplary customer service is ensuring customer safety. Shanks Safety Department will:

- Include customers and those employees dealing with customers in its activities.

Operating companies and their employees will:

- Ensure their sales activities are fully consistent with good standards of health and safety.
- Communicate and co-operate with customers on health and safety issues.

Temporary Workers, Contractors and third parties - Contract workers present significant safety issues for Shanks and other third parties may be at risk from Shanks activities.

Shanks Safety Department will:

- Provide advice, management systems for temporary workers and contractors.
- Advise on issues such as physical security and operating company occupier duties.

Operating companies and their employees will:

- Ensure that contractors are competent and inspect to check agreed methods are being used.
- Work with contracting companies to minimise the risks faced by both parties.
- Ensure that potential effects on third parties from the company's activities are minimised so far as is reasonably practicable.

The above is by no means exhaustive and Shanks will introduce other standards and principles as appropriate. If you have a safety query - contact Safety Department and ask.

Group Chief Executive
Shanks Group plc

Managing Director
Operating Company

Shanks Group plc

Health and Safety Policy, Responsibilities, Organisation, Principles and Standards (PROPS) document - INDUCTION TABLE

- ✓ This table is deemed to be an official training record and must be kept indefinitely.
- ✓ Please ensure that all relevant employees are made aware of the contents of the document within 6 weeks from receipt and sign the table.

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