

Occupational Health & Safety, Environment and Quality Policy Statement

Health and Safety at Work etc. Act 1974
Management of Health and Safety at Work Regulations 1999
Environmental Protection Act 1990

We are committed to excellence in all aspects of our undertaking, including our management of Health & Safety at work, in the protection of the environment and by ensuring the quality of our products and services.

It is our general policy to ensure, so far as is reasonably practicable, the Health & Safety and welfare at work of our employees and the Health & Safety of any others who may be affected by our undertaking. In addition, we recognise that we have a responsibility for the direct and indirect impacts of our operations on the natural environment, including where sub-contractors undertake work under our managerial control, and in satisfying our client's requirements and expectations.

We will strive to reduce the adverse impacts we may have on the environment (both in the immediate areas and communities in which we work and in the wider environment); and will strive to prevent pollution and reduce our reliance on natural energy resources. We aim to minimise and reduce waste and, where practical, re-using or recycling waste. In addition, we will protect and conserve ecology and ecological habitat.

We will strive to ensure there are 'zero defects' in the products and services we provide to our clients. To that end, we will analyse and review all forms of feedback, including that from clients, to form the basis for driving continual improvement.

We will strive to have 'zero ethical breaches' in the way we run and operate our business.

More specifically, we will ensure with regard to health, safety and the environment, so far as is reasonably practicable, that:

- All machinery and work equipment is suitable for its intended purpose and is maintained in safe working order;
- Safe storage is provided for all hazardous substances, they are used in accordance with the manufacturer's instructions and they are safely disposed of;
- The workplace and working environment are maintained in a safe condition with adequate heating, lighting and ventilation, and that suitable welfare facilities and arrangements are provided and maintained;
- Suitable personal protective equipment is provided to eliminate or reduce the risk of injury or ill-health where hazards and/or risks cannot be controlled by other means; and
- All employees are adequately instructed, trained and supervised on the safe working practices to be followed.

We will comply, as a minimum, with the requirements of relevant Health & Safety and environmental legislation and approved codes of practice and, as appropriate, strive to implement relevant guidance published by the Health and Safety Executive and the Environment Agency. We will comply with statutory requirements imposed by Local Authorities.

We will seek to continually improve our Health & Safety, Environmental and Quality-related performance, in order to raise standards and reduce the potential for work-related injuries, cases of occupational ill-health or other incidents that have the potential to impact on Health & Safety (such as dangerous occurrences). We will ensure accidents & incidents are investigated to prevent re-occurrence, including those that may result in pollution or that may affect the quality of our products and services. Sufficient resources will be provided for the management of health & safety in conjunction with the system performance reviews.

To support that process, we will develop Health & Safety, Environmental and Quality-related objectives and continue to monitor existing targets such as, delivery on time, customer complaints, accident statistics and profitability. Resulting plans will be implemented as part of Orton L&E's commitment to continuous improvement in all aspects of the business and compliance with ISO; 9001:2015.

We will conduct, record and, as necessary, review suitable and sufficient risk assessments to identify any significant workplace or work-related hazards and risks, including those relating to occupational health and the environment, and determine the measures necessary to eliminate, reduce or control risks to an acceptable level. We will communicate the significant findings of such assessments to those affected and ensure safe systems of work and other controls are implemented to manage significant risks.

Our aim is to achieve a 'Work Safe' culture with a zero tolerance to and/or acceptance of unnecessary Health & Safety hazards and risks, thereby underpinning our commitment to preventing injury and/or cases of occupational ill-health. Consequently, we will not compromise Health & Safety with the intent or purpose of achieving other objectives.

To support this aim, we will ensure there is active engagement with, and cooperation of, our employees and, as necessary, others in ensuring Health & Safety, and our employees will not be discriminated against on the grounds of Health & Safety.

Our employees (and, as necessary, others) are required to actively support us in fulfilling our Health & Safety and environmental obligations and are required to co-operate with us, including taking reasonable care for their own Health & Safety and that of others who may be affected by their acts or omissions whilst at work.

We will inform our employees of their Health & Safety, environmental and quality-related responsibilities and ensure they are competent to undertake the work expected of them, and we will provide them with adequate information and appropriate training to ensure this policy statement is effectively implemented.

In measuring how successful we are in achieving our policy objectives, we shall undertake internal audits to assess the implementation and effectiveness of our policy objectives, and we will assess and monitor our compliance with legal and other requirements.

Through communication (including that with sub-contractors) and by ensuring the competence of our employees (raising awareness through training), we aim to ensure we provide professional, responsive and reliable products and services to our clients. We will encourage our clients to give us feedback on our products and services.

Our employees and, as necessary, others (including sub-contractors and our supply chain) will be made aware of this policy statement and our commitment to ensuring its effective implementation (including improving our performance). To that end, we will ensure the competence of sub-contractors we engage is assessed and, as necessary, reviewed.

We will develop, track and monitor a number of key performance indicators to assess our Health & Safety, environmental and quality-related performance.

We will periodically review and, as necessary, amend this policy statement in order to ensure its continuing appropriateness to meet our managerial, operational and, as applicable, legal needs.

The management team will take all reasonable measures to ensure our policy is effectively implemented, including maintaining a documented environmental management system.

Approval and authorisation.

This document is approved and authorised, and has immediate effect.



David Orton
Managing Director
May 2018