



# OCCUPATIONAL HEALTH & SAFETY POLICY STATEMENT

---

SDC Builders Limited is a construction company operating from a head office in Bedford, with a regional hub in Oxford. We undertake the design and construction of commercial, industrial and domestic buildings incorporating new work, repair and maintenance.

Ever since the company's establishment in 1972, collaboration and teamwork has been at the heart of SDC's philosophy and health & safety will always remain at the heart of our actions. It is our aim to demonstrate an ongoing determined commitment to improving occupational health & safety at work throughout our organisation.

We, the Directors of SDC, will ensure that the health & safety of all our people and any other persons who may be affected by our work activities remains paramount. We will always strive to exceed the requirements of the relevant health & safety legislation.

All our staff are stakeholders in the success of the company. We will ensure that they are fully informed of the contents of this policy statement. They will be provided with the necessary resources, information and training to effectively deliver this policy.

Active communication including consultation will be encouraged between all our personnel along with our sub-contractors or any other relevant stakeholders.

We will ensure that:

- Sufficient resources are provided to achieve above and beyond the expected standards of health & safety management allowing us to maintain safe working environments for all.
- Health & Safety is thoroughly assessed and controlled by approved systems of work that will be regularly reviewed.
- Our stakeholders are actively involved in matters that affect health & safety.
- All our employees, along with our sub-contractors, are appropriately health & safety trained to ensure that they have the relevant skills, knowledge and experience to be competent in their workplace.
- Everybody is empowered to raise health & safety concerns with our management knowing that their concerns will be fully considered and acted upon accordingly.
- Everybody working for the company has the right to stop work if they believe that their health or safety is being compromised.
- Everybody working for the company is encouraged to report incidents, hazards and risks along with any opportunities where improvements could be made.
- Any accident, incident or near miss however minor is reported and investigated to drive improvement in our health & safety management. Any lessons learned from such events will be used to take corrective action to prevent further recurrences.
- We report on our health & safety performance against published objectives and targets.
- We implement management systems to ensure we comply with health & safety legislation.
- We provide a framework for setting targets and objectives which are then routinely reviewed.
- We continually strive to improve our health & safety performance.

Everybody is made aware of this policy at their initial induction. All staff are informed when any changes are made by ongoing training, notification on the company intranet and by the display of the current policy in the workplace.

Non-employees are informed of this policy at their site induction, with the policy being displayed in the workplace. It is also available to the public and any other interested parties on our website.



## **Organisation**

SDC fully recognise the importance of achieving good standards of occupational health & safety management. We are committed to achieving the highest standards of performance in all parts of our operations through the implementation of an occupational health and safety management system accredited to the international standard ISO 45001:2018.

Duties are allocated as follows:

- Adam Knaggs, Managing Director, has overall responsibility for occupational health & safety within the Company. His main responsibility is to ensure that the Company, along with senior management, properly address occupational health & safety issues whilst complying with current legislation. All other members of the Board have collective responsibility to lead and oversee occupational safety management within the Company. Cy Philp, BPS Director, has been appointed to champion occupational health & safety issues.
- Each member of the management team is responsible for ensuring that due consideration is given to the occupational health & safety implications of any decision or proposal made. Furthermore, individual employees have been allocated specific roles to co-ordinate, direct and promote occupational health & safety issues within the Company, which are detailed in their Roles and Responsibilities as part of the Business Management System.
- The Business Protection Services (BPS) department provide occupational health & safety guidance to support to all employees. Where necessary we organise health & safety surveillance. Generally, this is as a response to legislation, industry guidance or specific health & safety issues which have been identified for an individual. We also consider additional measures when a member of staff has been away from work due to health issues to assist with their rehabilitation.
- Sickness absence is monitored by the Human Resources Department. Where a member of staff has a health issue, the HR Department provides advice to their managers.
- Where an occupational illness prevents any employee from carrying out their normal duties, the Human Resources Department investigate re-deployment opportunities within the company.
- Employees are required to bring any occupational health & safety concerns to the attention of the Company. This is through either their line manager, the BPS department, or a SHE Committee representative. Any issues formally raised will receive a written response.
- Any person working for the Company has the right to stop work if they believe their health or safety is being compromised.
- The BPS department are responsible for identifying occupational health & safety training requirements. Training is co-ordinated through the Human Resources Department.
- The BPS department are responsible for carrying out regular performance monitoring, through advisory and audit inspections, to ensure that the objectives of this policy are met.

## **Arrangements**

The following arrangements are in place to address our health & safety responsibilities:

- Annual occupational health & safety objectives will be set and will be reviewed at the Management Review Meetings, as detailed in the Business Management System.
- The Company continually monitor occupational health & safety risks associated with its operations. We put in place such controls as may be necessary to eliminate or reduce these risks.
- The Company will obtain advice from competent occupational health & safety consultants whenever required.
- All employees who are identified by risk assessments as likely to be exposed to occupational health risks will undergo pre-placement health screening with on-going health monitoring where necessary.



# OCCUPATIONAL HEALTH & SAFETY POLICY STATEMENT

- Arrangements will be put in place for helping those employees whose health may have been affected by their work.
- Training needs will be identified and delivered where required.
- All employees will be provided with appropriate personal protective equipment.
- Any accident, issue of ill health or near miss must be reported to the BPS Department using the established procedures. Each issue raised will be reviewed to establish whether corrective or preventative measures are required. Full records will be maintained and used to monitor compliance along with identifying trends for the benefit of risk management strategies or corrective measures.
- Health & Safety meetings will be held on a regular basis to review current occupational health & safety performance and objectives. Meetings will be arranged by the BPS department with any relevant attendees.
- We will liaise with the Trade Union Safety Representatives if so required.
- We will liaise with the Health and Safety Executive and any other appropriate authorities or organisations wishing to discuss health & safety with us.

Our Company is constantly striving to protect, so far as is reasonably practicable, the occupational health & safety of our employees. We also accept responsibility for any other person or body that may be affected by our operations.

We expect every employee to strive to always achieve the highest standards possible of occupational health & safety and to comply fully with the provisions laid down in this Policy Statement. Where necessary we will give support to anybody who has difficulty in achieving the objectives of our policy.

This Policy Statement will be reviewed by the Main Board annually or sooner following experience or because of operational or organisational changes.

Signed:

**Francis Shiner**  
Chairman

Signed:

**Adam Knaggs**  
Managing Director

Signed:

**Martin Lowndes**  
Group Finance Director

Signed:

**Gary Wykes**  
Director

Signed:

**Dan Changer**  
Director

Signed:

**Andrew Shiner**  
Director

Signed:

**Carl Bennett**  
Director

Signed:

**Andrew Mitchell**  
Finance Director

Date: **May 2022**

Next Review Date: **May 2023**