



**Health, Safety and Wellbeing Policy – 06HSW-1PY-02**

<b>Rev:02</b>		<b>October 2023</b>
<b>Responsible Person</b>	David Bucksley	Health, Safety and Wellbeing Director
<b>Approved by</b>	Andrew Hunter	Executive Director of Engineering and Technical Services

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## 1. Statement of Intent

Sir Robert McAlpine are committed to achieving the highest levels of health, safety, and wellbeing.

Central to our approach is our Build Sure philosophy which underpins how we define performance to achieve operational excellence. One of the key Build Sure pillars is 'Safety' which incorporates our health, safety and wellbeing performance.

As supported by our 'Be Safe, Home Safe' culture, Sir Robert McAlpine's aspiration is to reduce risk and create positive working environments for all those that work or interact with our business operations.

We will:

- Comply with relevant legislation and other relevant requirements, and provide safe and healthy working conditions for the prevention of work-related injury and ill health
- Lead by example in achieving the highest standards of health, safety, and wellbeing
- Promote an inclusive, positive, open and transparent culture
- Set targets and objectives to enhance performance
- Support high levels of performance via training, development, a fit for purpose management system and competent advice
- Provide time and resource for effective communication and consultation
- Evaluate performance to ensure performance objectives and targets are being achieved
- Not accept health, safety, and wellbeing to be compromised
- Investigate incidents and non-conformances to prevent reoccurrence
- Drive continual improvement of our HS&W management system through our process and positive culture

We expect:

- The highest levels of health, safety, and wellbeing from all employees and supply chain partners
- Everyone to be responsible for the health, safety, and wellbeing of themselves and those around them
- Active engagement in our 'Be Safe Home Safe' culture and our aspiration to reduce risk and create positive working environments

This policy statement will be communicated to all SRM employees and supply chain partners.

A handwritten signature in black ink, appearing to read 'P. Hamer'.

Paul Hamer  
Chief Executive

## **2. Responsibilities for health, safety, and wellbeing**

The following section details specific roles and responsibilities relating to health, safety and wellbeing within SRM.

### **2.1 SRM Board**

The SRM Board have ultimate responsibility for the implementation of this policy.

Responsibilities include:

- Demonstrate commitment to and take personal responsibility for the contents of this policy
- Actively lead by example and promoting the 'Be Safe, Home Safe' culture
- Ensure that the business has access to adequate health, safety and wellbeing resources
- Approval of annual targets and objectives to drive continual improvement
- Regularly review health, safety and wellbeing performance to ensure targets are being achieved, and take action if they are not
- Consider health, safety and wellbeing recommendations and approve such recommendations where appropriate
- Take action if the content of this policy is compromised in any way

Some SRM Board members have additional responsibilities which are listed below.

### **2.2 Executive Director of Engineering and Technical Services**

The Executive Director of Engineering and Technical Services is the top management representative responsible for health, safety and wellbeing.

Responsibilities include:

- Review the contents of this policy annually and query, revise and reissue as appropriate
- Appointment of a competent Health, Safety and Wellbeing Director, whose duties are listed in section 2.4 below.
- Review health, safety and wellbeing targets and objectives and ensure they are adequately measured
- Ensure the contents of this policy are effectively communicated to all SRM employees
- Ensure that both individual and collective responsibilities are accepted by SRM employees
- Provide suitable resources to achieve the contents of this policy

### 2.3 Executive Managing Directors

Each Executive Managing Director is responsible for implementing this policy and the company management system in their respective business units.

Responsibilities include:

- Take account of this policy and ensure it is drawn to the notice of all regional employees
- Ensure that their senior management teams have both collective and individual responsibility for health, safety and wellbeing
- Appoint persons to ensure that this policy statement is effectively applied to all its departments and activities
- Be responsible for or appoint a director or senior manager with responsible for health, safety and wellbeing matters. This person should not be the Head of Health, Safety and Wellbeing (South or North). If this person is not the Executive Managing Director, they should report directly into the Executive Managing Director.

### 2.4 Health, Safety and Wellbeing Director

The Director of Engineering shall appoint a competent Health, Safety and Wellbeing Director.

Responsibilities include:

- Ensure that our HS&W management system conforms to the requirements of ISO 45001
- Manage this policy and its contents to drive continuous improvement throughout SRM
- Set SRM health, safety and wellbeing strategy, targets and objectives
- Proactively monitor business health, safety and wellbeing performance to identify and resolve important issues
- Promote health, safety and wellbeing learning throughout SRM
- Advise the SRM Board and Executive Leadership Team as appropriate on health, safety and wellbeing matters
- Collect and collate health, safety and wellbeing performance data on a monthly basis
- Prepare an annual report on health, safety and wellbeing issues to top management
- Ensure this policy is updated annually
- Collaborate with SRM employees to identify risk and opportunity

### 2.5 All Employees

Responsibilities include:

- Take responsibility for their own health, safety and wellbeing and the health, safety and wellbeing of those around them
- Support the business to achieve the contents of this policy
- Compliance with company management system requirements
- Implement specific health, safety and wellbeing responsibilities in their job description or any appointed persons or coordinator roles they have accepted

### **3. Health, safety and wellbeing arrangements**

#### **3.1 Support**

##### Company Management System / SRM Online

This clearly sets out SRM expectations and provides support to all persons and organisations working for or on behalf of SRM.

The system is aligned to the requirements of ISO 45001.

Where SRM are involved in joint venture projects, health and safety management requirements will be agreed between JV partners. Health, safety and wellbeing standards and processes used must not be of a lower standard to those set out in the SRM company management system.

The Health and Safety department pages on SRM Online offer a variety of health, safety and wellbeing resources.

##### Competence, development and awareness

The SRM learning and development strategy includes required health, safety and wellbeing competencies for each job family in the business.

SRM aim to achieve a minimum baseline of competence per job role to ensure that health, safety and wellbeing can be effectively managed.

The business aims to develop all employees to attain that the highest levels of health, safety and wellbeing performance.

Awareness of the consequences of failing to effectively manage health, safety and wellbeing performance are communicated to employees through the company management system and alerts and campaigns.

##### Competent health, safety and wellbeing professionals

SRM will appoint a sufficient number of competent health, safety and wellbeing professionals to support and advise on all aspects of the business's operations.

#### **3.2 Communication and consultation**

##### Communication

Communication and consultation relating to health, safety and wellbeing matters is open and transparent in SRM.

In line with our 'Be Safe, Home Safe' culture, health, safety and wellbeing communications include:

- Identification and communication of risks, and controls
- Reporting of incidents, near misses and observations
- Learning alerts, campaigns, and initiatives to improve performance

SRM aims to contribute to the improvement of health, safety and wellbeing throughout the construction industry, which include allowing access to:

- The SRM Company Management System
- Learning alerts, campaigns, and initiatives
- Any other resources that may add benefit where practicable

#### Consultation

Each place of work in which SRM operates must have arrangements for effective consultation and involvement of workers in relation to health, safety and wellbeing.

Consultation will also occur prior to making key business decisions such as new health, safety and wellbeing policies and procedures.

### **3.3 Evaluating performance**

#### Build Sure

Build Sure sets out 5 commitments that underpin how we define performance to achieve operational excellence. 'Safety', which includes health and wellbeing, is one of the 5 commitments.

Build Sure performance targets are set by the SRM Board and Executive Leadership Team and performance against these targets is reviewed on a monthly basis.

#### Monthly health and safety reporting

All SRM projects must collate and submit monthly health and safety information, which contains key performance data. This data is then used to complete regional and company wide health and safety reports which enable the following:

- Measurement, evaluation and analysis of performance data against objectives and targets
- Identification of leading and lagging indicators and trends (where applicable)
- Communication of key learning throughout the business to drive improvement

### Inspections and audits

SRM carry out various levels of inspections and audits to ensure that:

- Health, safety and wellbeing is being effectively managed
- The company management system is understood and being complied with
- Opportunities to improve are communicated through the business and actioned
- Objectives and targets are being met

These include project team HS&W inspections, HS&W Audits, Build Sure ELT Tours and Senior Manager Build Sure Tours.

Audits include internal company management system audits and technical audits that focus on specific areas.

### Incident Management

SRM aim to create and maintain an open and transparent culture which encourages and facilitates the communication of incidents, near misses and observations. SRMs approach to incident management is:

- All SRM places of work must have suitable arrangements in place to allow for incidents, near misses and observations to be reported
- SRM will support all incident investigations and ensure that they are given the time and resource required
- All incidents must be investigated to identify how to prevent reoccurrence of the actual outcome and potential severity of the incident
- Relevant key findings and lessons learnt will be communicated throughout the business as appropriate
- Improvement actions identified must be closed out within agreed timescales
- Close out of actions will be monitored to ensure that improvement has been made to prevent reoccurrence

### Management Review

The contents of this policy are to be reviewed annually by the Health, Safety and Wellbeing Director the Director of Engineering to ensure that it is fit for purpose.

The Health, Safety and Wellbeing Director is responsible for and regularly reviews the health, safety and wellbeing sections of the company management system and SRM Online.

Health, safety and wellbeing objectives and targets are reviewed on a monthly and annual basis.

### **3.4 Continual improvement**

SRM are fully committed to the continual improvement of health, safety and wellbeing.

As supported by our 'Be Safe, Home Safe' culture, Sir Robert McAlpine's aspiration is to reduce risk and create positive working environments for all those that work or interact with our business operations.

Implementation of the content of this policy will allow us to continually improve our health, safety and wellbeing performance.