

Health and Safety Policy Statement

1. Objective

- 1.1 This policy statement provides a framework for the management of safety and occupational health, both as an independent business unit and as part of the Engenda Group.
- 1.2 Future development and success of the company is reliant upon excellent Health, Safety and Welfare of our employees and others. Our Health and Safety Policy defines our commitment and processes aimed at achieving a zero harm workplace.
- 1.3 It is the responsibility of the Managing Director and Board of Directors to ensure that our Business is conducted responsibly at all times and in a manner designed to protect the health and safety of our employees, clients, contractors, training delegates and the general public.
- 1.4 This policy statement provides a means to ensure compliance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2. Scope

- 2.1 This policy statement applies to the Engenda business and associated operations. As a subsidiary of the Engenda Group, the Engenda Health and Safety Policy and associated procedures are aligned to meet the Group requirements and to ensure delivery of the Group Health, Safety and Environmental Vision as described in EMS V 001.
- 2.2 This policy statement applies to the safety and occupational health of our employees and our subcontractors. It is also designed to protect others who enter our work area and may be affected by our operations including training delegates and members of the general public.
- 2.3 Best practice identified in businesses throughout the group to improve health and safety performance will be promoted.

3. Policy Framework

- 3.1 Engenda believes that all work related injuries and illnesses are preventable. We are committed to placing safety and occupational health issues at the forefront of our business decisions, objectives & targets to help to ensure the health and safety of our workforce.
- 3.2 To help us achieve and maintain the level of occupational health and safety performance to which we strive, the following principals provide the necessary framework.
 - 3.2.1 The essence of our success is the relentless pursuit of excellence. This commitment is reflected in our Company's Vision, the Values that we hold and our associated behaviours.
 - 3.2.2 Engenda believes that everyone is responsible for excellent safety and occupational health performance. Our approach to safety management is subject to continuous review to ensure that it accurately reflects the demands of a continuously evolving organisation.

Specifically

- **The Board** has overall responsibility for the health and safety of all employees and those who are affected by our operations. The Board will ensure that health and safety matters including setting & reviewing of policies, objectives & targets are considered fundamental to the way we conduct our business.

- **Managers and Supervisors** at all levels within the company will provide visible leadership that promotes health and safety as a key priority.
- **All employees** are responsible for ensuring, that by their own actions and behaviours, they protect the health and safety of themselves and those with whom they work.

3.2.3 Engenda will strive to maintain and improve its high standard of occupational health and safety performance. To achieve this we will:-

- Meet, and where appropriate, exceed the requirements of health and safety legislation, policies and systems, within the scope of our operations.
- Require our suppliers and subcontractors to demonstrate the same level of commitment as Engenda to excellent safety and occupational health performance
- Encourage, communicate with and actively involve employees in the improvement of health and safety performance.
- Ensure that employees have the appropriate skills, knowledge and resources required to undertake their work in a safe and healthy working environment.
- Provide and maintain appropriate facilities for the health and welfare of our employees.
- Ensure that the health and safety performance of our employees is not adversely effected by either drug or alcohol abuse.
- Promote the recognition of employees who identify and implement new working methods, preventing incidents and improving our safety and occupational health performance.

3.2.4 Engenda strives for continuous improvement in our health and safety performance. To deliver this we will:

- Actively encourage and provide mechanisms for our workforce and contractors to challenge work practices and suggest ways to improve our health and safety performance.
- Monitor our health and safety performance, audit the effectiveness of our management systems and report our performance to employees, shareholders, stakeholders and other interested parties
- During the planning and delivery of our activities, identify hazards and unsafe behaviours to suitably manage our risks
- Deliver improvements through the design and application of an effective integrated management system and clear performance standards

3.2.5 Engenda will ensure that all guidance, standards and procedures provided by the Engenda Group are fully implemented and instilled in the operating principles of the business.

3.2.6 Engenda will establish appropriate levels of integration with other companies within the Engenda group to ensure lessons are learnt across the Group by analysing incidents that result in, or could have resulted in injury, illness or asset damage or failure.

3.3 In support of this policy statement, Engenda will ensure:

- That all accidents/incidents/near misses are formally reported, investigated and the root cause identified. All breaches or suspected breaches of procedures and areas of vulnerability are managed by appropriate and timely corrective actions. The degree of risk will determine the depth of investigation and the level of management required.

- The implementation of a formal on-the-job specific risk assessment process.
- The implementation of a formal training process with associated record keeping to demonstrate that all of our employees are suitably equipped to undertake the work assigned to them.
- The setting up and implementation of personal protective equipment standards.
- The implementation of a procedure for the selection and management of sub-contractors.
- The implementation of a group procedure for the prevention and management of drugs and alcohol abuse within the workforce
- The implementation of other group procedures for activities considered to be strategic risks to the business.

4. Related Group Policies and other documents

- Group Health Safety and Environmental Vision EMS V 001
- Engenda Group HSEQ Procedures
- Environmental Policy
- IMS System Manual

5. Monitoring and Compliance

- 5.1 The Engenda Group Managing Director will review this policy annually or as often as is necessary and is available to interested parties.
- 5.2 Revisions to this policy required to ensure its effectiveness will be drawn to the attention of the Engenda Board and cascaded throughout the Group.
- 5.3 Engenda will ensure that it has the necessary arrangements to enable it to monitor and report compliance against this policy.
- 5.4 The Group Safety Audit Programme will be used to determine the level of compliance with this policy.



Lee Foundation

Managing Director
Engenda Group

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