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Alderley



**Head Office:**  
Starling House  
Lancelot Road  
Beacon Park  
Gorleston-on-Sea  
Norfolk  
NR31 7BF

## Occupational Health & Safety Policy

SMS recognises and accepts responsibility to provide a safe and healthy working environment and to prevent injury and ill health for all employees, sub-contractors and visitors who attend SMS site and who may be affected by the conduct of our operations. By signing this Occupational Health and Safety (OH/S) Policy, the Managing Director gives approval to the OH/S Management System described in the Integrated Management System Manual and in supporting Company Processes.

SMS recognises the social and economic importance of protecting the health and safety of those affected by its operations and is committed to leading by example in promoting health and safety in all its operations. This policy is evaluated as part of the overall review of the OH/S Management System to ensure its stated objectives are met.

### HEALTH AND SAFETY OBJECTIVES AND PRINCIPLES

The objectives and principles of this policy are:

- To establish and maintain an OH/S Management System which satisfies the requirements of ISO 45001, all applicable statutory and regulatory requirements, industry best practice and any other Client specific requirements.
- To maintain the workplace to ensure that it is safe and without health risks, including means of access and egress, with adequate facilities and arrangements for employees' welfare.
- To provide and maintain working environments and safe systems of work for employees that are safe and free from health risks.
- To provide and maintain plant and equipment and operational controls that prevent injury and ill health.
- To ensure safety and absence of health risks in connection with the use, handling and storage of substances.
- To consult with employees on issues relating to OH/S.
- To promote and encourage a positive health and safety culture throughout the organisation through the provision of information, training, instruction and supervision.
- To provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of themselves and others whilst at work.
- To establish effective arrangements to draw the OH/S Management System to the attention of employees so that they are aware of their obligations and carry out communication, so it is understood and implemented by all employees.
- To ensure all employees are aware of their individual obligations under the Health and Safety at Work Act. Management shall seek the support and co-operation of employees with respect to health and safety.

SMS\_425/v15

Specialised Management Services Limited trading as SMS, Registered in England no. 3763419  
Registered Office: Alderley House, Arnolds Field Estate, The Downs, Wickwar, Wotton-under-Edge, Gloucestershire GL12 8JD  
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- To operate a culture whereby employees are openly encouraged to report hazards, including near misses, without fear of reprisal to ensure the root cause of accidents are identified thus enabling measures to be put in place to eliminate recurrence.
- To ensure sufficient financial and physical resources are available to meet the objectives of the OH/S Management System, as well as all applicable statutory and regulatory requirements.
- To ensure OH/S objectives are set, monitored and reviewed at regular intervals.
- To maintain continual improvement of management processes and performance by regularly monitoring and reviewing the OH/S Management System to ensure its effectiveness.
- To update operations in response to advances in technology, changes to industry best practice and new understanding in health and safety.
- To ensure that risk assessments are being carried out on an on-going basis, with applicable employees participating in the risk assessment process.
- To arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures.
- To maintain records as objective evidence to show compliance with the OH/S Management System.
- To ensure outputs from meetings are communicated throughout the business and with relevant personnel as required.

## RESPONSIBILITY

The Managing Director has the overall responsibility for this OH/S policy and management system. The QHSE Manager is responsible for the co-ordination, implementation and monitoring of the policy and management system throughout the organisation and reporting on performance of the OH&S management system.

All employees, contractors and visitors are responsible for policy implementation by cooperating, participating and contributing to its success through their actions and suggestions.

## COMMUNICATION

This OH/S Policy is communicated to all employees, contractors and visitors. A copy is displayed in Reception, on notice boards around the site and published on the Company Intranet and website. Copies are made available to interested parties on request.

D Howlett – Managing Director

June 2021

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