

## 4. Health & Safety

- Do you have a system(s) in place for the management of health, safety and environment in your organisation? If so, please specify the contents of the system, explain how the system(s) is set up and works in practice. If the system(s) is certified, include evidence

We have a document management system covering health, safety, quality and the environment in place. The management system follows a tiered approach from high level policies, plans, targets and objectives, through to procedures and project specific requirements. A copy of the procedures list has been included with the submission. An internal audit programme is in place to monitor the compliance of the management systems.

Two key areas in the day to day operations of the management system are the weekly safety dashboard and competence management. The weekly dashboard details performance against the key safety targets, this dashboard is then discussed on a conference call involving the senior managers from across the business.

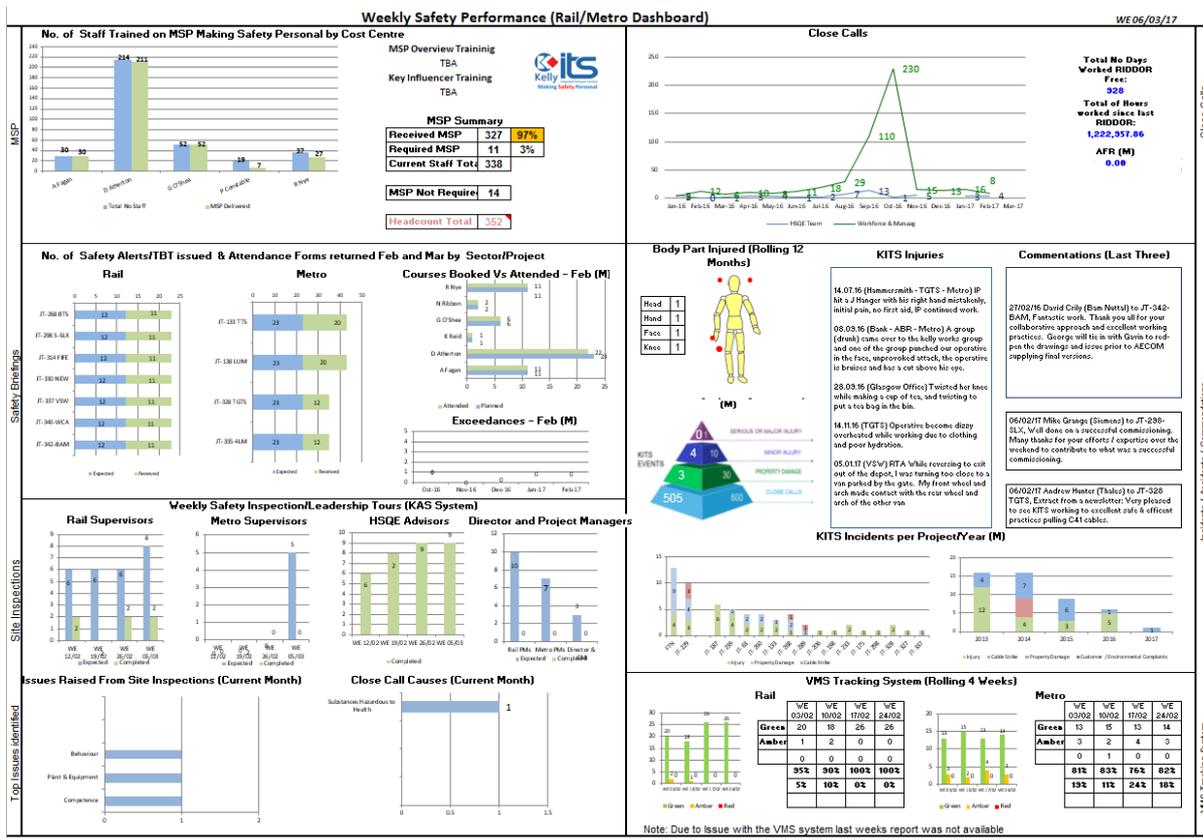


Fig 1. Shows snapshot of the Weekly Safety Dashboard

The other main area is competence management, where competence requirements are detailed within a matrix, a potential individual's competence is reviewed against the matrix ensuring the new personnel have the required competences or provides the platform for a development plan. All competences details including expiry dates are logged onto our central database, copies of certificates and cards are also uploaded to the database. The system then facilitates the tracking of expiring competencies, and enables us to provide project competence matrix's detailing individuals and their competencies on one spreadsheet for both the management team and Clients as required.

Training Detail.. - List View -- Webpage Dialog

http://hrnet.kelly.co.uk/HRnet/Application/Runtime%20Form/FormContainer.htm

**Training Detail..** Roy Watts - 213576 Active

Course Name	Start Date	Expiry Date	Certification Number	Comments	Qualification Not Required
PTS AC	08/12/2013	07/12/2017	456859		No
PTS DCCR	08/12/2013	07/12/2017	456859		No
IRSE Annual Review (Internal Tracking)	10/01/2017	09/01/2018			No
LUL D&A	30/01/2017	30/01/2018			No
Safety Critical Licence		30/01/2018			No
Manual Handling Training incl pract & written ass (Internal)	14/06/2015	13/06/2018			No
NR Medical	17/02/2015	17/02/2019	456859		No
LUL Depot Track Accustomed Person (i)	20/02/2017	19/02/2019	013975		No
LUL Track Accustomed Person (A)	20/02/2017	19/02/2019			No
IRSE Signalling Maintenance Tester		26/09/2019			No
LU Industry Common Induction	20/10/2015	19/10/2020			No
IRSE Signalling Functional Tester License	09/05/2006	25/01/2021	0054445		No
LUL Medical	01/02/2016	01/02/2021			No
SQE Induction	10/05/2012	10/01/2083			No
SBC Overview	24/09/2014	10/01/2083			No
Making Safety Personal Overview	11/03/2015	10/01/2083			No
Safety Standown		10/01/2083			No

Fig 2. Snapshot of Central Database

The company are certified to 9001, 14001 and 18001, through BSI a UKAS accredited company, the current certificates have been included in the annexes folder.