

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.

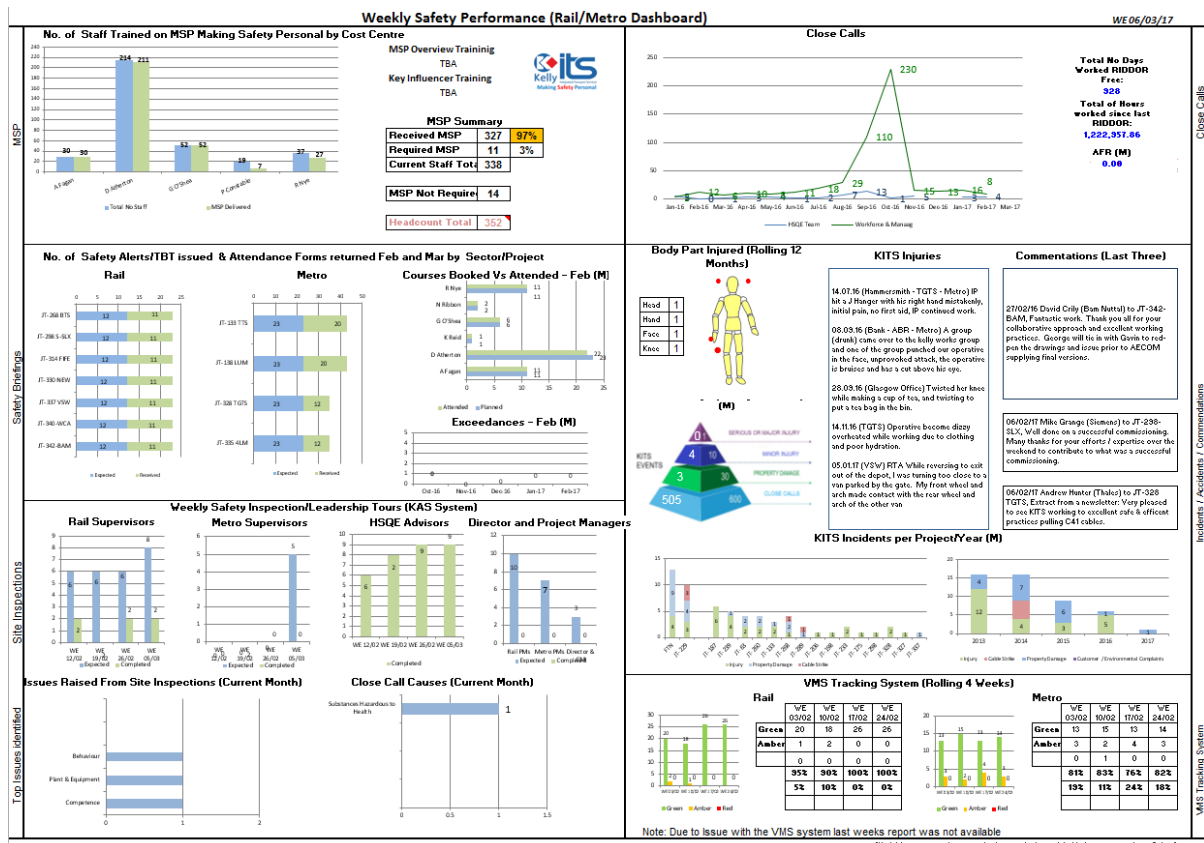


Fig 1. Shows snapshot of the Weekly Safety Dashboard

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.