

Policy on Health, Safety and Wellbeing



Revision date 09/07/2018
Revision number 16.0
Document reference 10-002

Document purpose and scope

This document sets out the Health, Safety and Wellbeing policy of JBA Group Limited and its subsidiary operating companies, collectively known as 'JBA'. It covers activities undertaken by the Group throughout all office locations and operations worldwide. This document is supplemented by a Safety Statement.

This document will be reviewed for continued suitability, will be communicated within the JBA Group and, if appropriate, made available to interested parties. The review interval for this document is minimum 1 year.

Policy statement

JBA is committed to providing its workers with a safe and healthy working environment in which appropriate welfare arrangements are available, our activities are free from risk and do not place anyone in harm. We are committed to the proactive management of health, safety and welfare for all JBA staff, sub-contractors, sub-consultants, visitors and others and that they are not compromised as a result of our activities or undertakings.

We aim to provide all necessary information, instruction, training and supervision to meet our policy aims.

We are committed to maintaining a Health and Safety Management System certified against international standard OHSAS 18001:2007 and will comply with all health, safety and welfare legislation, standards, statutory and other obligations and best practices which are relevant to our activities and the jurisdictions in which we operate. We will seek to comply with client policies where required and reasonably possible to do so without conflicting with our own policies or other obligations.

Prevention is better and cheaper than cure. Profits and safety are not in competition - safety is good for business.

We aim to achieve continual improvement in our health and safety performance and engagement, and we promote a positive health and safety culture throughout JBA in order to drive higher standards regarding health, safety and welfare.

Responsibilities

The JBA Group Board has ultimate responsibility and accountability for health, safety and wellbeing in JBA and is responsible for reviewing and approving the content and implementation of this policy across the Group, identifying and addressing strategic risks and opportunities internally and externally which could impact on the intended outcomes, setting annual performance objectives and reviewing the health and safety management system at planned intervals throughout the year. The Group Board Director with ultimate responsibility for health and safety is Jeremy Benn. He liaises with the other named Directors within the JBA Group who have accountability for health, safety and wellbeing within their operating companies.

Operating Company Managing Directors and the Head of Group Support Team are responsible for implementation and delivery of this policy and compliance with relevant legislation.

The Group Board has appointed a Group Health and Safety Adviser to advise, monitor and report on the health and safety management system and to identify areas where improvement to worker safety and health is possible.

Directors, line managers and project managers are responsible for the health, safety and welfare of their direct staff and duties and are required to monitor that their staff are aware of this policy and comply with it and any relevant legal duties.

A designated person (usually the Office Lead) at each office is responsible for implementation of office procedures in accordance with our health and safety policy. They are authorised to require that appropriate actions be undertaken and act as the office representative for co-ordination of consultation and worker participation.

The Health and Safety Adviser in each office carries out and reports the findings of regular office inspections, records accidents, incidents and near misses and raises awareness within their office of our health and safety management system

All staff are required to comply with the policy requirements and share responsibility for our performance in implementing it.

Implementation

We will take specific steps to identify, assess and minimise health and safety risks at the earliest possible opportunity within our activities. Through carrying out internal audits, reviewing our activities and seeking feedback from our clients we aim to review and improve our approach to health and safety risk management. We will

- actively consult with our employees and encourage participation on matters affecting their health, safety, wellbeing and welfare;
- actively encourage the reporting of 'accidents, incidents and near misses' through a fair blame' and positive management and safety culture;
- provide and maintain for use by our staff, plant and equipment that are safe and without risks to health, so far as is reasonably practicable;
- provide safe working environments, so far as is reasonably practicable, that are without risk to health and maintain any place of work under our direct control in a condition that is safe, without risks to health and which has adequate means of escape in the event of fire or other emergency;
- take appropriate measures to ensure that any other workplace, where we exercise control to any extent, is maintained in a safe condition and without risks to health;
- encourage staff to leave a site immediately if they feel unsafe;
- allow staff to refuse to work, without fear of redress, reprisal, discrimination or retribution, if they consider their health, safety or wellbeing to be at risk;
- provide staff, sub-consultants, and any contractors working for us with information, instruction and training to allow them to carry out their tasks safely, and also provide supervision and guidance as appropriate;
- carry out our activities, including involvement in planning, design, investigation, construction, cleaning, maintenance, demolition or dismantling, on all projects with due regard to health and safety of persons who may be affected now and in the future;
- make appropriate arrangements for the safe use, handling, storage and transport of equipment, materials, articles and substances, where such activities are carried out by our staff;
- provide appropriate first aid arrangements;
- provide adequate resource for management of health, safety, welfare and wellbeing;
- actively identify hazards and assess risks with the aim of eliminating hazards and reducing occupation health and safety risks
- prepare office and project specific health and safety management plans and risk assessments and brief those affected on measures to protect their health, safety and welfare;
- undertake regular proactive monitoring through inspections, audits and safety observation reporting; and
- undertake accident and 'near-miss' investigation and disseminate findings
- openly report on our occupational safety and health performance.

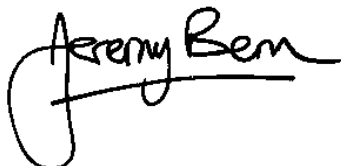
Reporting

Health, safety and wellbeing is a standard agenda item on all external project meetings and for internal JBA meetings attended by more than three members of staff.

Reporting and review of health and safety procedures is included on the agenda of all Directors' meetings.

Approval

This document was approved by the Board of JBA Group Limited on 09/07/2018.



Executive Chairman

JBA Group

This document should be read in conjunction with other relevant JBA Group policies:

- *Biosecurity*
- *Control of substances hazardous to health (COSHH) / chemical agents and dangerous substances*
- *Critical incidents*
- *Dignity at work*
- *Driving and vehicle use*
- *Drugs and alcohol*
- *Equality, diversity and inclusion*
- *Wellbeing*
- *Working hours*
- *Whistleblowing*