



**CRANE**

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# Crane Building Services & Utilities

## **Health, Safety and Environmental Policy**

All Crane BS&U Sites

Latest revision – February 2023

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## **Section 1**

### **STATEMENT OF INTENT**

This Health, Safety and Environmental Policy is a global policy and therefore applicable to all sites and locations under the control of Crane Building Services and Utilities worldwide.

As the Senior Vice President/General Manager of Crane Building Services and Utilities, I regard the consideration of Health, Safety and Environmental matters as being as important as every other aspect of the company's activities and see the Policy as being an integral element of the overall Company Business Plan and evolution.

My intention is for Crane Building Services and Utilities to run as a successful and profitable business without unacceptable risk to the health or physical well-being of associates and others who might be affected by our activities. As such we will endeavour to continually improve standards in our working conditions, equipment and systems.

To further strengthen the intent of this policy a HSE Vision has been created to foster a culture that believes and strives in '*supporting each other for a healthy and sustainable future, where everyone goes home safe and well every day*'.

The promotion of Health, Safety and Environmental wellbeing is however a mutual responsibility for every associate and all are obliged to do all that is reasonably practicable to prevent injury to themselves and others and to prevent damage to equipment, property and the environment

Associates must ensure that they all understand the main provisions of the policy and that they are aware of and meet the responsibilities which the policy places on them for Health, Safety and Environmental matters.

The Company readily accepts its duties under relevant Acts, Regulations and supporting Approved Codes of Practice and industry guidance, and as such is committed to:

- Preventing injury and ill-health to associates and others who may be affected by activities, products or services;
- Preventing harm to the environment by unauthorised releases to air, land or water;
- Complying with applicable legal and other requirements relevant to company operations;
- Setting Objectives and Targets to achieve continual improvement in HSE performance;
- Minimising waste in all forms (energy, materials and resources);
- Providing effective information, instruction, training and supervision necessary to support this.

This Policy will be readily available to all associates by placement on the company Intranet site and local notice boards at each site. It shall also be available to visitors to the company by having printed copies in reception areas at each site.

This Policy will be reviewed at least annually to reflect changes in the nature and size of the Company, the introduction of new equipment or processes and any changes required for complying with health, safety and environmental legislation.

Name **Christopher Gray**  
President  
Crane BS&U

Signed 

Date 7<sup>th</sup> April 2023

## **Section 2**

### **ORGANISATION & RESPONSIBILITIES**

- 2A Senior Vice President
- 2B Vice Presidents and General Managers
- 2C Site Leaders / Distribution Managers
- 2D Group Health Safety and Environmental Manager
- 2E Departmental Managers / Supervisors / Team Leaders
- 2F Employees

## **Section 2A. Group Senior Vice President: Crane BS&U**

The Crane BS&U Senior Vice President has overall accountability for:

- The Occupational Health, Safety and Welfare of all associates within the company.
- The protection of the environment from company processes, activities and services.
- Initiating and ensuring that an authorised and effective policy for Health, Safety and Environmental management is maintained.
- Ensuring that the Policy is reviewed and updated on at least an annual basis or following relevant changes in legislation affecting the organisation and/or working practices.
- Monitoring the requirements for appropriate financial provision and responding accordingly.

On a day-to-day basis, the responsibility for implementation and maintenance of the Policy and procedures are delegated to the relevant Vice Presidents who will report to the Senior Vice President accordingly.

The Senior Vice President will also ensure that the Team of Vice Presidents:

- Formally and publicly accept their collective role in providing health, safety and environmental leadership.
- Accept their individual role in providing health, safety and environmental leadership.
- Recognise their role in engaging the active participation of associates at all levels in improving health, safety and environmental performance.
- Take into consideration the potential impact on the health, safety and environmental policy and procedures when making business decisions.
- Inform the Senior Management Team of relevant health, safety and environmental management issues.

## **Section 2B. Vice Presidents and General Managers**

Each Vice President and General Manager shall have responsibility for:

- The implementation of the company OHS&E Policy and all supporting procedures and instructions associated with the health, safety and welfare of the company and its employees.
- Monitoring the effectiveness of the OHS&E Policy and performance of the OHS&E Management System throughout their areas of control.
- Providing suitable and sufficient assistance and resources (in all forms), are identified and incorporated into business plans to allow the intent of the OHS&E Policy to be fulfilled and the intended outcomes of the OHS&E Management System to be achieved.
- Ensuring that associates, at all levels, are provided with suitable and sufficient time, resources and encouragement, to pursue the aims of the company OHS&E Policy and intended outcomes of the OHS&E Management System.
- Identifying the health, safety and environmental training needs of associates at all levels, and taking appropriate steps to make sure that these needs are met.
- Undertaking necessary responsibilities of Site Leaders and/or Distribution Managers where these positions are not filled within their areas of control.

## **2C. Site Leaders and Distribution Managers**

Site Leaders and Distribution Managers, by definition, have the day-to-day control of Health, Safety and Environmental matters in their respective sites, and have particular responsibility for:

- Ensuring that such health and safety notices, as required by statutory legislation, or other requirements, are prominently displayed for the communication to all associates.
- Ensuring that their sites operate in a manner to achieve the intent of the OHS&E Policy, and the intended outcomes of the OHS&E Management System.
- Ensuring compliance with all relevant Country, state, regional, and local statutory provisions relative to the operation of activities (production or otherwise), and that any waste materials and/or by-products generated from such activities are disposed of legally and will make every effort to comply with the Hierarchy of Waste Management. Reuse, Recycle, Recover and Safe disposal
- Ensuring all team members are familiar with the OHS&E Policy, and the intended outcomes of the Management System, and that they are given both the time and the encouragement to achieve such objectives.
- Taking necessary disciplinary action(s) in line with company disciplinary procedures, where there are wilful or negligent breaches of Health, Safety or Environmental legislation or breaches of company policies, instructions or other requirements.
- Ensuring hazardous work does not take place, and if undertaken, only under the control of an authorised "Permit to Work".
- Ensuring the relevant Vice President and the Group HSE Manager, are immediately informed of any incident involving personal injury, lost time or substantial plant or property damage, or any contact with or circumstances involving any relevant Enforcing Authority.
- Ensuring all accidents, incidents and dangerous occurrences are investigated in a timely manner, and necessary and appropriate corrective and preventative actions are implemented.
- Developing Safe Working practices and/or procedures, relative to tasks undertaken in-line with applicable legislation and/or industry best practices.
- Ensuring all team members at all levels, receive such information, instruction, training and supervision so as to enable them to carry out their work in a safe and healthy manner, and to ensure that work proceeds in compliance with legal requirements and associated company policies and procedures.
- Conducting workplace audits and inspections for health, safety and environmental compliance.
- Ensuring that all associates are provided with and use appropriate Personal Protective Equipment (PPE), Respiratory Protective Equipment, Hearing Protection, and safety devices as is necessary and required by applicable legislation and/or company policy.

## **Section 2D. Group Health Safety and Environmental Manager**

Reporting to the Hitchin Site Leader, the Group HSE Manager shall provide support to the Senior Vice President, Vice Presidents, Site Leaders, Distribution Managers and Departmental Managers on all matters regarding Health, Safety and Environmental protection at work.

The Group HSE Manager has responsibility for:

- Promoting good practice with regard to Health, Safety and Environmental protection at work.
- Administering the company Occupational Health, Safety and Environment Policy
- Identifying, interpreting and advising on all statutory requirements and best practice with regard to Health, Safety and Environmental protection.
- Developing, issuing and maintaining group-wide and site-specific policies and procedures to define compliance obligations and industry best practices, and to inform company management and associates of relevant and significant changes.
- Assisting Vice Presidents, Site Leaders and/or Distribution Managers in the investigation of all accidents, injuries, diseases, dangerous occurrences or near misses with the aim of establishing the root cause or causes and recommending appropriate action to prevent or minimise the risk of a recurrence.
- Maintaining records of all accidents or incidents involving company employees (and others) and producing statistics as required.
- Reporting required accidents or incidents to the enforcing authority under RIDDOR.
- Making relevant Vice Presidents, Site Leaders, and company Managers, aware of identified breaches of Health, Safety and Environmental legislation or requirements likely to bring the company into disrepute with any stakeholder(s).
- Organising and conducting routine safety inspections to ensure the requirements of applicable compliance obligations and company procedures are being met, and to report the findings to relevant Vice Presidents and/or company managers as necessary.
- Maintaining access to all relevant Health and Safety publications, Approved Codes of Practice (ACOP, s) and appropriate literature for reference.
- Ensuring that risk assessments are correctly conducted, by appointed employees, throughout the company, and that all reasonable steps are taken to ensure that any necessary control measures are identified and implemented.
- Carrying out, arranging to be carried out, or advising on the Health, Safety and Environmental training requirements and/or identifying external providers of specialist training as required.
- Conducting, or arranging, the undertaking of Risk Assessments where specialist knowledge is required.
- Maintaining a thorough working knowledge of the risks to health and safety associated with any process, plant or machinery used by the company.

## **2E. Managers/Supervisors/Team Leaders**

It is recognised that these positions of ‘front-line’ management are crucial to ensuring that activities performed upon any premises controlled by the company are undertaken in a safe and controlled manner. It is therefore important that persons holding these positions are familiar with the intent of the company OHS&E Policy, and the intended outcomes of the company OHS&E Management System.

Managers, Supervisors and Team Leaders are responsible for:

- Ensuring that such health and safety notices, as required by statutory legislation, or other requirements, are prominently displayed for the communication to all associates.
- Ensuring that adequate information, instruction, training and supervision is provided to all associates, at all levels, working within their areas of control, particularly where vulnerable and/or inexperienced persons are concerned. A higher level of attention should be paid to young or new employees.
- Identifying the safety and environmental training needs of associates, at all levels, paying particular attention to the needs of those associates transferring into the department or onto unfamiliar work, with regard to safe working methods, the safe operation of machinery, handling hazardous substances and relevant emergency procedures.
- Ensuring general Risk Assessments for activities conducted within their areas of control are fully documented, identified risks adequately controlled, regularly reviewed, and the findings made available to all associates.
- Ensuring all associates within their area of control are made aware of the action to be taken under emergency situations, i.e. in case of fire or accidents, including where relevant, the location of fire-fighting equipment, provision of first aid personnel and/or first aid supplies.
- Reporting all accidents, incidents, near misses and plant damage in a timely manner to the Site Leader and Group HSE Manager, and ensuring appropriate investigations are completed to identify and implement relevant corrective and preventative actions.
- Ensuring all associates are provided with and use, all Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE), Hearing Protection, and/or use any safety device(s) that have been provided for their protection, including the replacement of such as necessary.
- Promptly reporting, to the maintenance function, defects in plant, guarding or other safety device which requires rectification, and including preventing the further use of such plant and equipment if unsafe to do so.
- Ensuring good levels of housekeeping and conducting regular audits to ensure a safe and controlled work environment for employees and others who may be affected.
- Addressing all representations made to them on health and safety matters by associates and/or Safety Representatives who are fulfilling their obligations under specific items of legislation.

## **2F. Associates**

The Company expects the co-operation of every associate in the implementation of the Occupational Health, Safety and Environmental Policy (statement of intent). In particular, every employee, whilst at work, is required to:

- Make themselves aware of the requirements of the company Occupational Health, Safety and Environment Policy as published on internal notice boards.
- Take reasonable care of the health and safety of themselves and consider the safety of other persons who may be affected by their acts or omissions, including the refraining from practical jokes, horseplay or similar actions likely to result in personal injury.
- Accept appropriate Health, Safety and Environmental training to improve awareness insofar as these subjects affect their employment with the company.
- Co-operate with the company to enable performance and/or compliance with any duty or other requirement imposed by, or under, relevant legislation.
- Observe all local statutory regulations, company procedures, rules and conditions, i.e. Safe Working Procedures, which may be developed and issued applicable to their role and function.
- Use any equipment or facilities provided in the interests of health, safety, or welfare, and not to intentionally or recklessly interfere with or misuse such equipment or facilities.
- Not undertake any task, or operate any plant and machinery for which authorisation and training has not been given.
- Report to their supervisor or manager, without delay, any accident or injury sustained at work and/or any dangerous occurrence or near miss that may lead to injury if not corrected.
- Assist, if required, in the investigation of any accident or incident with a view to preventing, or minimising the risk of a recurrence.
- Report to their supervisor or manager any matters, including defects or working practices, which may create a risk to the health and safety of employees or produce any adverse effects on the environment.
- Wear all Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE), Hearing Protection, and/or use any safety device(s) that have been provided for their protection, in accordance with any training or instruction provided.
- To maintain (including the storage when not in use) in good order all items of PPE, RPE and/or hearing protection provided or made available, including the reporting of defects or losses.
- Obey all signs and warnings displayed permanently or temporary, for the purpose of ensuring health and safety of persons who may be affected.
- Ensure that all visitors under their control are aware of and comply with the company health, safety and environmental policy and local site rules.