



Business Management System
Health and Safety Policy

2021

Document Details

DOCUMENT CONTROL

Document History

Issue	Status	Date	Comment
0.1	Initial Draft	08 Jun 2021	
1.0	Issued	17 Jun 2021	
1.1	Amendment 1	08 September 2021	Policy Amended following Stage 1 Audit

Responsibility (and sign-off) Matrix

The following people have been assigned sign-off responsibility for this document.

Name	Role	Responsibility	Confirmation
Tim Bawtree	Chief Executive Officer	Process Owner / Authoriser	

References and Associated Documents

Title	Location (including filename)

Next Review

Date of Next Review
June 2022

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1. HEALTH AND SAFETY POLICY

At Quantum Switch “Health and Safety” is a core value. We expect our performance to be of the highest standard in respect to our employees, delivery partners and others involved or affected by our activities. We are committed to proactive health and safety at all levels, positively influencing all stakeholders.

Our Vision is: To create an “Injury-Free Environment” which is defined as “more than safety, a culture of care and concern for people, which encourages everybody to accept responsibility for their own and their colleague’s well-being”.

To achieve this vision our Health and Safety Policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- develop procedures that are compliant with ISO 45001
- provide personal protective equipment
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- comply with legislation in the countries that we operate
- review and revise this policy regularly

To have the highest level of performance we engage with, influence, empower and care for all those who come into contact with us. We achieve this by engaging with the entire workforce.

During 2021 to 2022 we will:

- Increase visible leadership at every level of the organisation.
- Further develop our Injury-Free Environment culture and behaviours of our workforce.
- Reinforce the rights of individuals to stop work when it is unsafe to continue.
- Monitor performance through the use of leading & lagging indicators.

1.1 Responsibilities for Health and Safety

Overall and final responsibility for Health and Safety – **Tim Bawtree – CEO**

Day to Day responsibility for ensuring this policy is put into practice – **Jason Yocum – HSE Manager**

All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

1.2 Arrangements for health and safety

1.2.1 Risk assessment

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.

1.2.2 Training

- We will give staff and subcontractors health and safety induction and provide appropriate training (including working at height, asbestos awareness and electrical safety).
- We will provide personal protective equipment.
- We will make sure suitable arrangements are in place for employees who work remotely.

1.2.3 Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

1.2.4 Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.

Tim Bawtree

Tim Bawtree

Chief Executive Officer

08 September 2021