

	Health, Safety, Environment and Quality Management System		
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1. Introduction

This policy generally covers all the work carried out by the operating divisions of Keller Limited (UK and Eire), and sets out the management system requirements for them.

Keller is a specialist contractor providing geotechnical solutions to the building and civil engineering sectors and, through Colcrete Eurodrill the supply of specialist mixing and pumping equipment worldwide.

The company operates under a certified Integrated Management System (IMS) in accordance with the requirements of; BS EN ISO 9001:2008 Quality Management Systems - Requirements, BS EN ISO 14001:2015 Environmental Management Systems – Requirements with Guidance for Use, and OHSAS 18001: 2007 Occupational Health, Safety, Environment and Quality Management Systems - Requirements.

The controlled version of the Keller IMS (KIMS) is available on the company intranet and contains all the procedures and instructions that ensure compliance. Regular audits of the instructions and procedures are carried out.


This policy is communicated to all employees and to other persons working for the company and is made available to other external stakeholders as required and is generally available via the Keller websites.

2. Policy Statement

Keller meets its customers' expectations by providing them with a quality service.

To achieve this Keller shall maintain an Integrated Management System that will comply with recognised standards and lead to continual improvement in all areas of our operations by clearly defining aims and objectives to:

- Identify and comply with all the relevant legislation and other requirements to which we subscribe.
- Comply fully with the Keller Group Plc. "Think Safe" minimum standards by providing a safe, healthy and sustainable working environment for all our people with a commitment to providing a workplace that is "*free of injury - today*".
- Develop a strong health and safety culture throughout the organisation through committed leadership.
- Ensure the health and safety of sub-contractors and other persons who may be affected by our activities.
- Assess and reduce the environmental impact of our key processes, products or services.
- Select suppliers appropriately and carefully use materials and resources, to eliminate or reduce waste and to prevent pollution.
- Ensure that all employees are aware of their statutory duties and that they take reasonable care of themselves, others and the environment.
- Train and develop our people so that they are competent to deliver a first class, quality service to our customers.
- Ensure confidentiality of information, including that provided by customers.

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Clear objectives and targets (KPI's), relating to performance, shall be set, as part of the Business Plan, to implement this policy and demonstrate our commitment to continual improvement.

This policy and associated procedures shall be formally reviewed annually or as a result of changes in legislation, scope or performance.


Signed



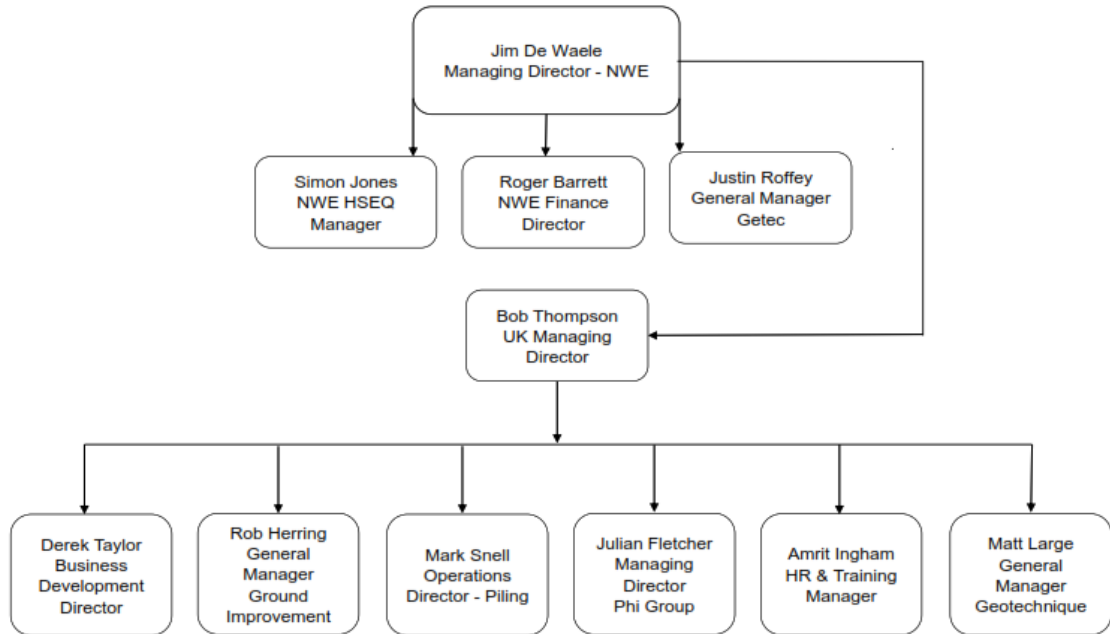
J De Waele

Managing Director (North West Europe)

23rd August 2017

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3. Organisation Keller UK



4. Responsibility for Health, Safety, Environment and Quality


4.1 Managing Director North West Europe

The Managing Director NWE is ultimately responsible for HSEQ and has in turn formerly appointed each of the Divisional Managing Directors and Executive Directors to be the Directors responsible for Health, Safety, Environment and Quality within their area of control.

4.2 Divisional Managing Directors, Executives and Functional Leads

As the Manager responsible for Health, Safety, Environment and Quality, each Managing Director, Executive and Functional Lead is responsible for ensuring that the Keller Integrated Management Systems and associated control measures are effectively implemented throughout their area of control. As an integral part of their overall responsibilities, the Managing Directors, Executives and Functional Leads are responsible for:

- Ownership of their Health, Safety, Environment and Quality Objectives;
- Leading and maintaining the divisional and functional management structures in order to manage business risk;
- Ensuring that Keller standards are maintained;
- Ensuring the identification of all hazards and risks associated with their operations and for ensuring that suitable risk assessments are developed and implemented to effectively manage and mitigate the risks;

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- Ensuring that their operations are conducted in accordance with current legislative requirements;
- Ensuring that their staff, operatives and contractors are suitably qualified and that suitable training and competency records are maintained;
- Ensuring adequate resources are available to meet risk control obligations;
- Ensuring that roles and responsibilities are communicated to their managers, staff and contractors.

4.3 HSEQ Manager – (Appointed Competent Person)

The Executive Committee has appointed the Health, Safety, Environmental and Quality (HSEQ) Manager to be responsible for: -

- The development, implementation, monitoring and control of all Health, Safety, Environment and Quality Policies and procedures used throughout the Company including:
- The development and implementation of the Health, Safety, Environment and Quality Objectives;
- The provision of guidance and assistance in relation to the development of their own operational procedures to ensure that they have developed and implemented effective management systems;
- Implementation of audit and review of compliance with corporate and business unit policies and procedures;
- Providing reports to the Executive Committee in relation to areas of underperformance and good practice and to highlight areas of risk to ensure that senior management are provided with a true picture of how well Health, Safety, Environment and Quality is being managed throughout the business.

The Health, Safety, Environment and Quality Manager reports directly to the Managing Director NWE and operates independently of the line management teams, enabling the position to present advice independently and effectively to the business and provide an unbiased, assured view of each division and functional Health, Safety, Environment and Quality compliance.


The Health Safety Environment and Quality Manager is in turn assisted in the execution of his role by the employment of competent Health, Safety, Environment and Quality Personnel including HSEQ Advisors and HSEQ Coordinators.

Divisional Step Forward Champions are appointed to assist in the delivery and promotion of continuous improvement.

4.4 HSEQ Advisors

HSEQ Advisors are responsible for: -

- Championing KIMS and rolling out Keller HSEQ policies and procedures;
- Facilitating the development of operational procedures and risk control measures to implement compliance with Keller and legislative requirements;
- Actively promoting and coaching Health, Safety, Environment and Quality;

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- Communication and coordination with the Divisional Safety Representatives
- Assisting each division and function to develop, implement and communicate the local Health, Safety, Environment and Quality systems;
- The day to day monitoring of compliance with Health, Safety, Environment and Quality requirements, and for providing feedback and recommendations to managers in relation to their Health, Safety, Environment and Quality performance;
- Incident and non-conformance investigation and reporting;
- The provision of guidance and advice on all HSEQ matters;
- Liaison with the enforcing authorities, customers HSEQ personnel, occupational health providers, fire service, police and insurance companies as the need arises.

4.5 Employees / Contractors Employees

As a minimum, all employees and contractors are responsible for ensuring that Health, Safety, Environment and Quality systems are followed and applied and that the Health and Safety of others is their priority.

Every employee has the responsibility to stop any element of work or operation, if they feel unsafe or consider that others might be at risk.

5. Change Record

Revision	Changes	Author
- /2012-11-01	Initial issue	P Shields
A/2012-12-13	Updated Organisation Chart	P Shields
B/2013-11-01	Annual Policy Review, update Organisation Chart	P Shields
C/2014-06-01	Updated NWE Organisation Chart & minor responsibility updates	P Shields
D/2015-03-02	Updated Organisation Chart and minor amendments to responsibilities	P Shields
E/2015-10-07	Updated Organisation Chart	S Sedgley
F/2015-10-25	MD review	J De Waele
G/2016-10-31	Up-dated Organisation Chart & New Header and Log	S Sedgley
H/2016-11-09	MD Review	J De Waele
I/2017-03-29	Updated Organisation Chart	S Sedgley
J/2017-08-23	Updated Organisation Chart	S Sedgley

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