



Space Solutions (Scotland) Ltd

Health and Safety Management Systems Policy Statement

Version 1a
March 4, 2018

General Policy Statement on Health and Safety at Work

Space Solutions (Scotland) Ltd is a professional and quality conscious organisation which acknowledges the impact that our operations may potentially have on our employees and interested parties. We aim to be a leading provider of Architectural, Space Planning, Interior Design, Fit-Out and Refurbishment, Contract / Project / Facilities Management, Commercial Relocations and Crate Hire and Consultancy services for the commercial sector.

Space believes that all injuries to people are preventable and accordingly our goal is zero injuries. We will conduct our business in a responsible manner and go beyond compliance with local regulation to meet internationally accepted good practice in health and safety. It is our expectation that all sub-contract workers will support this Safety Culture.

Through technical advice and design-oriented services we seek to make a positive impact on Health & Safety, managed by our staff for the benefit of our clients. To this end training will be provided to all employees. This includes the following principals:

- Observation – We expect all employees to walk around with their eyes open and become an active observer, looking for unsafe acts or situations. To do this well they need to know what is safe and what is unsafe, and, if unsure, to ask
- Intervention – All management, employees and sub-contract workers have the right, and will be expected to intervene in any practice, situation or ongoing work which they believe is unsafe or may cause an accident and/or injury. They will also be encouraged to report good practices and events which have demonstrated safe and healthy working.
- Accountability – All management, employees and sub-contract workers are made aware that they are accountable for their actions and safety and for ensuring those working with them are not put at risk.
- Leadership – Managers, Supervisors and those with leadership responsibilities will be encouraged to lead “from the top” and to demonstrate good practice at all times. Leaders will be Accountable to the employees and sub-contract workers to ensure they imbue the philosophy and culture of a safe and healthy working environment.

It is our intention to continually develop our safety policy and system to improve compliance and to increase awareness of safety issues with both direct and indirect employees. This Health and Safety Policy shall be reviewed and updated as and when necessary by changes in the organisation or legislation, but as a minimum it shall be reviewed annually to ensure it still meets the aims of this company and demonstrate our development of the system. Information with regards to any such changes will be passed on to all employees.

The structure of the H&S system is defined in the H&S policy Manual, Directors, management and supervisory staff have responsibilities for the implementation of the quality manual and must ensure that all H&S issues are given adequate consideration in the planning and day-to-day supervision of all work. All employees and subcontractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own work, so far as reasonably practicable, is carried out without risk to themselves or others. This includes co-operating with management on any H&S related matters. Head of Group QHSE has overall responsibility for all H&S matters and as such the H&S policy will be reviewed annually or any significant event which requires it to be reviewed.



Signed:
Steve Judge
Managing Director



Signed:
Robin Young
Head of Group QHSE