



Space Solutions (Scotland) Ltd

Health and Safety Management Systems Policy Statement

Version 1b

March 31, 2019

Reviewed 31/03/20 and 31/03/2021

General Policy Statement on Health and Safety at Work

1. General statement

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 principles:

- 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.

2. Aims and objectives

The organisation fully commits to:

- Implement and maintain ensuring the continually develop & improve the effectiveness of the Health and Safety Management System that is in compliance with BS EN ISO 45001:2018.
- The enhancement of customer satisfaction
- Determine ‘Interested Parties’ at all levels that are affected by the Organisation’s operation and understand and meet their needs & expectations.
- Determine the needs & expectations of Interested Parties that will become part of the Organisations ‘Compliance Obligations’ and fulfil the aim of achieving customer satisfaction.
- Implement and maintain a Risk Register for the organisation which is reviewed annually or any significant event which requires it to be reviewed.
- Communicate throughout the Organisation the importance of meeting customer needs & expectations and all relevant statutory, regulatory & compliance obligation requirements.
- Establish the Health and Safety Policy and its objectives.
- Ensure that the Management Reviews set and review the quality objectives, and reports on the Internal Audit results as a means of monitoring and measuring the process and continuing effectiveness of the Safety Management System within the Integrated Management System.
- Ensure the availability of resources so that inputs meet the intended outputs.
- Determine all relevant statutory, regulatory & compliance obligations and ensure operations are completed in accordance with them.
- Ensure effective and expedient incident control, investigation and reporting.

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 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. The Group QHSE Manager 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:
Jim Mathieson
Managing Director



Signed:
Robin Young
Group QHSE Manager