

Reference	MAN 00
Version	1
Issue Date	12/06/2023
Approved	MD

Elite Recruitment Group Limited

SHEQ Policy

Statement

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. The aim is to ensure that health and safety becomes an integral part of the company's activities and all applicable legal requirements are met.

Elite Recruitment Group have established a coherent framework of good environmental practice within each of our operating sites. Where we are operating on client sites we will work with their Environmental Management Representative in achieving shared goals and objectives in line with the client's own systems.

Elite Recruitment Group is committed to the provision of a quality service that fully conforms to the requirements of our customers. By consistently providing those services that meet or exceed customer expectations we will promote customer satisfaction and in turn achieve business success.

Elite Recruitment Group is committed to the implementation of an Integrated Management System that fully complies with the requirements of: *ISO 45001:2018, ISO 14001:2015, ISO 9001:2015, Highways Sector Schemes 12A, 12B, 12D*; and any relevant statutory or industry standards.

This SHEQ Policy is aligned with objectives related to: safety, health, environment and quality and is consulted when minor or major changes are made to all divisions within the group.

Commitments

- Provision of safe and healthy working conditions for the prevention of work related injury and ill health
- Eliminate hazards and reduce both occupational health & safety and environmental risks
- The continual improvement of the integrated management system
- Consultation and participation of workers at all levels during applicable decision making processes
- Identifying and understanding customer requirements and ensuring that all employees are aware of their importance for the Company's success;
- Setting and reviewing management objectives that provide a focus for performance improvements and improved customer satisfaction;
- Fostering a culture which encourages the early identification of problems and the adoption of effective and efficient

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corrective and preventive actions;

- Providing adequate financial and physical resources to support the full implementation of the policy;
- Providing training and education to all our employees to ensure they understand and are competent to carry out their role and to improve their performance;
- Communicating openly with employees, subcontractors, and clients on safety, health, environmental and quality issues, encouraging them to participate in and contribute to performance improvements.
- Design and implement environmental management systems to enable the reduction, reuse and recycling of general waste and packaging materials.
- Help our clients to improve energy efficiency and reduce energy waste
- Take all measures to prevent pollution and meeting or exceeding relevant environmental legislation, regulations and other requirements.
- Review this policy at least every 12 months

Organisational Roles and Responsibilities

Managing Director: *Ultimately responsible for the overall health and safety of all workers and for ensuring that.*

Directors accept individual role in providing health and safety leadership

Board level decisions reflect SHEQ objectives and the general statement of this policy

Adequate resources are available for the implementation of this policy and taking implementation action

Informing subordinate workers of responsibilities relevant to safety, health, environmental and quality issues

Reviewing this policy and bringing this policy to all workers on an at least annual basis

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Injury/Incident statistics & summaries are communicated at board level

Directors: *Responsible for ensuring that:*

Effective action takes place to implement this policy

Management are nominated on sites as applicable to oversee safety, health, environmental and quality

Competent staff are appointed, trained and informed on all applicable and statutory requirements

Suitable work is procured and relationships with customers are effectively maintained

Securing appropriate suppliers, vetting critical suppliers and monitoring the performance of critical suppliers

HSEQ Manager: *Responsible for ensuring that:*

Documented information of the integrated management system is appropriate, up to date and well communicated to all applicable workers

Overseeing compliance of the delivery of works through regular site audits and inspections

Performing internal audits against ISO 9001, ISO 14001 and ISO 45001 and highlighting areas of non-conformance

Investigating accidents/incidents when they occur

Signing off and assisting in the provision of risk assessments and method statements for all applicable work tasks

Presenting trends in non-conformance data trends to senior management to assist in planning corrective action

Consulting senior management on legal requirements related to safety, health, environment and quality to ensure compliance with statutory legislation

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Head of Technology and Marketing: *Responsible for ensuring that:*

Software for the mobilisation of operations is maintained and continually improved

Outlets are provided to allow for digital communication from workers at all levels including reporting incidents and accidents

All staff are informed on technological developments regarding safety, health environment and quality

Transport Manager: *Responsible for ensuring that:*

Working closely with senior management to develop strategies for fuel use and vehicle efficiency

Communicating with insurance brokers, vehicle suppliers and maintenance suppliers to ensure vehicles are operating within legal boundaries

Maintaining accurate records of vehicle inspections and services

Liaising with the operational staff to allocate suitable vehicles to selected works

Compliance Officer: *Responsible for ensuring that:*

Operatives are reminded to complete vehicle defect reports

Overseeing the vehicle allocation documentation

Assisting the HSEQ Manager in incident investigations and site safety visits

Yard Staff: *Responsible for ensuring that:*

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The yard and stores are well maintained, clean and safe.

Vehicles are loaded with the correct kit and on time

Vehicles are collected and transported to required destinations

Hazards that present themselves in the yard and stored are reported to HSEQ Manager

Management + Coordinators: *Responsible for ensuring that:*

Reports of non-conforming incidents are investigated and corrective action is taken

The HSEQ Manager is assisted and provided all applicable information for closing out incident/accident investigation

Operatives booked out for work have the required competencies and evidence is saved on the server

Responding to and meeting client requests and resolving complaints on their area of work

Documented information is maintained on planned and completed works including but not limited to: operatives, locations and rates of pay.

HSE Committee: *Responsible for ensuring that:*

Monthly discussions are held for non-managerial workers to discuss health, safety and environmental considerations

Operative suggestions are taken into consideration in committee discussion and any decision making processes

The HSEQ Manager is informed of any improvement suggestions to the management system

Administration: *Responsible for ensuring that:*

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Suppliers are communicated with and provided accurate information

Accurate information for payments is issued to senior management and accounts

Administrative tasks are performed digitally wherever possible

Accounts: *Responsible for ensuring that:*

Senior management are informed on appropriate banking correspondence

Operatives, subcontractors and suppliers are paid within agreed terms of payment

Inward payments are processed and managed

Site Operatives: *Responsible for ensuring that:*

They take care of their own health and safety and anyone who could be affected by their actions or omissions

Reporting accidents, incidents, non-conformance and unprofessional behaviour whenever it is witnessed

Safe systems of work are followed, including safe systems issued by clients/customers

Defects to plant and equipment are reported to management

Co-operating with management and using work equipment in accordance with training & instructions

Approved by: Managing Director Jordan Shepherd Date: 12/06/2023

Jordan Shepherd

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