

## Human Resources Policies & Procedures

Subject: Health & Safety Policy

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<b>Title:</b> Health & Safety Policy	<b>Written By:</b> C Chadwick
<b>SOP No:</b> Uni-IMS 146	<b>Approved By:</b> P Stone
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### Statement

The Operating Board of Uniserve is committed to the achievement and maintenance of high standards of health and safety in all Group companies. The Group's Health & Safety Policy is based on our desire to comply with the spirit, as well as the letter of health and safety legislation, codes of practice and other relevant standards.

The Group regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner, and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health, to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of the Group's activities; critical to developing the professional culture of the Group; and establishing and maintaining a solid reputation with all of our clients.

### Organisation

The **Managing Director** will ensure that the Operating Board fulfil their obligations under the terms of this Policy

**Operating Board Directors** are responsible for ensuring implementation of the Uniserve Group's Health & Safety Policy Statement and compliance with relevant safety legislation, codes of practice and Uniserve Group standards. They must also ensure that necessary safety arrangements, resources and procedures are in place in their areas of responsibility and for providing sufficient resources and support to meet its health and safety objectives.

This includes ensuring that all sites under their jurisdiction have at least one individual whose duties include responsibility for all Health & Safety matters on site.

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The **Group Human Resources Director** is responsible for the coordination and implementation of this policy and the Group Health & Safety Manager supports the Group HR Director directly in achieving this.

The **Group Human Resources Director**, with the support of the **Group Head of SHEQ**, will report to the Operating Board Meetings regularly on H&S issues, developments and actions needed.

<b>Other Operating Board Directors &amp; Areas of Responsibility;</b>	
Director of Surface Freight Operations	Tilbury office environment & staff in area of responsibility.
Director of Airfreight	Heathrow & Camgate Sites & staff
Managing Director of CICL	Dover site & staff
One World Platform Director	Upminster office environment & staff in area of responsibility
Director, North of England & Ireland	Manchester site & staff
Chief Financial Officer	Upminster office environment & staff in area of responsibility
Chief Commercial and Operations Officer	All staff in area of responsibility
Property Director	All group properties
Director of Warehousing & Transport	All Uniserve Warehouse & Transport staff and sites in area of responsibility. James Kemball container sites and staff
James Kemball Managing Director	James Kemball sites and staff
Ellerman's Commercial and Operations Directors	All Ellerman Operations staff

### All Employees

All of the Group's employees, at all levels, have responsibility for implementing the specific arrangements made under this policy. All employees are expected to read the relevant Health & Safety policies (which can be found on myHR), familiarise themselves with the provisions and carry out their defined responsibilities.

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All employees are under a duty to work safely at all times and to place a high priority on the safety of themselves, their colleagues and third parties.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the Group.

Every employee has the right and is obliged to raise safety concerns and issues with their line manager and / or their local Health and Safety Co-ordinator. If an employee is asked to carry out something that they believe is dangerous, they must bring this urgently to the attention of their line manager and / or their local Health and Safety Co-ordinator and they should not undertake the activity until such times as their concern has been resolved.

All employees, contractors and sub-contractors are required to cooperate with the Group and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

### Operation

In each Group company there must be:

- A policy with a clearly identified safety management structure.
- Arrangements compliant with relevant Health & Safety legislation, which aim to safeguard the health and safety of employees and third parties.
- A risk assessment and planning process which seeks to minimise hazards, control risks and reduce accidents, shall be reviewed as a minimum annually.
- Adequate measures taken to protect the health and safety of employees from high risks e.g., fire, falls from height, vehicle movement, and maintenance and construction activities.

All contracts of employment will clearly state that working safely is a condition of employment. Appropriate performance management up to and including disciplinary action will be taken in situations where anyone has compromised either their or another person's health and safety.

Each Group company will have safety objectives and an action plan, reviewed every two years, to ensure this policy and relevant Health & Safety legislation is complied with.

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### Co-operation

Systems will be maintained to ensure that each Group company can share experience and knowledge to develop health and safety standards.

Systems will be maintained to enable effective consultation on health and safety matters between managers and employees. In situations where workplaces are shared with contractors or other third parties, relevant health and safety information about hazards and the control measures required, will be communicated to contractors or third parties before work commences.

### Competence

All employees and managers, including temporary staff, will receive suitable and sufficient training to ensure that they are aware of the Health & Safety Policies, procedures and safe working practices required to carry out their job safely.

### Accident / Incident Reporting and Investigation

All serious accidents will be reported to the Group Operating Board within 24 hours of the accident occurring. All major injury accidents will be reported at Operating Board Meetings.

### Monitoring and review

The Group H&S Manager will regularly carry out internal health and safety performance reviews, identify good practice and review performance.

### Summary

The management of health and safety is a fundamental part of our business and is designed to contribute to improving business performance. All managers at all levels must manage all aspects of our business; for example, cost, productivity, and services in a safe manner and take practical measures to ensure our activities do not harm our customers, employees, contractors, sites or equipment.

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