

Title: QHSE Policy Statement



Quality, Health, Safety and Environmental (QHSE) Policy Statement

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1 Integrated Management System (IMS) Policy

Vision Building Services Limited is committed to continually improving quality, OH&S and environmental performance and its' management systems whilst supporting our strategic direction and consistently meeting our customers' requirements as to the quality of product, service, delivery, advice, and support.

Vision Building Services Limited is equally committed to managing environmental impacts, for the protection of the environment, preventing pollution and other commitments relevant to our context, by utilising the best possible practices to maximise economic and environmental benefits whilst ensuring the occupational health, safety and welfare of all persons that could be affected by the company's activities.

The company aligns processes to achieve compliance with these commitments by implementing and maintaining an Integrated Management System (IMS), forming an integral part of the company's business strategy, and designed to make our commitment in complying with and meeting the requirements of BS EN ISO 9001, ISO 14001 and ISO 45001, (latest editions).

The policy and the associated management system are in line with the context of our company and to meet our scope:

- **The supply of building and property services to Domestic and Commercial clients**

We have deemed clause 8.3 of BSEN ISO9001:2015 as not being applicable to our activities as we would work to the customers designs under our document control procedure.

We can be either principle contractor (PC) or contractor (C) under CDM regulations and the SSIP scheme.

The company is committed to proactively:

- Conducting business in such a manner to fulfil and satisfy legal and other requirements by complying with all applicable (current and anticipated) statutory, regulatory, 3rd party certification and other requirements
- Ensuring the needs and expectations of our customers and other interested parties are met
- Setting SMART objectives and targets that are monitored regularly to assess improvements in:
 - Quality performance
 - Safety performance & prevention of work-related injury and ill health
 - Environmental performance, pollution prevention, reduced energy consumption, waste minimisation & sustainability.
- Undertaking proactive monitoring (eg workplace inspections, safety tours, surveys, health surveillance) and reactive monitoring (recording and investigating near misses, incident /accidents and occupational ill-health to determine the causes and prevent reoccurrence)
- Involving and consulting with workers on matters affecting quality, health and safety and the environment. Reviewing, prioritising and co-ordinating the implementation of significant recommendations arising from monitoring, employee consultation and business risk and hazard assessment programmes to ensure continual improvement in quality, welfare, occupational health and safety and environmental systems to enhance performance
- Raising the awareness of all our employees in order that the benefits of meeting QHSE objectives are understood
- Ensuring all employees are made aware of and understand the QHSE policy, procedures and supporting documentation, through training and provision of information. Compliance is confirmed as a result of formal internal audits and at management review, which is conducted at least once a year.
- Defining the roles and outline the responsibilities for quality, environment and health and safety at work.
- Identifying and making specific arrangements for vulnerable employees and persons who our contracts brings us into contact with (for example: children, vulnerable adults, disabled workers, lone workers, pregnant, and nursing mothers).
- Providing appropriate emergency preparedness arrangements (emergency procedures, adequate first aid facilities, fire prevention and appliances, spill control, emission control, free personal protective equipment (PPE) which are tested for effectiveness on a regular basis.

This policy is publicly available as documented information to all interested parties, as appropriate. It has been communicated to understanding and applied throughout the company and is reviewed periodically (at least annually) or where there is significant change or incident / accident.

Name	Martin Bruton	Date	19 May 2023
Title	Managing Director	Signature	

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2 Environmental and Health & Safety Statement

Vision Building Services Limited is committed to providing a service in a manner that ensures a safe, secure, healthy and pollution free workplace for our employees and minimises our potential impact on the environment, employees and those that could be affected by our activities and actions. We will operate in compliance with all relevant environmental legislation, and we will strive to use pollution prevention and environmental best practices in all we do. We are committed to working towards Net Zero by 2050 and continually look to introduce new ways of working to best achieve this.

We will: -

- Integrate the consideration of environmental concerns and impacts into all our decision making and activities.
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner.
- Train, educate and inform our employees about environmental issues that may affect their work.
- Reduce waste through re-use and recycling and by purchasing recycled, recyclable, or re-furnished products and materials where these alternatives are available, economical, and suitable.
- Promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable.
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored, and disposed of.
- Purchase and use environmentally responsible products accordingly.
- Where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes.
- Communicate our environmental commitment to clients, customers and the public and encourage them to support it.
- Strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy considering our current and planned future activities.
- Provide safe and healthy working conditions thus ensuring the health, safety and welfare of our employees, customers and any other persons that could potentially be harmed by our business activities and operations to prevent work related injury and ill health.
- Ensure the company is environmentally friendly, so far as is reasonably practicable, by:
 - Sourcing materials from responsibly managed and environmentally aware organisations.
 - Recycling materials where possible.
 - The prevention of pollution by identifying environmental risks and implementing appropriate controls
- Assess and retain appropriate records for the risks associated with our work activities, taking the proactive approach to eliminate hazards and reduce risk by implementing control measures to ensure, so far as is reasonably practicable:
 - Activities are managed in line with best practice to eliminate hazards and reduce OH&S risks.
 - Working environments, work equipment and systems of work are safe and without risk to health, safety, or the environment. Access to and egress from such places of work are also maintained safe and secure.
- Provide adequate information, instruction, training, and supervision is provided ensuring the safety of employees, customers and others.
- Providing suitable measures for general fire safety and process fire safety.
- Arranging for ensuring safety and the absence of risks to health about the use, handling, storage and transport of articles and substances.
- Ensure employees:
 - take reasonable care of themselves and other relevant persons, who may be affected by what they do or do not do;
 - co-operate with their employer and/or manager, with regards to health, safety, welfare, and the environment.
 - not to interfere or misuse anything with regards to safety or control of pollution provisions;
 - correctly use PPE, work equipment, etc. in accordance with their training and/or instructions; and
 - inform their employer and/or manager if they think there is risk to anyone's health and safety or to the environment.

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3 Management Responsibilities

With my support, the Company's **Director** will have overall responsibility for the management of all work activities that relate to quality, the environment and health, safety and welfare and will: -

- Ensure that work activities are planned to reduce any adverse effects on the environment, prevent incident and accident and where risk cannot be eradicated, implement controls to reduce to lowest risk possible.
- Ensure that employees and those working on behalf of the company either manage work activities or carry them out in a manner that will have the least adverse effects on quality, the environment and to the health, safety and welfare of themselves or others.
- Ensure that all applicable persons are kept up to date with any changes in legislation that may have an impact on their work activities and actions in respect to health, safety, welfare, and the environment.

Should any employee have any concerns or issues in respect of how the Company manages its work activities so that it does not have an adverse or long-term impact on the environment, a Company Director will always be available to discuss these with them. Should changes be required these will be implemented as soon as possible.

Name	Martin Bruton	Date	19 May 2023
Title	Managing Director	Signature	

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4 Approval, Retention and Issue Details

Document available as read only from the following location:

BUSINESS MANAGEMENT SYSTEM**Review Frequency:**

Every 12 months unless statutory, audit, incident or non-compliance require otherwise.

Retention: Controlled printed copies destroyed when superseded. Electronic copy held for 5 years unless statutory required or contractually requested to hold beyond this period.

Issue	Details	Author	Approval	Date
1	Initial Issue	M Walton	H Bruton	June 2022
2	Add exclusion of design and development and PC and C under CDM and SSIP for scope of the IMS and amend Office Manager to Director	M Walton	H Bruton	May 2023