



AUTHORISATION: Signature

Date

**Purpose
and Scope**

In the Company HS&E Policy Statement we make a commitment to achieving continual improvement in H&S performance and to systematically and progressively reducing the levels of hazard and risk within the business.

To achieve this, this procedure outlines how the Company will consider the hazards, risks and other H&S aspects associated with its operations, define its forward plan and set and achieve objectives and targets to improve its performance.

Procedure

The Director responsible for H&S will ensure that :

- on an annual basis an Action Plan is defined which takes account of :
 - The requirements of the Company's overall Objectives;
 - The significant H&S impacts of its operations;
 - Any hazards, risks or other H&S impacts identified through the hazard identification, risk assessment and control activities required by **HSP 4**;
 - Any Legislative or Regulatory effects on the business;
 - The results of any health and safety audit or monitoring activities;
 - The findings of any internal or external health and safety reviews;
 - Reports on any particular health and safety issues;

Where possible, the actions defined in these Plans should be quantifiable, indicate dates and allocate responsibility for completion.

- these Action Plans are taken account of and incorporated into the overall business plans in order to enable adequate financial and other resources to be made available for the implementation of these plans;
- suitable and sufficient targets and objectives are set to ensure that the objectives of the Company's Health and Safety Action Plan are achieved and that health and safety performance is improved;
- a report on progress against the Company's Health and Safety Action Plan is prepared on an annual basis and reviewed at the Management Review Meeting;
- records are kept to show how the Action Plan was devised