

ECL Engineering Control

Health and Safety Policy

**QHSE Controlled Document
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1.0 Change History

Revision	Date	Description	By
7	15/2/16	New template format. Add word 'legislation'.	S McCallum
8	16/01/17	Add reasonable standards. Add 'make available necessary resources. Incorporate employee participation, consultation and reporting of unsafe behaviour and conditions.	S McCallum
8a	22/2/18	Annual Review. Minor changes.	S McCallum
8b	5/9/2018	Format standardisation & responsibilities further defined – no material changes to policy itself	G.Chapman
8c	10/10/2019	Annual Review. Minor changes.	J Cleland

2.0 Approvals

Director:



Date: 10/10/2019

QHSE Manager:



Date: 10/10/2019

3.0 Purpose

The purpose of this document is to clearly define as part of ECL Engineering Control (ECL) integrated QHSE management system the policy with regards the protection of the health and safety of the company's employees, clients, contractors and other persons affected by the company's activities.

4.0 Scope

This policy applies to all company personnel.

5.0 Policy

- The company will comply with all applicable occupational health and safety legislation, regulations and relevant standards of practice concerning the protection of health and safety of employees, clients and contractors in the work place and other persons affected by its business activities. Where laws and regulations do not exist, ECL shall apply reasonable standards.
- The protection of health and safety is a primary goal of ECL and the company directors shall make available all necessary resources and take such actions as are reasonable and necessary to achieve this goal and carry out this policy.
- The goal will be that no-one will be harmed by ECL's activities. The company directors, employees and contractors will conduct duties and responsibilities in a manner which is compatible with achieving this goal and carrying out this policy.
- ECL is committed to continual improvement of health and safety management practices and to achieve this, the company directors will continuously evaluate the health and safety aspects of all business activities.
- ECL company directors and management acknowledge that safety prevails over all other business activities and shall consult with staff on all matters relating to health and safety.
- ECL employees and contractors are expected to participate in health and safety programmes, including training, and behave in a manner that promotes a culture of health and safety awareness. Any unsafe behaviour or condition must be reported to management immediately.
- ECL company directors will communicate and make available this policy to its employees, clients, contractors and suppliers in order to achieve these goals and carry out this policy.

6.0 Policy Control

This policy shall be set by the ECL Directors, executed by the ECL management team and overseen by the QHSE Manager. It is the responsibility of all personnel and relevant parties to implement and comply with this policy.

6.1 Responsibilities

6.1.1 Directors

The ECL directors are responsible for:

- Setting and approving the policy.
- Reviewing the policy suitability.
- Monitoring compliance and effectiveness.

6.1.2 Management Team

ECL management are responsible for:

- Executing the policy.
- Monitoring compliance and effectiveness.

6.1.3 QHSE Manager

The QHSE Manager is responsible overseeing the policy:

- Ensuring the latest copy of this policy is made available to all personnel and other relevant parties.
- Implementing and rolling out changes to the policy as set by the directors.
- Keeping personnel and other relevant parties adequately informed of policy changes.
- Establishing and maintaining reports and other information to monitor policy suitability, compliance, effectiveness, and reporting back to the management team and directors.

6.1.4 Personnel and Relevant Parties

All personnel and other relevant parties are responsible for:

- Implementing and complying with the policy.
- Giving feedback on policy suitability, compliance, and effectiveness to the QHSE Manager.

6.2 Review & Monitoring

This policy shall be:

- Reviewed for suitability (biennially or more frequently if required).
- Monitored for compliance & effectiveness (6 monthly or more frequently if required).

Appendix A - Health & Safety Policy (Wall Version)

**ECL Engineering Control
Health and Safety Policy**

Date: 10th October 2019

Review Date: 10th October 2021

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Approved by:

Director