

# TECHNICAL LIFT SERVICES LTD

## HEALTH, SAFETY & WELFARE POLICY

Elite Governance Edition (SafeContractor / SSIP / ISO 45001 aligned)

### Document Control

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### Approval & Authorisation (Hand Signed for Submission)

Signed:	_____
Name:	_____
Position:	Managing Director
Date:	_____

# 1. Statement of Intent

Technical Lift Services Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, subcontractors, clients, visitors and members of the public who may be affected by our operations. We recognise that excellent health and safety performance is fundamental to our business success and reputation.

The Company recognises and accepts its duties under the Health and Safety at Work etc. Act 1974 and all associated legislation and is committed to full legal compliance and continual improvement of its Occupational Health & Safety Management System (OHSMS).

This policy is presented in three parts: (1) a signed and dated Statement of Intent, (2) an Organisation section detailing responsibilities at all levels, and (3) an Arrangements section explaining how key areas of health and safety compliance are managed.

Top management provides visible leadership by setting annual measurable objectives, reviewing performance at least quarterly, allocating adequate resources, consulting and involving workers, and ensuring corrective actions are implemented and verified for effectiveness.

## **Core compliance arrangements include (but are not limited to):**

- Personal Protective Equipment (PPE) provision, suitability, use and maintenance
- Work equipment safety, inspection and maintenance (PUWER)
- Lifting operations planning and thorough examination (LOLER)
- Manual handling risk reduction
- Control of substances hazardous to health (COSHH)
- Working at height planning and supervision
- Electrical safety including isolation, lock-off and verification
- Fire prevention and emergency arrangements
- First aid provision
- Accident reporting, investigation and RIDDOR compliance
- Training, information, instruction and supervision to ensure competence
- Health surveillance where required
- Consultation and worker engagement

All employees and subcontractors have the authority and responsibility to stop work that they believe is unsafe. No person will be penalised for raising genuine safety concerns in good faith.

**Review:** This policy will be reviewed at least annually and sooner following significant organisational change, legislative change, or a serious incident.

## 2. Organisation & Responsibilities

The Company establishes clear accountability, authority and competence requirements to ensure effective planning, implementation, monitoring and continual improvement of health and safety.

### ***Board / Top Management***

- Set strategic direction and approve annual OH&S; objectives and targets
- Review OH&S; performance at least quarterly (KPIs, trends, audits, corrective actions)
- Ensure adequate resources (people, time, training, equipment) are provided
- Promote a positive safety culture and worker participation

### ***Managing Director***

- Overall accountable person for the OHSMS and legal compliance
- Ensures competent advice is available (internal/external) and acted upon
- Approves high-risk work controls and ensures suitable supervision is in place
- Reviews serious incidents, investigations, and corrective actions to closure
- Leads management review and ensures continual improvement

### ***Supervisors / Site Leads***

- Plan and control work on site, ensuring RAMS are suitable, briefed and followed
- Complete site inspections, verify controls (including isolations) and intervene when unsafe acts/conditions are observed
- Coordinate contractor interfaces and ensure effective communication and cooperation
- Stop work if conditions change and controls are no longer effective

### ***Engineers / Employees***

- Work in accordance with training, RAMS and safe systems of work
- Use PPE correctly and care for equipment and tools
- Report hazards, near misses, defects and incidents immediately
- Use stop-work authority when required and participate in safety improvements

### ***Subcontractors***

- Demonstrate competence, training and relevant experience for the task
- Comply with TLS standards, RAMS and site rules and cooperate with supervision
- Provide evidence of insurance, certification and inspection records as required
- Report hazards and incidents and participate in toolbox talks/briefings

### ***Competent Health & Safety Advice***

- Provide professional advice on compliance and best practice
- Support audits, incident investigations and improvement planning
- Provide legislative update briefings and review key documents periodically

### **3. Arrangements**

These arrangements explain how the Company implements this policy. Detailed procedures, forms and records support these arrangements and are maintained as controlled documents.

#### ***3.1 Risk Assessment, RAMS and Dynamic Assessment***

- All work is subject to suitable and sufficient risk assessment.
- Method statements (RAMS) are produced for relevant tasks and communicated before work starts.
- Supervisors and engineers complete dynamic assessment when conditions change and stop work where controls become ineffective.
- High-risk activities (e.g., work at height, lifting operations, electrical isolations, confined spaces where applicable) require enhanced supervision and verification.

#### ***3.2 Consultation, Worker Participation and Communication***

- Workers are consulted and actively involved through toolbox talks, briefings, safety meetings, and feedback mechanisms.
- Safety concerns can be raised to supervisors or management without fear of reprisal.
- Lessons learned are communicated across the business following incidents, near misses, audits and client feedback.

#### ***3.3 Training, Competence and Supervision***

- A training matrix is maintained for all roles, including required refreshers.
- Induction is provided for new starters and site-specific briefings are provided before work begins.
- Competence is verified through qualifications, experience, observation and supervision.
- Supervision is proportionate to risk, competence and task complexity.

#### ***3.4 PPE (Personal Protective Equipment)***

- Suitable PPE is provided, maintained and replaced as required.
- PPE requirements are defined in RAMS and site rules (e.g., head, eye, hand, respiratory, hearing, fall protection where required).
- Employees and subcontractors must use PPE correctly; non-compliance is addressed.

### **3.5 Work Equipment (PUWER)**

- Tools and equipment are selected to be suitable for the task and maintained in safe condition.
- Pre-use checks are required; defects are reported and defective items are quarantined.
- Inspection and maintenance records are retained and reviewed.

### **3.6 Lifting Equipment and Lifting Operations (LOLER)**

- Lifting operations are planned, supervised and carried out by competent persons.
- Thorough examinations are completed at statutory intervals and records are retained.
- Lift plans consider loads, accessories, exclusion zones, communication and emergency arrangements.

### **3.7 Manual Handling**

- Manual handling risks are assessed and reduced through task design, mechanical aids and team handling.
- Engineers receive manual handling training and apply safe techniques.
- Where practicable, loads are broken down and access routes are planned.

### **3.8 COSHH (Control of Substances Hazardous to Health)**

- COSHH assessments are completed for hazardous substances used or generated.
- Control measures (substitution, ventilation, safe storage, PPE, hygiene) are implemented and monitored.
- Safety Data Sheets are available; exposure is minimised and health surveillance applied where required.

### **3.9 Working at Height**

- Work at height is avoided where practicable; otherwise controlled using the hierarchy (collective protection before personal protection).
- Suitable access equipment is selected (MEWPs, towers, ladders only where justified).
- Fall prevention/protection and rescue arrangements are considered and briefed.

### **3.10 Electrical Safety**

- Electrical isolations follow a strict isolation, lock-off and verification process.
- Test-before-touch principles are applied where relevant.
- Only competent persons undertake electrical work; equipment is maintained and inspected.

### ***3.11 Fire Safety and Emergency Arrangements***

- Emergency procedures are confirmed before work starts, including alarms, evacuation routes, assembly points and site rules.
- Hot works (where undertaken) are controlled through permits and fire precautions.
- Emergency arrangements include first aid response, incident escalation and client notification.

### ***3.12 First Aid and Welfare***

- First aid arrangements are proportionate to risk and communicated to workers.
- Suitable welfare facilities are confirmed before work starts, including sanitation, handwashing, drinking water and rest arrangements.

### ***3.13 Accident, Incident and Near Miss Reporting (Including RIDDOR)***

- All accidents, incidents and near misses are reported promptly and investigated proportionately.
- Root cause analysis is used where appropriate and corrective actions are tracked to completion.
- RIDDOR reportability is assessed and reports submitted where required; records are retained.

### ***3.14 Occupational Health, Wellbeing and Health Surveillance***

- Health risks are assessed including noise, vibration, dust/fumes, and ergonomic factors.
- Health surveillance is implemented where required by assessment (e.g., HAVS, noise).
- Fatigue and mental wellbeing are considered as part of risk assessment and supervision.

### ***3.15 Lone Working***

- Lone working is risk assessed and controlled through communication, check-in arrangements and escalation procedures.

- High-risk activities are not undertaken alone unless risk assessment demonstrates adequate controls.

### ***3.16 Subcontractor and Supply Chain Management***

- Subcontractors are assessed for competence, training, accreditation (where applicable), insurance and performance.
- RAMS are reviewed and interfaces managed to ensure cooperation and coordination.
- Performance is monitored and non-conformance managed; unsafe subcontractors may be removed from the approved list.

### ***3.17 Environmental Interface***

- The Company controls health and safety risks associated with environmental factors (waste, spills, housekeeping, pollution prevention) as part of site controls and client requirements.

### ***3.18 Lift Engineering Specific Controls***

- Access to lift shafts and plant areas is controlled and unauthorised access prevented.
- Public/occupant interface is managed through segregation, signage, barriers and communication with the client.
- Lift isolation and verification is completed before work starts; stored energy and moving components are controlled.
- Emergency rescue considerations are assessed and communicated for relevant tasks.

## **4. Performance Monitoring, Objectives and Continual Improvement**

The Company sets annual OH&S; objectives and monitors performance using leading and lagging indicators. Performance is reviewed at least quarterly by top management and actions are tracked to completion.

### ***4.1 Typical Annual Objectives (examples)***

- Zero enforcement notices and prohibition/improvement notices
- 100% completion of planned inspections/audits and close-out of corrective actions within agreed timescales
- Maintain training and competence compliance at  $\geq 95\%$  against the training matrix
- Increase near miss and hazard reporting to support proactive prevention (target set annually)
- Reduce injury rates year-on-year, focusing on high-risk activities (work at height, lifting, electrical isolation)

### ***4.2 Monitoring and Review***

- Planned site inspections and safety conversations by supervisors and management
- Review of incidents, near misses, audit findings and client feedback for trends
- Corrective and preventive actions assigned, tracked and verified for effectiveness
- Annual independent review/audit of legal compliance and management system effectiveness
- Policy review at least annually and following significant change

## Revision Register

Revision	Date	Description	Approved By
Rev A	June 2023	Initial issue under HSWA 1974	Managing Director
Rev B	Jan 2024	Annual statutory review	Managing Director
Rev K	Jan 2026	Full legislative review update	Managing Director
Rev L	Mar 2026	SafeContractor Gold issue (enhanced policy statements)	Managing Director
Rev M	Feb 2026	Elite Governance Edition (ISO 45001 aligned, expanded scope, aims, purposes, objectives & m	Managing Director