

## **OCCUPATIONAL HEALTH AND SAFETY AT WORK POLICY STATEMENT**

Outreach Offshore Limited offer design, manufacture, supply and installation of hydraulic cranes and handling devices including launch and recovery systems, control cabins and winches for offshore and onshore industries. Provision of spare parts, engineering services, technical support, load testing, repair, commissioning, demonstration and operator training services.

The Company operates Falkirk, Scotland with a satellite depot in Great Yarmouth, our work can take employees and equipment to a variety of work environments across the UK and beyond. We aim to provide a healthy, safe and secure working environment for all employees and those who encounter ourselves, our workplace(s) or our working practices.

To achieve this business goal the Directors have put in place systems, policies and procedures and set aside appropriate finances to enable the Company to comply with all relevant health, safety and welfare legislation, regulations and codes of practice as specified by the Health and Safety at Work Act 1974.

Employees are required to co-operate with the Company to comply with our legislative requirements and to look after not only their own health, safety and welfare, but also that of any person(s) who may encounter them, their work or their working practices.

To eliminate hazards and reduce OHS risks, the Company provides safe plant and equipment and ensure the safe handling and use of substances where required as part of the work process. Employees will be given appropriate training, instruction and supervision to enable them to perform their required tasks and will also be consulted on all matters that affect their health, safety and welfare. This is in line with company OHS objectives. Full commitment is given to continuous improvement of the OHS Management System.

The aim of the Company is to prevent work related injury and ill-health.

This Policy will be formally reviewed on an annual basis and updated as appropriate.



**GARY POTTS**  
Director



**DEREK PAYNE**  
Director



**STUART FINLAYSON**  
General Manager

*This document is reviewed twice annually at the QHSE Management Review Meetings*

**Arrangements**

The section of the Health, Safety and Security at Work Policy details the Risk Assessments, Method Statements, Company Policies and internal and external correspondence which identify how corporate targets for Health and Safety are implemented.

Risk Assessments and Method Statements are formally reviewed on a bi-annual basis by the HSE Officer in conjunction with other personnel who are deemed to have appropriate knowledge, skills or training in the area(s) under review.

In addition, where legislative changes, codes of practice or Industry Standards require changes to the Risk Assessments, Method Statements or other Company Policies, these will be included within the review irrespective of the timeframe in which they occur.

**Responsibilities**

The overall responsibility for the implementation and effectiveness of the Health and Safety Policy lies with Top Management and Senior Management of Outreach Offshore Limited.

**Top Management and Senior Management will:**

- Initiate the Health and Safety Policy, Organisation and Arrangements and ensure that appropriate information is made available to all personnel, visitors and others who may meet our work or working practices.
- Allocate enough funds, resources and personnel to ensure that the Policy can be implemented in accordance with legislative requirements and our stated business goals regarding health and safety.
- Delegate the day to day implementation of the Policy to Management and Supervisory Staff, ensuring that such personnel have the appropriate instruction, training and supervision.
- Review the safety performance of the Company on a Regular basis and make appropriate adjustments as required.

**Management and Supervisory Staff will:**

- Have day-to-day responsibility for implementing the Health and Safety Policy
- Provide appropriate instruction, training and supervision to enable employees to perform their work in a safe manner and in accordance with Company prescribed standards and procedures.
- Work with the Health and Safety Officer to ensure that Risk Assessments and Method Statements are developed, written and disseminated to the relevant employees.
- Act to minimise the likelihood of accidents, dangerous occurrences and potential risks to ill health from occurring.
- Encourage all employees to identify potential risks to health and to report such risks to employee representatives, supervisors or managerial personnel.

**The HSE Officer will:**

- Monitor the Company's performance against the health and safety goals set by Top Management.
- Provide written reports and statistical information to management and employee representatives on the health and safety performance of the Company.
- Identify negative trends and legislative changes which could require alterations to the systems, procedures and working practices used by the Company.
- Conduct Risk Assessments with relevant personnel to cover the normal working practices used by employees. To write up these Risk Assessments and develop Method Statements to facilitate safe working practices and compliance with legislative requirements.

- Investigate all Accidents, Incidents, Dangerous Occurrences and potential risks of Ill Health; identify corrective actions/steps to reduce employees' exposure to such risks; report to the Health and Safety Executive all notifiable incidents, accidents or dangerous occurrences.
- Provide recommendations and advice to Top Management, managerial personnel, and/or employee representatives on any changes to operating procedures that may be required to improve or maintain health and safety performance.

**Employee Representatives will:**

- Assist Top Management, Senior Management and the Management Group to encourage all employees to adopt good working practices which maintain the good health and safety performance of the Company.
- Represent all employees in consultations with management about changes to health and safety working practices.
- Provide a focal point for employee questions or concerns about health and safety matters which require clarification, or which need to be expressed to the HSE Officer and/or Management Group.

**All Employees will:**

- Be responsible for their own health and safety, and the health, safety and welfare of those who come in to contact with them, their work or their working practices.
- Follow the instructions, training and guidance they have been given to ensure safe working practices are used always.
- Wear any PPE that has been provided to them for the work that has been assigned and look after that PPE to ensure that it is maintained, clean and available for repeated use where appropriate.
- Use substances including solvents, cleaning chemicals and other solutions in accordance with the manufacturer's guidelines and in accordance with any training or instruction they have received.
- Report to management, supervisory staff or employee representatives any instance of unsafe plant or equipment, work or working practices or any breach of Company health and safety standards or procedures.
- Use only those items of plant and equipment which they have been trained or are competent to use, in accordance with the correct operating procedures or practices for that plant or equipment, and in the manner for which that plant and equipment has been designed.

**Implementation, Monitoring and Reviewing of this Policy**

The HSE Officer has overall responsibility for implementing and monitoring this policy, which will be reviewed annually, and may be changed where there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HSE Officer.