

# Combined Policy for Quality, Environment, Health and Safety



Otto Simon Ltd provides consultancy, design, procurement, construction, commissioning and project management services to customers in the steel, chemicals and emergent technology industries.

Our policy is to:

- ◆ Operate in line with the requirements of our ISO 9001 Quality Certification and ISO 45001 Health and Safety Certification. Manage our environmental commitments in line with the ISO 14001 standard.
- ◆ Document, implement and maintain our ISO management system.
- ◆ Have a management system that is appropriate and reflects the size, nature, purpose and impacts of our business, that is a medium sized business providing professional consultancy and site based contract work.
- ◆ Fulfil all relevant legal requirements.
- ◆ Comply with customer's requirements.
- ◆ Comply with environmental obligations.
- ◆ Prevent work related accidents, injuries or ill health.
- ◆ Maintain processes for the elimination of hazards and the reduction of occupational health and safety risks arising from our work, including mental health risks
- ◆ Measure our performance in terms of our ISO management system.
- ◆ Use the formal Management Review meetings as the opportunity (framework) for:
  - Establishing (setting) and reviewing our objectives.
  - Reviewing this policy and our ISO management system.
- ◆ Communicate this policy:
  - Throughout our organisation.
  - To those who work on our behalf or are under our control.
  - To interested parties and the public – on request.
- ◆ Make it clear to all people who work on our behalf their personal responsibilities and obligations and ensure that they are competent and adequately trained to do their tasks.
- ◆ Provide information, instruction and supervision to employees and people working on our behalf and consult with them on matters affecting their health and safety.
- ◆ Continually improve our business and the ISO management system.
- ◆ Review and revise this policy as required at regular intervals

Our employees and subcontractors are a fundamental element in our management system and their enrolment and involvement is critical to achieving customer satisfaction and service quality.

We encourage our personnel to use the management system and encourage the identification of improvements.

As Managing Director of Otto Simon Ltd I accept full responsibility to ensure that this policy is part of our day-to-day work ethic and in turn expect all employee and third party providers to implement this policy.

A handwritten signature in black ink, appearing to read "Chris Bridgland", written over a horizontal line.

Approved by: Chris Bridgland

Position: Managing Director

Date: 3rd January 2024