Health & Safety Policy Statement

Tetra Tech UK Consulting Group Limited

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COMPANY PROPRIETARY INFORMATION

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled

1.0 Foreword

1.1 Tetra Tech Health and Safety Policy Statement identifies the arrangements against which the organisation will deliver. Whilst establishing a framework which creates an empowered workforce, it also introduces health and safety to clients and other external stakeholders. This document identifies the controls that are in place, which, whilst ensuring the integrity of the implemented processes is maintained, also focuses on client satisfaction and continuous improvement.

1.2 In satisfying these requirements, we will secure and maintain registration, through a common recognised UKAS Accredited Assessment body, to the international recognised standard ISO 45001:2018. This policy is to be read in conjunction with The Carron and Walsh Safety Statement.

SSHEQ Integrated Policies

1.3 (ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018) This Health and Safety Policy Statement should be read in conjunction with the integrated management system policy and communicated to colleagues at all levels throughout the organisation. Awareness of our policies and objectives is via our intranet.

1.4 Top management are committed to ensuring the provision of health and safety is adequately resourced and subject to continued improvement.

Training

1.5 Competencies and the attitudes of individuals and teams will be developed to support safe and healthy working conditions, protecting the environment, and preserving our organisation’s assets. The required training will be planned through colleague appraisals and any client requirements.

1.6 The competency of contractors and subcontractors will be confirmed through pre-contract checks (PQQ Process), contractual requirements, client complaints and feedback and day to day monitoring performance.

Occupational Health & Safety

1.7 We recognise our responsibilities with regard to ensuring the safety and welfare of our colleagues and preventing accidents in their operations. We are committed to eliminating hazards and reducing risks, thus ensuring the health and safety of colleagues, contractors, and others wherever they may be working. All incidents and near misses are monitored and action to prevent re-occurrence will be implemented where necessary.

1.8 We shall enable workers to participate in the development and implementation of health and safety matters and provide tools for colleagues to consult on health and safety changes, issues and activities which impact them.

2.0 Health & Safety Organisational Structure

2.1 All colleagues are responsible for implementing the health and Safety management system requirements with the support of our SSHEQ Team. All colleagues within the organisation have specific responsibilities under the Health and Safety at Work Act etc. 1974, The Safety, Health and Welfare at Work Act 2005 (ROI) and The Health and Safety and Work (NI) Order 1978. It shall be the duty of every colleague while at work:

A) to take reasonable care for the health and safety of themselves and of other persons who may be affected by his acts or omissions at work; and

B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him as far as is necessary to enable that duty or requirement to be performed or complied with.

These responsibilities are detailed below:

Divisional President, EUD Division

2.2 Our Divisional President, EUD Division has the ultimate responsibility and accountability for health, safety and welfare within the business and is responsible to the Senior Management Team, for the successful implementation and upkeep of this health and safety policy statement and associated policies. He is also responsible for the implementation of the organisational structure and arrangements to ensure that

health and safety is effectively managed in line with statutory requirements, internal standards, and objectives, and to address specific issues that are related to its own operations.

The Divisional Pres, EUD Division will:

2.3 Ensure the Senior Management Team are aware of their specific responsibilities for the development and implementation of this Health and Safety Policy Statement and associated policies, safety statement, organisational structure, and arrangements to satisfy the requirements of our health and safety policies and legislation.

- Review health and safety objectives, targets, and plans with the SSHEQ Team.
- Provide adequate resources, including finance and time, for implementing health and Safety policies and action plans.
- Provide support to the SSHEQ Team.
- Regularly monitor and review health and safety performance.
- Provide leadership and set a personal example through active, visible engagement.
- Undertake an annual management review of the Integrated Management System.

Tetra Tech Operating Units

2.4 We recognise our Corporate Health and Safety responsibilities and will:

- Ensure that adequate consideration is given to Health and Safety implications when making business decisions.
- Allocate sufficient resources including finance to enable the Health and Safety policy, and associated policies to be implemented in full.

Managing Directors

2.5 Managing Directors have responsibility for implementing the Health and Safety policy and associated policies and arrangements including the out-of-office project activities and will:

- Ensure their business units have adequate Health and Safety organisation and arrangements in place for their out-of-office activities to ensure compliance with the Health and Safety policy and associated policies and arrangements.
- Ensure adequate resources, including finance and time, is available for implementing the Health and Safety policy, associated policies and plans.
- Provide support to the SSHEQ Team.
- Ensure identification, assessment and control of Health and Safety risks.
- Ensure adequate Health and Safety training and instruction on decisions relating to Health and Safety at work.
- Regularly monitor and review progress with their Management Team and the SSHEQ Team and authorise the necessary actions for completing the Health and Safety plans.
- Provide leadership and set a personal example, through active, visible engagement with project teams.

Nominated Health & Safety Competent Person

2.6 The nominated Health and Safety competent person is appointed as adviser to Managing Directors as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999, section 18 of The Safety, Health & Welfare at Work Act 2005 (ROI) and Regulation 7 of The Management of Health and Safety Regulations (NI) 2000 and will:

- Advise the Managing Directors and others in Health and Safety matters that affect our activities.
- Attend and interact with the Senior Management Team on all health and safety matters on a regular basis.
- Further develop and advise on, and assist in, the implementation of the Health and Safety Policy and associated policies, organisational structure, and arrangements to ensure that Health and Safety is effectively managed in line with our standards and objectives and to address specific issues that are related to its own operations.

- Keep up to date with legislation and other requirements and advise personnel on the requirement to ensure full compliance.
- Provide advice and support to management and colleagues to help them to meet their health and safety responsibilities.
- Assist in the identification of health and safety risk control measures with Managing Directors.
- Recommend ongoing health and safety objectives, targets, and plans.
- Monitor health and safety performance across our business.
- Inform the Managing Directors and others regularly of the performance of the health and safety management system.
- Develop and maintain health and safety communications on new developments, health and safety performance and incident reports.
- Maintain effective processes for reporting, investigation and corrective action of all incidents and work-related ill health cases.
- Liaise with the regulatory authorities and other external interested parties.
- Act to promote a positive health and safety culture and be a positive role model.

Project/Programme Director

2.7 The Project/Programme Director has overall responsibility for ensuring that appropriate arrangements are in place for the management of the Safety, Health, and Welfare of project team members. They will ensure actions of the project team do not adversely affect the Safety and Health of any other party associated with the project. Project/Programme Directors may appoint appropriate resources to assist in ensuring that this responsibility is discharged and will ensure:

- Project team members are aware of and follow the Health and Safety procedures and instructions.
- Members of the project team have been briefed on their Health and Safety responsibilities.
- Suitable and sufficient risk assessments for project activities have been carried out prior to commencing the project work, kept up-to-date and any control

measures resulting from the assessments are implemented.

- All work, including visits to sites, is adequately planned, controlled and appropriate information and instruction is provided to project staff prior to commencing work.
- The project specific Health and Safety training needs of colleagues on a project (including contract and temporary colleagues) are identified, and appropriate training provided.
- Undertake active Health and Safety compliance monitoring of project teams through the undertaking of site visits.
- Project related incidents are reported, via the TOTAL reporting system, to the SSHEQ team and investigated as per the SSHEQ Incident Reporting and Investigation procedure and resulting actions taken to prevent recurrence. For Operating Units not using the TOTAL system, local reporting arrangements will be followed.
- Where we employ contractors, their health and safety performance is assessed prior to selection, monitored during the project, and reviewed post-project.
- That adequate allowance in our tendered fee is included for preparation of method statements indicating how safe working and environmental protections will be achieved, safety equipment and Personal Protective Equipment (PPE).

Line Manager (s)

2.8 All those with responsibility for the management of others are expected to actively support the implementation of the Health and Safety Policy Statement and associated policies. They are expected to demonstrate their commitment to Health and Safety by setting a good example themselves and through their effective management of Health and Safety issues within their own areas of control. Line Managers will ensure:

- They keep up to date with the Health and Safety policy, associated policies and procedures including relevant industry best practice, legislation, and guidance in relation to their area of activity.

- Colleagues under their control are aware of and understand Health and Safety procedures and instructions.
- Risk assessments are completed for colleagues under their control including:
  - DSE via e-Learning
  - Young Workers
  - New and Expectant Mothers
  - Lone and Remote Workers
  - Personal Emergency Evacuation Procedures (PEEP)
- The Health and Safety training and development needs of colleagues (including contract and temporary colleagues) are identified, and appropriate training is provided.
- The Health and Safety performance of all colleagues is monitored, and action taken, including disciplinary action, when standards fall below an acceptable level.
- Changes which may affect an individuals' health and safety are communicated as appropriate.
- All incidents are reported to SSHEQ and investigated according to the Incident Reporting and Investigation procedure and resulting actions to prevent recurrence are implemented.
- They liaise with SSHEQ on matters within their area of responsibility.

Colleagues (including contracted or Agency Sub-Consultants and Sub-Contractors)

2.9 All colleagues are responsible for implementing health and safety management system requirements with the support of the SSHEQ team. All colleagues within the organisation have specific responsibilities under the Health and Safety at Work Act etc. 1974, The Safety, Health and Welfare at Work Act 2005 (ROI) and The Health and Safety and Work (NI) Order 1978.

2.10 It shall be the duty of every employee while at work:

a) to take reasonable care for the health and safety of themselves and of other

persons who may be affected by their acts or omissions at work; and

b) as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them as far as is necessary to enable that duty or requirement to be performed or complied with.

2.11 Colleagues do this by, but not limited to, the following:

- Familiarise themselves with the Integrated SSHEQ policy, associated policies, organisational structure, and arrangements to comply with the requirements.
- Familiarise themselves with the findings of project risk assessments and the agreed risk control measures for the project prior to commencing work.
- Comply fully with all relevant Health and Safety procedures and instructions.
- Co-operate with Line Manager/Project Programme Managers/Directors as required to enable the organisation to comply with statutory duties and other Health and Safety requirements.
- Not misuse or interfere with anything provided in the interest of Health and Safety.
- Take reasonable care of any Personal Protective Equipment (PPE) provided and report any faults to management immediately.
- Report any incidents or breaches in health and safety promptly to the line manager and/or project director/manager and engage with management and the health and safety team on any matters affecting their own health and safety or that of others who may be affected.

Offices

2.12 The Office Principal has overall responsibility for ensuring premises and office equipment are maintained although certain tasks may be delegated. Duties include:

- Risk assessment of office-based activities including occupational health risks
- First aid provisions
- Equipment visual inspection
- Visitors' arrangements

- Safe waste and recycling provisions
- Maintenance of health and safety notice boards/office and intranet sites
- Reporting local incidents to SSHEQ
- Active and open consultation with colleagues on office health and safety issue.

2.13 Taking part in audits and implementing corrective and preventive actions (Note: These duties are delivered with support from the Business Support Team (BST).

3.0 Health & Safety Competence Training & Awareness

3.1 We have established training procedures to ensure that all employees receive training on the importance of complying with the requirements of our Health and Safety policy, associated policies and processes and the potential consequences of departing from these requirements.

3.2 A learning and development plan is developed annually that aligns to corporate objectives and individual needs taking into consideration recent and upcoming changes in relevant legislation that affect our business activities.

3.3 Every new colleague undertakes SSHEQ induction training covering key Health and Safety topics that a new employee needs to operate in a safe manner. This programme consists mainly of e-Learning modules, and a structured health and safety training schedule bespoke to the individual's needs and role, and their needs are assessed in relation to statutory training requirements and business need. Colleagues who regularly attend construction sites will undergo Construction Skills Card Scheme (CSCS), The Construction Skills Register (CSR), or **SOLAS Safe Pass** training or similar if applicable.

4.0 Emergency Preparedness & Response

Emergency Evacuation

4.1 All colleagues must undertake the e-Learning Fire Awareness training. Fire drills are organised at least annually by Office Principals and/or landlords. Evacuation procedures are posted on each of the office's health and safety noticeboards or on the office intranet.

4.2 As part of our site operations, we collaborate with all parties affected by our activities and ensure site rules are in place with regards to emergency evacuation. Where we are the Principal Contractor or Site Supervisor, we employ specific procedures to ensure that our requirements are met for emergency preparedness and response.

Fire Protection

4.1 All of our premises (excluding temporary on-site accommodation such as site offices) are fitted with suitable and sufficient fire protection. All fire protection equipment including fire detectors, fire alarms, emergency lighting and fire extinguishers, is serviced by a competent contractor and maintained regularly. This process is managed centrally by our Facilities Management team.

5.0 Hazard Identification, Risk Assessment & Control

5.1 As defined in the Management of Health and Safety at Work Regulations 1999, The Management of Health and Safety Regulations (NI) 2000 and The Safety, Health & Welfare at Work Act 2005 (ROI), we have a legal duty to assess the risks to workers and any others who may be affected by our work or business.

5.2 This enables the Operating Unit to identify the measures needed to be taken to comply with health and safety law. The undertaking of suitable and sufficient risk assessments provides the information needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational, and structured manner, and the action taken is proportionate. Typical examples include health, safety and environmental risk assessments, security risk assessments, travel risk assessments, display screen equipment risk assessments, young person's risk assessments, new and expectant mothers risk assessments etc.

Office Activities

5.3 A comprehensive review and assessment of hazards, risks and controls within our premises have been undertaken. Risk assessments are maintained for individual offices by the designated Office Principals and are reviewed at least annually or when there has been a change of activity, personnel, equipment or following an accident or significant near miss.

Out of Office Activities

5.4 Out of A comprehensive review of health and safety hazards, risk and controls for our colleagues undertaking out of office activities is completed bespoke to the requirements of the out of office activity. A health and safety risk assessment is completed for each project and is recorded in project folders. Each risk assessment is checked and approved by an appropriate project member who understand the risks involved in each project. Risk assessments are amended when activities change, the scope of the project changes or following an accident/incident.

6.0 Operational Control

6.1 Optional control procedures have been developed from a systematic examination of our activities, which identify hazards and specify work methods designed both to eliminate the hazards and minimise the relevant risks. Operational control procedures are available to all colleagues via a dedicated portal on our intranet. New or altered procedures will be issued in line with the Document Control procedure and all procedures will be reviewed regularly and are subject to regular audit, both internal and external.

6.2 As part of our operational control processes, a specific procedure has been developed in conjunction with the Procurement team, to support the selection, control and monitoring of sub-contractors and sub- consultants.

6.3 The organisation has a duty of care by virtue of Section 9 of the Health and Safety at Work Act etc.1974 and The Safety, Health & Welfare at Work Act 2005 (ROI), to ensure no charge can be made to the worker for the provision of Personal Protective Equipment which is used only at work. We provide free of charge Personal Protective Equipment to all colleagues wherever there is a risk to health and safety that cannot be adequately controlled by other means. Procedures for assessing and issuing suitable and sufficient Personal Protective Equipment are in place. In addition, training, instruction, and supervision is provided to employees on correct use, maintenance, and storage of their Personal Protective Equipment. All colleagues are responsible for using, maintaining, and storing their Personal Protective Equipment and for reporting any defects or damage to them so that replacements can be made.

7.0 Incident Reporting

7.1 The Incident Reporting and Investigation procedure applies across all parts of the business. In addition to injury accidents, all staff members are actively encouraged to report any health or safety issues, near misses, don't walk by incidents, security, and environmental breaches without delay. We have a dedicated global provision, via a strategic partnership, providing an incident hotline to aid prompt reporting. In the event of a serious accident, SSHEQ will provide the lead and engage the Senior Management Team and other key stakeholders as appropriate.

7.2 The SSHEQ team are responsible for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 and The Safety, Health, and Welfare at work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016, to the enforcing authority. The level of investigation needed to reach reliable conclusions will depend on the nature, complexity and the actual or potential severity of the accident. Each investigation will determine the events leading up to the accident, formulate conclusions as to the likely causes of the accident, and recommend action to prevent occurrence of the same or similar accidents.

7.3 SSHEQ and senior management undertake a quarterly Incident Reporting Panel (IRP) which reviews key incidents raised, and actions taken, which feeds into Lessons Learned and shared business wide. As part of our induction process all colleagues are trained in the Incident Reporting and Investigation procedure. Consideration is given to the adequacy of project documentation, whether their terms were observed, how any instructions etc. were passed on and whether they were understood. Documents and records that are collected and reviewed include:

- Risk assessments and Permits-to-Work.
- Other relevant standards, guidance, procedures, work instructions.
- Colleague health and safety training records.
- Records of repair, maintenance, inspections, and testing.
- Housekeeping and general inspection records.

7.4 Having received the accident investigation report and the recommendations, management, in conjunction with the SSHEQ team, will ensure recommendations are implemented adequately to prevent recurrence.

8.0 Legal & Other Requirements

8.1 Health and safety legislation is recorded on a Compliance Register maintained by the SSHEQ team and available on the company intranet. The Compliance Register identifies legislative requirements and how Tetra Tech demonstrates compliance with this legislation. A review of the register is undertaken periodically by the SSHEQ team.

9.0 Objectives & Targets

9.1 We have established a formal procedure for controlling all documents required for the implementation and maintenance of the health and safety management system

Corporate

9.2 Communications are circulated by the SSHEQ team as required. This can be in the form of SSHEQ Shares, safety alerts, monthly reports, newsletters, and emails. Colleagues are consulted on any health and safety changes to their premises, or activities, and colleagues have the option to liaise directly with line managers and/or SSHEQ on any matter. We have put in place an annual audit schedule based on business requirement, ISO requirement, and risk. The focus of our audits is on compliance with our Integrated Management System, business need, and the efficiency of the processes.

10.0 Internal Audit

10.1 Our Occupational Health and Safety Management System is audited externally by our third-party accreditor (DNV). These audits are undertaken annually across the Operating Unit.

11.0 Management Review

11.1 Management reviews are carried out annually. Performance against objectives and targets as well as any issues associated with the health and safety management system will be discussed. The following issues are addressed during the review.

- Trends
- Best practice
- Incident reporting and associated actions taken
- Evaluations of compliance with legal and other requirements
- The extent to which health and safety objectives and targets have been met.
- Changing circumstances, including developments in legal and other requirements related to health and safety risks
- Recommendations for improvement.
- System suitability and effectiveness.