



FORTEM

SAFE LIFE

taking care of you

Safe4Life Standard Procedure

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1.0 Aim

Safe4Life – *Taking Care of You*, represents Fortem's commitment to the Health, Safety and Well-being of all its Staff, Trades, Supply Chain Partners and Stakeholders such as our Customers and Clients. The aim of this standard is to provide the minimum requirements/expectations, which all levels of the business must meet, so as to develop and maintain a SHE culture that is world class.

The standard builds on the current Willmott Dixon 'AllSafe' standard, with elements specific to Fortem. As such, some aspects of the Willmott Dixon standard have been retained.

2.0 Scope

As noted above, we will retain some of the existing principles within the Willmott Dixon 'Allsafe' Standard. This includes the four key principles required to embed a robust Health & Safety Culture:

Value = No one should suffer pain.

Belief = ALL accidents can be prevented.

Attitude = Everyone has a zero tolerance of unsafe behaviour.

Behaviour = Everyone looks out for themselves and others.

These guiding principles should be at the forefront of everything we do, be that in the planning and delivery of work, community engagements, on the move and any other way in which we engage with our stakeholders.

All branches and projects across the Fortem business is expected to the commit to the Safe4Life standard. The behaviours detailed must become 'the way we do things' and should be demonstrated at all levels of the business, including at board level.

3.0 Safe4Life Model

The diagram below illustrates the four guiding principles of the Safe4Life model (*introduced earlier*), further enhanced by seven key components required for a robust SHE Culture.



4.0 Branding

As part of the launch of the Safe4Life initiative, a new logo, model and associated branding will be introduced. The new branding will be unique to our business, aid consistency in the message being delivered, be a visual aid to help our people to engage with the initiative and the values/behaviours attached to it.

5.0 Requirements of Safe4Life Standard

The new standard has been designed to reflect how we approach and manage Health, Safety, Environment and Compliance within Fortem. Therefore, each component of the model details elements of our management system that is either already in place or that will be launched as part of the initiative. These will help to reinforce the importance of ensuring the measures are complied with as it will all contribute to the robust safety culture we want to achieve.

5.1 Leadership

We will introduce a new General Manager/Contract Manager **Health, Safety and Environment** forum. Each branch/project will be asked to develop Safe4Life Commitment plans, which will be discussed at meetings, to help drive accountability and to share best practice.

In addition to the above, we will continue to carry out joint leadership visits with the **SHE** team and Senior Leaders in the business, including Operational Directors. Joint visits will also be arranged with our clients.

Branch/Project teams will conduct Adhoc visits, as per the minimum standards stipulated within our policies. These will be reviewed by the SHE teams on a regular basis and feedback provided as needed to aid improvement.

Every 3 months, a Regional SHE committee meeting will be held, with nominated branch trades and supervisors in attendance. In addition to this, a Joint Committee meeting will be held every 6 months, chaired by the **Chief Operating Officer (COO)**. The aims, objectives and arrangements of each committee is available in the relevant terms of reference document.

All branch/project managers will be required to hold IOSH Managing Safely course or equivalent as a minimum.

5.2 Supervision

One of the most important ways to engage with our teams, provide the necessary support and guidance required to work safely and monitor performance and behaviours is by effective supervision. Therefore, it is crucial that quality monthly Work in Progress inspections and Adhoc inspections are conducted. Supervisors must be trained and competent to deliver their role, including as minimum SSSTS/SMSTS trained.

Our supply chain partners deliver a high percentage of works across all workstreams. It is therefore important that we adopt the same approach to the management of their works i.e. ensuring suitable and sufficient Method Statements, Risk Assessments, COSHH in place, relevant competencies to deliver their work safely and a robust monitoring and inspection regime.

5.3 Empowerment

We will empower our people to 'do the right thing' even when no one is looking. This will be achieved through active encouragement of reporting **SHE** observations and near misses. We will promote a no-blame culture in reporting these, so as not to discourage people.

Visual reminders will be displayed e.g. via posters, imagery on hoarding/noticeboards etc. We will highlight observations raised and action taken to show that this is taken seriously.

5.4 Engagement

Engaging with our teams regularly on the importance of maintaining a good safety culture is key to its success. We will therefore ensure regular communication and engagement

with our teams, including supply chain partners through toolbox talks, core training, joint site visits and regular SHE comms (alerts/blitzes etc). We will liaise with them when developing safe systems of work. We will share updates on changes with legislation, company policies and procedures and use any feedback to continuously improve our management systems.

5.5 Recognition

We will recognise those who go above and beyond to achieve the highest of safety standards in their branches/projects. We will also recognise those who make an effort to continuously comply with their safe systems of work and those who bring forward near ideas, feedback, initiatives to improve working safely. Recognition will be through quarterly regional awards and an annual award given to the best performing/most compliant branch/project in the business.

5.6 Intervention

‘Don’t walk by’. This will be a key message of our safe4life initiative, to empower people to safely intervene should they recognise unsafe working practices or behaviours. Quite simply, this act could save lives and prevent accidents/incidents from occurring. We need to encourage and support this behaviour to help embed our safety culture.

5.7 Consultation

A range of meetings and forums already exist to encourage consultation with our teams. This includes quarterly safety committee meetings, Project Consultation Meetings and Supply Chain Forums. These will be further enhanced with the introduction of ‘Foresight Meetings’ which will be held on all projects. At the start of each working day, a short briefing will be held with all site personnel to discuss coordination of works, possible hazards, permits required etc.

6.0 Safe4Life Day

To help embed this initiative into the business, we will dedicate one day per month a ‘Safe4Life’ Day. On this day branches can choose to either highlight a specific Health, Safety or Environment related topic through a campaign, deliver a specific toolbox talk, arrange a safety related activity e.g. joint site visits with a client or supply chain partner etc. The specific activity for each month will be discussed and agreed as part of the branch/project meeting. This must therefore be added to the meeting agenda.

7.0 Supply Chain Engagement

Our Supply Chain partners are an integral part of our business and as such the success of Safe4Life very much depends on their knowledge of the standard as well as their support and commitment. It is therefore essential that we communicate the contents of this standard with them and engage them in the various plans that will be developed e.g. Commitment Plans. Supply chain partners must be engaged in joint visits, training sessions and toolbox talks (as appropriate), business communications etc.

8.0 SHE Plan

In addition to the embedment of the Safe4Life standard, there will be a number of key focus areas for the business each year. These will be based on things such as previous/current performance and will be tracked and monitored as a live document by the SHE Team.

9.0 Conclusion

Our new Safe4Life initiative will take our business SHE culture to the next level. But it will require the commitment and dedication from our people and supply chain partners to work to the guiding principles within. Let's all embrace, engage and commit to being Safe4Life!