OCEAN ECOLOGY

A DNV COMPANY

Health and Safety Policy

Doc Ref: OEL_HSED_003 Health and Safety Policy V08

+44 (0) 1452 740697 info@ocean-ecology.com www.ocean-ecology.com @Ocean_Ecology

Version	Date	Description	Author(s)	Reviewed By
05	05/01/2022	Issued	GR	RG
06	12/01/2023	Issued	CH	GR
07	01/11/2023	Issued	GR	CH
08	19/06/2024	Issued	RB	-

Updates

Section	Description	Page
All	Front and back covers updated with latest branding.	All
All	Removal of Ecospan Environmental as subsidiary	All

This document outlines the Health and Safety Policy for Ocean Ecology.

OCEAN ECOLOGY
A DNV COMPANY

Health and Safety Policy Statement

Ocean Ecology work to the understanding that health and safety of its staff, its customers and contractors, and any members of the public that may be influenced by its operations is of paramount importance. At no point will safety be compromised during any Ocean Ecology operations or put people at risk.

This policy pertains to Ocean Ecology and any wholly owned subsidiary companies.

Commitments

Ocean Ecology is committed to:

- Prevention of accidents and incidents.
- Operating in a way that encourages employees, associates, customers and suppliers to have a similar health and safety commitments.
- Remaining up to date and observing all relevant Health and Safety laws including those relating to the spread of infectious disease (COVID-19).
- Determining Health and Safety objectives for improvement, monitoring and reporting on performance.

Key Principles

Ocean Ecology aims for its Health and Safety Management System to be compliant with ISO 45001 standards through all operations being undertaken in accordance with the following key principles:

- All accidents and environmental incidents are avoidable.
- Prioritization and management of Health and Safety performance will be undertaken in line with the way as all other critical business operations.
- Continuous improvement will be a key focus during the management of Health and Safety performance.
- Active participation of employees and associates is essential for the successful management of Health and Safety performance.
- As well as being a mandatory legal requirement Health and Safety protection is of paramount importance to the business.
- All employees, associates, customers and suppliers are responsible for their own safety, and for the safety of others.
- All employees have a duty to cease any work activity there is any concern for their own or others safety, or if they believe that additional mitigation is require to reduce or remove risks to health and safety.
- No activity or task will take priority over operating in a safe and responsible manner regardless of its urgency or importance.

Health and Safety Arrangements

Ocean Ecology have the following arrangements established for the effective planning, organisation, control, monitoring and review of health and safety:

- Organising, including procedures for worker communication, consultation and participation through right to report schemes, health and safety meetings, project specific risk assessments, safety kick-off meetings and toolbox talks.
- Competency is assessed and monitored regularly, with training in place specific to the tasks. External and internal training is a focus.
- General controls for hazards including risk assessments, safe systems of work and provision of Personal Protective Equipment (PPE) for all operations and office / laboratory locations.
- Equipment inspections, servicing and maintenance routines.
- Accident and Incident reporting platforms along with monthly HSE reporting to all company employees.
- COSHH Awareness training and procedures. Chemical and biological substances, include arrangements to identify and label substances, to prevent exposure in use, safe storage facilities and safe and proven protocols for transport.
- Internal cross-department tours and management audits at regular intervals and during fundamental changes to the business operations as well as external audits on an annual basis.
- External HSE advice (contracted 2 days per month) provided by RJB Consultancy.
- Cleaning services including weekly cleaning of the office and laboratory facilities and full access to welfare facilities. Welfare facilities include arrangements for washing, sanitary conveniences, eating and the provision of drinking water.
- Medical care including access to private medical services, health surveillance and first-aid provision.

Roles and Responsibilities

Directors

- ✓ To help formulate the company H&S policy manual and ensure it is regularly updated.
- ✓ To ensure that the contents of the policy are circulated as appropriate to all company line management.
- ✓ To make suitable provisions for sufficient funds and resources to be available to meet the requirements of the policy and requirements for the business H&S needs.
- ✓ To ensure that all levels of staff receive appropriate and adequate training, and each employee has the opportunity to contribute to discussions on health and safety matters.
- ✓ To co-ordinate the H&S policy across all sections of the company's operations.
- ✓ To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
- ✓ To encourage all employees to work in a safe manner and set a good personal example when visiting client sites and at work.
- ✓ To minimise the risk of quality performance issues, injury and damage to the health of all persons affected by the company's operations by having suitable and effective safe systems of work.
- ✓ To provide and ensure preventative maintenance of equipment systems are in place.
- ✓ To review with line management and relevant employees all incidents, non-conformances, complaints or accidents which affect the company's work undertakings.
- ✓ To monitor the effectiveness of this policy at all levels and bring into effect changes which are considered necessary.
- ✓ To review with line management all breaches of the company's H&S policy.
- ✓ To appoint responsible and competent personnel to assist with Health and Safety management for the organisation.
- ✓ Monitor performance and regularly review the same.
- ✓ Set an example and adhere to all Health and Safety controls and company rules.
- ✓ To demonstrate commitment to policies and procedures with the ultimate aim of maintaining both a safe working environment and a positive safety culture within the company.

Managers and Senior Consultants

- ✓ To assist the Directors to formulate the company H&S policy manual and ensure it is regularly updated.
- ✓ To ensure that the contents of the policy are circulated as appropriate to all employees who fall under their remit / department (this includes sub-contractors).
- ✓ To arrange for sufficient funds and resources to be available to meet the requirements of Ocean Ecology Ltd H&S management system (including this manual).
- ✓ To ensure that all levels of staff are allocated sufficient time to attend and receive appropriate and adequate training.
- ✓ Ensure all employees have the opportunity to contribute to discussions on Health and Safety matters and act as a communication line to company Directors.
- ✓ To co-ordinate the H&S policy across all sections of the company's operations.
- ✓ To ensure all employees under their control discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
- ✓ To encourage all employees to work in a safe manner and set a good personal example when at work.

- ✓ To ensure suitable risk assessments and safe systems of work are in place for all operations.
- ✓ To ensure suitable equipment is supplied in order for employees to complete their work effectively.
- ✓ To provide and ensure preventative maintenance of equipment is carried out effectively.
- ✓ To review with Directors (and any other relevant employees) all incidents, non-conformances, complaints or accidents which affect the company's work undertakings.
- ✓ To assist with improving the H&S management system and ensure effective implementation of this H&S policy.
- ✓ To review with Ocean Ecology Ltd Directors all breaches of the company's H&S policy and procedures.
- ✓ In absence any Directors, be the businesses responsible personnel for Health and Safety management.
- ✓ Monitor performance and regularly review the same with company Directors.

Employees

- ✓ To ensure that all incidents, accidents or quality performance issues are reported to the management team within 24 hours of discovery (in accordance with company procedures).
- ✓ To work in a safe manner whilst adhering to company procedures.
- ✓ Actively promote H&S across the business and remain positive towards the subject at all times.
- ✓ Prevent from horseplay and foolish acts, remaining professional and safety minded at all times.
- ✓ Risk assess areas of work daily and rectify issues where reasonably practicable, reporting to the management team when necessary.
- ✓ Ensure all visitors, sub-contractors and employees are aware of the health and safety arrangements and any potential risks upon arrival.
- ✓ Maintain the work equipment, facilities and workstations by proactively monitoring housekeeping and maintaining good cleanliness at all times. This includes site and office work.
- ✓ Inform management of any unsafe or uncontrolled events.
- ✓ Develop a personal concern for the safety, health and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures.
- ✓ Make themselves familiar with the fire procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers whilst in the office building. All site staff must ensure they familiarise themselves with all site-specific fire arrangements.
- ✓ Practice good housekeeping, clearing away waste into proper receptacles.
- ✓ To avoid possible damage, use only plant and equipment after being instructed in proper use by another competent employee.
- ✓ Seek assistance when lifting heavy or awkward sized items, or when items are beyond their own personal ability. Ensure that the correct method of lifting is utilised.
- ✓ Report to their manager any change in your personal situation that will need to be taken into account by the company when assessing the risks associated with the work activity, e.g. illness, allergy, pregnancy, etc.
- ✓ Adhere to all company procedures.

- ✓ Attend any training course which is organised by the organisation to bolster and support the employees' health and safety knowledge at the expense of the organisation.

Ocean Ecology will promote these commitments, and ensure that they are published and communicated to its staff and associates and acted upon by all.

Gary Robinson

Operations Director

19th June 2024

OCEAN ECOLOGY
A DNV COMPANY

Gloucester (Head Office)

River Office,
Severnside Park, Epney,
Gloucester, GL2 7LN

Plymouth

Plymouth Science Park,
Plymouth, PL6 8BX

Unit 8 Strashleigh View,
Lee Mill Industrial Estate,
Plymouth, PL21 9GS

Oban

European Marine Science Park,
Malin House, Dunbeg,
Oban, PA37 1SZ

Orkney

Orkney Research and Innovation Campus,
The Charles Clouston Building,
Stromness, KW16 3AW

+44 (0) 1452 740697 info@ocean-ecology.com www.ocean-ecology.com @Ocean_Ecology

interface interface-nrm.co.uk UKAS MANAGEMENT SYSTEMS 4718 ISO 9001 Certified

interface interface-nrm.co.uk UKAS MANAGEMENT SYSTEMS 4718 ISO 14001 Certified

interface interface-nrm.co.uk UKAS MANAGEMENT SYSTEMS 4718 ISO 45001 Certified