

CONFIDENTIAL



**Quality, Environmental, Health and Safety  
POLICY**

<b>Title:</b>	<b>Quality, Environmental, Health and Safety Policy</b>
---------------	---

<b>Issue date:</b>	10/02/2021	<b>Review date:</b>	10/02/2022
--------------------	------------	---------------------	------------

<b>Version:</b>	v1.0	<b>Issued by:</b>	Caroline Millea Downing - Director
-----------------	------	-------------------	------------------------------------

<b>Scope:</b>	<b>ALL 4 LOGISTICS LTD.–</b> Entire company
---------------	---

---

<b>Associated documentation:</b>	EHS Guidelines Policy Summary for Subcontractors
<b>Appendices:</b>	n/a
<b>Approved by:</b>	Caroline Millea Downing - Director

<b>Review and consultation process:</b>	Regular review on date above by Caroline Millea Downing
<b>Responsibility for Implementation &amp; Training:</b>	Day to day responsibility for implementation is Caroline Millea Downing Day to day responsibility for training is Caroline Millea Downing

---

<b>Revisions:</b>		
<b>Date:</b>	<b>Author:</b>	<b>Description:</b>
10.02.2021	Caroline Millea Downing	v1.0 Initial document

<b>Distribution</b>	Digital copy on Google Drive. Paper copy stored in Head office.
---------------------	---

# Quality, Environmental, Health and Safety Policy

## Table of Contents

1. Overview
2. Applies to
3. Purpose of the Guideline
4. Guideline Statement
5. User Responsibilities and Procedures

# Quality, Environmental, Health and Safety Policy

## Introduction

This policy statement provides a framework for managing all quality, occupational health, safety and environmental issues facing All 4 Logistics.

At All 4 Logistics we are committed to achieving the highest level of performance, we will plan our works to achieve our clients' quality expectations and maintain that an excellent health, safety and environment record makes good business sense.

Providing a professional service and quality products without compromising the health and safety of the public, our staff, subcontractors, and the protection of the environment, is integral to the company and will remain the prime responsibility of management at every level.

All 4 Logistics aims to continually improve its performance in order to at least comply with changing business and regulatory needs and will always ensure that our policies and management systems will be reviewed every year, or at such a time as changes in legislation come into force, to ensure that they reflect any changes.

## 1. HEALTH & SAFETY POLICY

### Policy Statement

All4 Logistics Ltd recognises and accepts its legal responsibilities as an employer under the Health and Safety at Work Act 1974 and associated legislation and Codes of Practice and:

- Undertakes to comply with all statutory health Legal and other and safety requirements.
- Gives its full commitment to do everything, so far as is reasonably practicable, to protect the safety, health, and welfare of all its employees and any other persons (visitors, sub-contractors, client, public) whose health and safety may be affected by the Company's business activities.
- Acknowledges that people are a vital resource and that the promotion of health and safety is a mutual objective for the Company and its employees at all levels; therefore, adequate financial, technological, human, and other resources will be made available to ensure the effective communication and implementation of this policy.
- The safety of the staff, team members and subcontractors is a top priority of the company. As such, the company is committed to ensuring an environment and culture of safety. Through the development, implementation, and training of health and safety programs that align to our mission and values. The company will accomplish this by:
  - Establishing and following industry standards relating to environmental protection and personal safety. The objective will be to reduce the risk of injury or illness to

people, prevent property damage at all locations where operations and/or activities occur, and ensure continuity of operations.

- Achieving and maintaining compliance with national, international, and local environmental health and safety laws and regulations.
- Identifying and correcting health and safety hazards and encouraging staff, and subcontractors to develop programs to identify, to report and to correct potential hazards.
- Participating in the development of proactive, sound environmental health and effective safety guidelines and policies.
- Conducting activities in a manner that is protective of the environment, inform the staff and subcontractors on topics regarding environmental impact and employ hazardous waste minimization best management practices for company operations.
- Measuring and continuously improving our environmental health and safety performance.
- Providing information to staff and subcontractors about health and safety hazards, including a summary of our company's Policies for their review and acknowledgement.

## **Strategic Aims**

The following key objectives will be achieved by several focussed and continuous efforts (detailed within the policy) which the business will commit to and individuals will take ownership and responsibility for delivering.

- 1) To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- 2) To encourage, maintain and develop a positive Health & Safety culture within the business and mind-set within employees.
- 3) To comply and surpass industry requirements, our QMS addresses and supports our strategies for delivering UK transport and global logistic coverage, in house vehicles, warehousing and freight forwarding services

## **Definition of Responsibility and Authority**

The creation of a safe workplace and a culture of safety requires attention and responsibility at every level of the company, including all staff and subcontractors. Core responsibilities include, but are not limited to:

### **Directors**

- Have the ultimate authority for All 4 Logistics' compliance with environmental health and safety standards and policies at all facilities under the company's control.
- Authorize EH&S Policy and Guidelines and are responsible for the coordination of the company's environmental health and safety programs, and to monitor the company's compliance with standards and policies.
- Communicate the importance of safety and expectations to the staff and subcontractors to establish and maintain a strong safety program that continually improves and protects all team members, guests and clients.
- Allocate necessary resources for implementation of the company's safety policy, programs and training.
- Support safety trainings, inspection programs, and emergency drills within the company locations.
- Ensures that effective systems are established to identify and address company safety concerns.
- Communicate the risks and safety expectations to the staff and subcontractors and support a strong culture of safety.
- Ensure that all departments, administrative units, home workers and subcontractor are implementing all required EH&S programs, inspections, and trainings.

#### **Principal Investigator/Supervisor:**

- Ensure that staff and subcontractors and operations in their areas comply with environmental health and safety laws and regulations.
- Analyse work procedures to identify hazards and ensure measures are implemented to eliminate or control those hazards.
- Ensure workplace hazards and EH&S related policies and procedures are communicated to staff, subcontractors, guest, visitors and clients.
- Ensure safe operating procedures are in place with proper safety equipment and personal protective equipment to perform work safely.
- Conduct periodic hazard analysis of all program activities to identify potential risks or areas in need of additional safety measures, standard operating procedures, or training.
- Ensure that staff and subcontractors are adequately trained and have completed all EH&S and job specific trainings to identify and mitigate potential hazards.
- Encourage prompt reporting of health and safety concerns and any accidents/incidents in the work area.
- Assist staff with safety inspection in their operations and take prompt actions to fix any noted deficiencies.
- Ensure that a proper material (i.e., chemical, biological, radiation, etc.) inventory is maintained and updated annually or whenever significant changes occur.

#### **Employees, staff, and subcontractors**

- Read, understand, and follow all safety rules and regulations that apply to their work area.

- Complete all appropriate safety trainings, provided by the company.
- Conduct each operation in accordance with the work area's specific safety procedures and measures.
- Utilize available and proper engineering and administrative controls, and appropriate personal protective equipment.
- Develop good personal work area safety habits and promote good housekeeping practices in work areas.
- Immediately report all safety incidents or accidents to the supervisor and/or directors.
- Report unsafe practices and hazardous conditions to the work area supervisor.
- Participate in periodic safety inspections of the work area.

## **Managing Health & Safety**

All4 Logistics Ltd is a leading provider of specialist UK transport and global logistic coverage, in house vehicles, warehousing and freight forwarding services. All4 Logistics is licensed to carry all classes of Hazardous Freight throughout the UK and Europe including Class 7 Radioactive and Class 1 Explosives.

Each job or assignment is carefully considered prior to deploying any staff and any risks/hazards are continually monitored and managed from collection, during transportation and upon delivery.

To reduce risks and ensure that we work safely and comply with applicable statutory, regulatory and other relevant requirements, our activities are managed through a robust control management system that:

- a) Complies with the requirements of ISO9001.
- b) Is maintained by a dedicated Supervisor or Control Manager.
- c) Contains all the information, policies, processes, procedures, guidelines, assessments and information requisite to undertake all of our activities safely and effectively.
- d) Underpins everything that All4 Logistics Ltd does.

We have established objectives and targets against which, we measure our performance and the commitments made in this policy with the aim of delivering continual improvement to All4 Logistics Ltd, our subcontractors, our customers and persons potentially impacted by our activities.

## **ENVIRONMENTAL POLICY / DUTY OF CARE**

All4 Logistics Ltd is committed to providing safe, fast and specialist transportation and logistics services and solutions which help its clients to increase efficiency and in turn improve environmental performance.

All4 Logistics recognises the responsibility it has to minimise the impact its activities have on the environment and is committed to continuous environmental improvement and operating in a sustainable manner. This will be achieved through the implementation of the following objectives:

### **1. Compliance**

- Comply with or exceed the requirements of current environmental legislation, codes of practice and client requirements. Where no regulations exist, we shall aim to set our own exacting standards.
- Measure impact on the environment and set objectives and targets for environmental improvement which enable us to continually monitor, review and improve our environmental performance.

### **2. Environmental Impact**

- Commitment to preventing pollution first by minimising hazardous materials used, spills, waste generation and by conserving natural resources.
- Minimise waste generated by our activities and re-use or recycle where possible.
- Minimise energy and water consumption in our buildings, vehicles, and operational processes to conserve supplies and minimise our consumption of natural resources.
- Purchase, operate and maintain company vehicles with due regard to environmental issues and minimize environmental impact by, replacing vehicles with more technically advanced and efficient alternatives and encouraging the use of alternative means of transport when advisable.
- Reduce and render harmless, wherever practicable, all emissions to air, land, and water.
- Where possible, purchase products and services that do the least damage to the environment.
- Assess the environmental impact of any new processes, products, or services we intend to introduce in advance and implement any necessary controls to minimise impact.
- Consider and practice sustainability in all our business activities.

### **3. Communication**

- Ensure our employees have sufficient awareness of environmental issues, experience, and training to meet their environmental responsibilities and support/contribute to the achievement of our environmental objectives.
- Encourage the adoption of similar principles by our customers, suppliers, and sub-contractors to support our environmental commitment.
- Communicate this policy to all employees (and to external bodies or the public on request).
- All management and staff within All4 Logistics are committed to achieving continuous environmental improvement through the implementation of this policy, which will be reviewed at least annually and updated, as necessary.

## **Environmental Health and Safety Authority:**

The Directors shall have the authority to audit and recommend appropriate corrective or planning strategies, including the development of safety programs. The Directors can appoint a member of the staff to carry on these audit duties on their behalf. The Directors will consult with external agencies or regulatory bodies as necessary and appropriate, on behalf of the company.

### **1. Corrective Actions Reports and Citations:**

The Directors or the EH&S appointed supervisor is authorized to survey and monitor all areas of the company to assess environmental risks, life safety exposures, and training requirements, and to recommend improvements. The Directors or EH&S supervisor will submit written reports identifying hazards and recommending corrective action. In the presence of severe hazards or in the case of non-compliance with local, national or industry regulations or company policies, improvements will be required.

Directors or EH&S appointed supervisor has the authority to issue, following appropriate investigation, noncompliance citations to the appropriate individuals and principal investigator for lack of improvements in response to a formal report or recommendation.

Copies of any formal reports and noncompliance citations associated with unsafe work practices will be provided to the individual, their immediate supervisor, and to other administrators with responsibility for the activity involved. Performance evaluations of all staff members will include the review of noncompliance citations, as they relate to their job duties.

To appeal noncompliance citations:

Staff members are to use the grievance procedure that is outlined in the Employee Handbook.

### **2. Cessation of Hazardous Activities:**

The Directors or EH&S appointed supervisor has the authority to immediately suspend or restrict any operation that:

- Presents a serious hazard (real or potential) associated with the health, life, safety, or welfare of company staff, subcontractors or the public.
- Is found to be a violation of standards.
- Is detrimental to the environment.

In the event that a cessation of an activity order is issued, The Directors or EH&S appointed supervisor will immediately communicate the problem(s) and violation(s) to the individual, to his or her direct supervisor, to other administrators with responsibility for the department or centre involved, and the appropriate regulatory agency, when required by law.

The activity may be resumed only with the approval of the Directors or EH&S appointed supervisor, in consultation with the relevant administrators or supervisors as appropriate.

## **Business Management System**

All4 Logistics strives to operate an effective and efficient Business Management System (BMS) based on the requirements of ISO 9001. The BMS ensures that we comply with all applicable statutory, regulatory, and other relevant requirements and is supported by a full set of processes and procedures for undertaking all of our business activities.

Our Quality system ensures that our services fulfil the needs of the client and that we ensure our staff, suppliers and sub-contractors are competent and adequately resourced; that they understand the need for individual responsibility and that our communications are effective. The BMS defines how we; inspect, audit, correct and review our work.

Our Environmental system ensures that we limit the impact and prevent pollution to land, air and water and nuisance to local communities, by ensuring that any discharges to the environment are eliminated or controlled. It ensures that we make efficient use of natural resources and states how we aim to improve the environmental quality of the locations in which we work.

Our Safety and Health system is intended to help avoid incidents and prevent harm to employees, sub-contractors, employers and persons impacted or affected by our works.

We have established objectives and targets against which, we measure and monitor our BMS performance with the aim of delivering continual improvement to All4 Logistics staff, our clients and their customers.

## **Reporting and Procedures**

### **Accident / Incident Reporting**

In the event of an Accident/incidents ensure no-one else gets hurt (including you), call emergency services, if necessary, make the area safe, then call and inform the All4 Logistics Manager for the work ASAP.

Take pictures of the site and surrounding area IF it is SAFE, and APPROPRIATE. Note that PROMPT reporting is vital.

For internal reporting, "INCIDENT" also covers:

- Pollution
- Accident to visitor (client)
- Accident to member of public
- Property / Vehicle Damage
- NEAR MISSES

## **Near Miss Reporting**

Near Misses and Hazard Spots are to be reported to the All4 Logistics Job Manager at the time of recognition, to prevent any accidents occurring.

A record of the hazard/ near miss should then be recorded in an All4 Logistics Near Miss File. Any trends or reoccurring incidents which can be monitored to prevent any future accidents should be addressed by All4 Logistics Management and or responsible person.

## **PPE Policy**

All operatives working for All4 Logistics are required to adhere to the All4 Logistics PPE Policy. The equipment worn on site for All4 Logistics operatives are the minimum requirement however some clients may require additional PPE.

When working on site it is expected that all All4 Logistics operatives and operatives working for All4 Logistics wear full PPE at all times. The minimum requirement consists of; hardhat (when applicable), high visibility waistcoat, work trousers, safety footwear, eye protection (when applicable), Gloves (when applicable) and facemask.

## **Training Policy**

All4 Logistics' policy holds a minimum requirement of training and competence for those who will be under its employment or undertaking works for the company (subcontractors).

An internal induction will take place which will include briefing on All4 Logistics' document control, safe systems of work, emergency procedures, risk assessments and awareness of the equipment used and its safe use.

Other training require includes First Aid Hazardous Materials Handling and Safety.

## **D&A Policy**

Employees should not be under the influence of alcohol or drugs, or test positive for either at work, or bring or consume alcoholic drinks or drugs whilst at work or on All4 Logistics work sites, unless preauthorised by managers for a permitted event. Any breach of this rule will result in disciplinary action and may result in dismissal.

All employees must inform the All4 Logistics Management if they need to take any medication, which may cause drowsiness, impair reflexes or reaction times.

## **Driving Policy (MORR)**

Employees driving on behalf of All4 Logistics must be vetted to ensure they are properly licenced, competent, suitably trained, and medically fit to do so, including an initial eyesight check and subsequently six monthly thereafter.

Those required to drive a HGV at work must undergo an induction involving an initial driving assessment from an internal RoSPA qualified assessor which should identify any remedial actions necessary plus the frequency of future assessments, if any. All HGV drivers will be trained and signed off as 'competent operators' of any jetting vehicle they are required to operate.

Newly qualified drivers (less than two years), depending on the result of their initial assessment may result in the driver being limited to the size of vehicle to be driven for the first six months (small car derived van, not large 3.5 tonne van), authorization to drive a larger vehicle is dependent on passing a further internal assessment.

## **Suspension of Work on Safety Grounds**

All4 Logistics want all employees to be safe, we need positive behaviours and culture, and behaviour is not what someone says it's what they do. We ensure that we know what we are doing and who does what.

We use safe ways of working and we make sure everyone else does too. We keep ourselves fit for work and free from drugs, alcohol, and fatigue. We will not work if we don't have the right tools, welfare, information or time as we know this will lead to harm. We do not walk by or turn a blind eye - where we see possible problems we walk over to talk, challenge positively and we break bad habits. And if it does go wrong, we remain positive and report close calls, injury or damage.

It is All4 Logistics' policy to ensure that any worker do not carry out tasks where the risk to health, safety, or welfare of themselves or others is considered unacceptable.

The Directors and senior managers encourage the identification of unsafe acts and conditions, and of other issues related to the management of the company and its personnel to be reported without the individual's fear of disciplinary action or being disadvantaged in anyway.

All4 Logistics Ltd have arrangements in place for the

1. Recording of unsafe acts, unsafe conditions
2. Managing the refusal-to-work process
3. Ensuring that the rights of worker are protected throughout the process

## **Working Hours policy / Extension of Working Hours**

It is a requirement of All4 Logistics that the working times of operatives comply with the following limits:

- The maximum number of shifts for All4 Logistics is no more than 13 shifts to be worked in any 14-day period.
- The maximum hours worked (planned) for All4 Logistics are no more than 14 hours to be worked per shift (excluding paid breaks). No more than 65 hours to be worked per week (excluding paid breaks).
- Employees are entitled to a rest period of not less than 11 consecutive hours in each 24-hour period.
- Employees have the right to an uninterrupted 24 hours without any work during each week or to an uninterrupted 48 hours during each fortnight.
- In emergency situations, to cover essential work only, and provided no alternative arrangements can be made, the limits shown above may be exceeded if authorised by a Senior Manager or Director.

## COVID-19

### All 4 Logistics statement on COVID-19

The situation with regards to the COVID-19 outbreak is evolving rapidly. Where necessary, All4 Logistics is taking immediate and extensive actions to safeguard our people by managing the risk of infection within our operations and wherever we work for our clients. This action is in accordance with WHO and respective local government restrictions and/or prevention guidance.

### All 4 Logistics client commitment

We have instigated our business continuity and pandemic response plans. In high-risk areas, we are working closely with our clients, team members and subcontractors to provide an ongoing service while doing everything possible to mitigate the potential risks caused by this global health issue. Some of our contingency actions include:

- Our staff and subcontractors have been provided with the WHO health guidance and our own company guidelines.
- All non-essential travel has been cancelled.
- Adherence to the respective government guidelines.
- The use of online technology to conduct project work, meetings, events and training where appropriate.
- Remote working and audits where permitted.
- When necessary, our team members will be equipped with the relevant personal protective equipment to prevent the spread of infection.
- Training on the correct use of PPE and sanitation measures to all staff and subcontractors.
- Provision of PPE and sanitation products (hand sanitizer, mask, protective gloves, etc.) when and as necessary.
- Increased control, hygiene, and prevention methods in all our facilities.
- Put in place and reinforce social distance guidelines in all places of work, offices, and warehouses.
- Prior to any site visit, All4 Logistics is asking subcontractors and clients about how they're managing the COVID-19 risk or if they have any known cases.

### FURTHER INFORMATION

Further information and advice on this policy can be obtained from the DIRECTOR, Caroline Millea Downing, [caroline@all4logistics.co.uk](mailto:caroline@all4logistics.co.uk), +44 (0) 345 351 2884.

Additional information can also be found here: <http://www.all4logistics.co.uk/policies>