

# Business Policy –

## BTS Group Ltd, TBF Scaffolding Ltd, TBF Traffic Ltd

(Safety, Health, Environment, and Quality - SHEQ)

### Policy Statement

BTS Group, TBF Scaffolding, and TBF traffic endeavour to maintain an effective quality, environmental, health and safety policy across the businesses.

This helps to improve business performance by reducing incidents and injuries, by protecting the environment, and by minimizing unplanned losses and liabilities.

To provide the necessary supporting structure and to assist with the creation of appropriate processes, we have business management systems that meet the requirements of ISO9001, ISO14001, and ISO45001.

- **BTS Group** and **TBF Traffic** also hold Achilles UVDB Verify B2 certification.
- **TBF Scaffolding** also holds SMAS and CHAS SSIP certification.

### Scope of ISO certification

The scope of **BTS Group's** certification includes the provision of:

*Tree care, arboriculture, maintenance services*

BTS excludes Clause 8.3 Design ISO9001:2015 as this requirement is not undertaken by the organisation.

The scope of **TBF Scaffolding's** certification includes the provision of:

*Scaffolding services (design, erection, maintenance, inspection, and dismantling) across the commercial, domestic, and industrial sectors*

The scope of **TBF Traffic's** certification includes the provision of:

*Traffic management services for installing, maintaining, and removing temporary traffic management on rural and urban roads, for the following categories of work: static works, static works plus dual carriageways, static works plus convoy working, static works plus multiphase traffic signals.*

### Commitments

BTS Group Ltd, TBF Scaffolding Ltd, and TBF Traffic Ltd are committed to providing safe and healthy working conditions for the prevention of work-related injury and/or ill health. We are committed to eliminating hazards within the workplace and minimising Occupational Health and Safety risks.

Our management policies and processes are well defined and communicated throughout the organisation, regularly reviewed, and monitored via audit and inspections. We will consult and ask for the participation of our workforce at all levels of the organisation in the development, planning, implementation, performance evaluation and improvement actions of the Management Systems.

We are committed to meeting our statutory, regulatory and client requirements by regular review of our legal registers and ongoing meetings with our customers. We satisfy customers by continually improving processes and services to ensure they meet our customers' current and future expectations, and by meeting our compliance obligations to them.

As an organisation, we set objectives and targets to measure our performance for quality, safety, and environment.

We have a commitment to continual improvement of the OH&S management system (*ISO45001:2018 Clause 5.2 e*) and a commitment to continual improvement of the environmental management system to enhance environmental performance (*ISO14001:2015, clause 10.3*).

We recognise the impact of climate change and its implications for the businesses and business practices.

We are committed to preventing pollution using appropriate control measures, maintaining, and ensuring our legal compliance through audit, inspections, and our legal register.

*We will:*

- Recognise that our people are our key resource; and that their health and safety, the protection of the environment, and quality of our service offering (including our workmanship) carry the same importance as other business objectives
- Ensure the health, safety and welfare of employees, contractors and others who may be affected by our activities
- Provide occupational health facilities to our employees
- Monitor the effectiveness of our SHEQ procedures
- Identify and action non-conformances as part of continually improving the Management Systems
- Comply as a minimum with legislation, industry best practice, adopted codes of practice, and company procedures
- Ensure policies and procedures are established and reviewed, including reviews and updates to ensure they meet current and proposed changes in legislation and industry practice
- Communicate information on health, safety, environmental and quality matters (including this policy) to all employees, contractor and other third parties as appropriate
- Provide sufficient training and advice, including expert advice where appropriate to ensure the competence of all employees
- Strive to improve our contracting staff through education and honouring payments when due
- Control risks that could lead to injury, ill health, material loss or environmental damage by establishing and implementing effective control measures
- Recognise that accidents, occupational ill health, and incidents may be the result of failings in management control and may not necessarily be the fault of individual employees

- Consult with local and national organisations and individuals that have an interest in environmental performance
- Use fuel and energy efficiently to help reduce our consumption wherever possible
- Reduce pollution wherever possible
- Reduce the volume of waste generated by promoting reuse and recycling
- Actively encourage suppliers and partners to contribute to the continuous improvement of management system
- Ensure adequate financial and physical resources for the implementation of this policy

**We measure and monitor:**

*LTI rate*

- To ensure that our direct staff, subcontractors, and other third parties are kept safe and remain so
- Reported monthly – internally and externally to our major clients
- Measurement is an indication of our business risk with regard to our reputation in the marketplace

*Emissions through fuel usage*

- To seek to minimise the environmental impact it causes
- As a business objective, it will assist us in achieving cost reduction across the organisation aiding our financial stability

*Energy usage*

- To seek to minimise the environmental impact it causes
- As a business objective, it will assist us in achieving cost reduction across the organisation aiding our financial stability

*Waste*

- To reduce waste to landfill and so minimise our environmental impact
- Because it highlights opportunities to review business processes
- It has financial implications for the business

*Competence of staff*

- To ensure they are trained for the activities they undertake.
- Monitored monthly to ensure their safety, that they are authorised to work for our clients, and that they possess the skills to work efficiently.

The commitments, objectives and intentions within this document are reviewed and monitored through our monthly board meetings and as part of our management review process.

As Managing Director, I, with the support of my directors and managers, accept the responsibility of ensuring the implementation and development of this policy and all health, safety, environmental and quality matters.

I will ensure that this policy is reviewed as a minimum annually and that it reflects changes in organizational structure, statutory requirements, or any other significant factor.

Any breaches of this policy will be dealt with under the company Disciplinary Procedure.

**Signed:**

  
Halley McCallum  
Managing Director

### Review history

Issue	Amendment	Reviewed by	Date	Approved for use date
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