



## **Health and Safety Management System – Method Statement**

GW Belton Ltd. has established an effective health & safety policy that sets a clear direction for the company to follow. It strives to contribute to our business performance and makes a commitment to continuous improvement.

An effective management structure and arrangements are in place, for delivering the policy. All staff are motivated and empowered to work safely and to protect their long-term health and not simply to avoid accidents.

The arrangements are:

- underpinned by effective staff involvement and participation;
- sustained by effective communication and the promotion of competence which allows all employees and their representatives to make a responsible and informed contribution to the health and safety effort.

There is a shared common understanding of the company's vision, values and beliefs. A positive health & safety culture is fostered by the visible active leadership by senior managers.

There is a planned and systematic approach to implementing the health and safety policy through an effective health and safety management system. Its aim is to minimise risks. Risk assessment methods are used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Whenever possible, risks are eliminated through selection and design of facilities, equipment and processes. If risks cannot be eliminated they are minimised by the use of physical controls or, as a last resort, through systems of work and personal protective equipment. Performance standards are established and used for measuring achievement. Specific actions to promote a positive health and safety culture are identified.

Performance is measured against agreed standards to reveal when and where improvement is needed. Active self-monitoring reveals how effectively the health and safety management system is functioning. This looks at both 'hardware' (premises, plant and substances) and 'software' (people, procedures and systems) including individual behaviour and performance. If controls fail, reactive monitoring discovers why by investigating accidents, ill health or incidents which could cause harm or loss.

The objectives of active and reactive monitoring are:

- to determine the immediate causes of sub-standard performance;
- to identify the underlying causes and the implications for the design and operation of the health and safety management system.

Longer-term objectives are also monitored.

G W Belton Ltd learns from all relevant experience and applies the lessons. There is a systematic review of performance based on data from monitoring and from independent audits of the whole health and safety management system. These form the basis of self-regulation and of complying with sections 2 to 6 of the Health and Safety at Work etc Act and other relevant statutory provisions. There is a strong commitment to continuous improvement involving the constant development of policies, systems and techniques of risk control.

Performance is assessed by:

- internal reference to key performance indicators;
- external comparison with the performance of business competitors and best practice, irrespective of employment sector.