A&P™

A&P™ WORK SAFE HOME SAFE™ 365

INTRODUCTION

Welcome to Work Safe, Home Safe.

A&P's number one priority is to safeguard the safety and wellbeing of our staff, customers and sub-contractors.

Our commitment to keeping each other safe lies at the heart of everything we do and every decision we make. By working together - we can reduce the risk of accidents in our workplace.

It's because of this that we created our Work Safe, Home Safe (WSHS) programme in 2018 and defined the core values that underpin the safety culture here at A&P.

Since the launch of WSHS, we have seen real health and safety improvements across the business and invested heavily in creating the right processes, infrastructure and behaviours to ensure a happy, healthy and prosperous workplace.

Some of our proudest business achievements of the last 18 months have been in the field of Health, Safety, Environment and Quality (HSEQ).

We have reduced our accident rate significantly, with 16 minor accidents reported from more than 1.4million working hours and we have conducted more than 170 directors' safety walk-arounds with zero nonconformances.

In broader terms we have achieved the coveted ISO 9001:2015; ISO 14001:2015 and ISO 45001 professional accreditations which recognise our commitment to HSEQ and have been awarded the prestigious RoSPA Engineering Services Sector Award for our sustained efforts so far.

Most significantly of all, we have secured Fit for Nuclear status which means our practices meet the approval of one of the most rigorously demanding and heavily regulated sectors in the world.

We have made great progress however, there is still more to do and we need your help.

It is only by continuing to implement effective HSEQ management systems, striving to foster a positive HSEQ culture and embedding our WSHS values in our everyday behaviours that we will keep building on this success and sustain an injury and incident free working environment.

We each need to get involved and think safety in everything that we do, both in and out of work. We ask that you read this document and commit to embracing WSHS in your everyday working lives and share our values with our customers and supply chain.

We all want to work safely and go home safely.

David McGinley
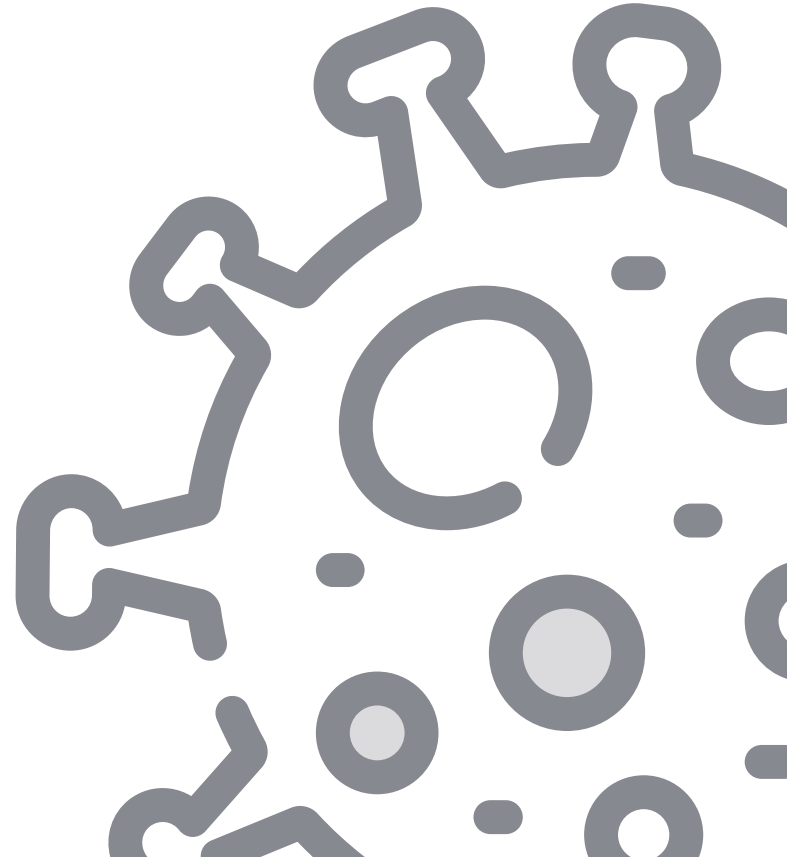Managing Director, Atlantic & Peninsula Marine Services Limited

COVID-19

A&P Group has deployed a strict programme of Covid-19 measures to ensure it can maintain its support to the maritime community as it emerges from the pandemic.

A&P Group's number one priority is to safeguard the safety of employees, sub-contractors, and customers. A combination of rigorous risk assessments, preplanning and ongoing communication with customers and ship staff have ensured we can limit the risk of the virus entering our facilities and minimum disruption to vessels as they arrive at our sites.

If you have any concerns then make sure you report them or speak to someone as soon as possible, the timely reporting of safety concerns can prevent someone being injured.

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- COVID-19 CONTINGENCY PLANS ACROSS ALL FACILITIES.

- ENHANCED CLEANING AND HYGIENE ACTIVITIES, ISSUE OF APPROPRIATE PPE AND ENFORCED SOCIAL DISTANCING MEASURES ACROSS ALL SITES.

- CUSTOMER, SUB-CONTRACTOR, CONTRACTOR COVID-19 RISK ASSESSMENT AND ENFORCEMENT OF STRICT CHECKS TO ENSURE UK AND INTERNATIONAL CONTRACTORS ARE COMPLIANT WITH GOVERNMENT GUIDANCE. ANY PERSONNEL WHO IS FOUND TO BE PRESENTING/OR HAS PRESENTED WITH A HIGH TEMPERATURE OR NEW AND CONSISTENT COUGH WITHIN THE LAST 14 DAYS WILL NOT BE ADMITTED ON SITE.

- ANY PERSON WHO HAS BEEN IN DIRECT CONTACT WITH A KNOWN OR SUSPECTED COVID-19 PATIENT WITHIN THE LAST 14 DAYS MUST NOT ATTEND SITE.

- DIRECTORS' SAFETY TOURS ACROSS ALL SITES TO GAIN FEEDBACK TO IMPROVE OUR DAILY WORKING PRACTICE AND PROTECT OUR WORKFORCE.

- STRICT TWO METRE SOCIAL DISTANCING REQUIREMENTS ON SITE.

OVERVIEW OF POLICIES

A&P has developed a comprehensive Integrated Management System (IMS) which is used across the business to help maintain compliance with the key ISO standards we are certificated to through LRQA.

A&P undergoes rigorous audits from LRQA, Fit for Nuclear, Achilles and Constructionline which review our core processes and procedures to ensure that we do what we say we do, and that we can prove it.

Each and every one of our team help us to pass these audits by following our policies, processes and safe working procedures at all times.

Our internal audit programme ensures we are constantly reviewing and improving our policies as part of our continual improvement process.

The top level policies we have in place are:

- **AP GROUP HSEQ POLICY STATEMENT**
- **AP GROUP BUSINESS CONDUCT & ETHICS POLICY**
- **AP GROUP CSR STATEMENT**
- **APMS MODERN SLAVERY ACT STATEMENT**
- **AP CONTINUOUS IMPROVEMENT POLICY STATEMENT**

Safety of our workforce is ingrained throughout the IMS system, our most valuable asset is our workforce their commitment and skills are key to our success.

Continuous Improvement requires an ongoing effort from everyone at A&P, this includes the executive board, ground leadership and managers, staff, suppliers and subcontractors. Continual improvement is critical to ensure that we meet and exceed the requirements and expectations the customer as well as the organisation, our stakeholders, suppliers, employees, investors and contractors.

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WSHS VALUES

The safety of our employees, customers and subcontractors is paramount in our day to day working lives.

It is critical that we all understand the behaviours which are expected of us. Everyone within the business needs to work together to ensure we adhere to these values.

There are four clear components to our A&P Work Safe, Home Safe values:

· **CARE**
· **COMMITMENT**
· **COMMUNICATION**
· **COMPLIANCE**

This booklet outlines our behavioural safety values and the ways in which we can encourage our teams to work together and support our safety culture.

CARE

COMMITMENT

COMMUNICATION

COMPLIANCE

INSPIRE   CHALLENGE   EXCEL

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CARE

Care can mean many things - looking out for others, considering the wellbeing of other people, observing what's happening around you and caring about maintaining the best safety practices.

We all need to foster a genuine enthusiasm towards creating a healthy, safe and pleasant working environment.

Above all else - we all need to believe that the goals set out in WSHS are possible, in order to achieve a positive health and safety culture.

SENIOR MANAGEMENT

SET HIGH STANDARDS

MANAGERS/ SUPERVISORS

APPLY STANDARDS

EVERYONE

MEET HIGH STANDARDS

COMMITMENT

Commitment to our Work Safe, Home Safe values is essential if we are to maintain our health and safety culture.

Our WSHS values need to be embedded in everything we do and supported by everyone in the business if they are to remain the bedrock of A&P Group.

This way we will maintain a safe workplace and environment every day of the year.

The commitment of everyone working within A&P to the WSHS values is critical to its success, looking out for each other getting involved and thinking safety in everything that we do allows us to Work Safe and Go Home Safe every day.

SENIOR MANAGEMENT

DEMONSTRATE LEADERSHIP

MANAGERS/ SUPERVISORS

LEAD THE TEAM

EVERYONE

LEAD BY EXAMPLE

COMMUNICATION

Good communication is critical to the success of a business.

Good communication is not just about passing on information. It's a two way process which should involve speaking up if you see something unsafe, completing immediate corrective actions (ICA), being proactive and asking questions and listening to the information provided.

At A&P we insist on an open and honest culture with strong communication at all levels. This level of communication will help nurture well motivated employees who respect and consider each other.

If you have any concerns then make sure you report them or speak to someone as soon as possible, the timely reporting of safety concerns can prevent someone being injured.

SENIOR MANAGEMENT

COMMUNICATE OPENLY

MANAGERS/ SUPERVISORS

ENCOURAGE COMMUNICATION

EVERYONE

SPEAK UP

COMPLIANCE

Complying with all of our safe systems of work and our Work Safe, Home Safe values sets the foundations for A&P to develop a strong safety culture.

This requires each and every one of us to adopt a professional and positive attitude and to follow the safety rules and procedures we have put in place, at all times.

By complying with our core values, we will be able to work safe and go home safe.

If your not sure of anything then ask your supervisor, line manager or the HSEQ team. It's important everyone understands what compliance means, it helps us understand any workplace hazards/risks.

SENIOR MANAGEMENT	**SET HIGH STANDARDS**
MANAGERS/ SUPERVISORS	**APPLY HIGH STANDARDS**
EVERYONE	**MEET HIGH STANDARDS**

CONTACT

Kevin Peart
Group HSEQ Director

T: +44 (0) 1326 214872
M: +44 (0) 7805 564842
E: kevin.peart@ap-group.co.uk

A&P TYNE

A&P TEES

A&P
FALMOUTH

A&P
AUSTRALIA
(SYDNEY)

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