

Global Port Services (Scotland) Ltd
GPSS-QHSE-PS-001
Quality, Health, Safety & Environmental Policy



Statement of Global Port Services (Scotland) Limited

Quality, Health, Safety & Environmental Policy

**Policy Agreed on 25th January 2024 at Global Port Services
(Scotland) limited, Head Office, Bridge of Don, Aberdeen.**

Signed



Cameron Coutts
Managing Director
Global Port Services (Scotland) Ltd.

Global Port Services (Scotland) Ltd are a key member of the supply chain for servicing to the oil and gas, construction and renewables industry that is safe, environmentally acceptable and provide a quality of service that meets and surpass client's requirements whilst in consideration of local, national and international standards and comply with statutory and legislative requirements.

All employees within Global Port Services (Scotland) Ltd organisation has a responsibility for their own and their colleagues health and safety and for protecting the environment whilst ensuring the quality of their own work. Management have responsibility for all matters relating to Health and Safety, Quality and the Environment and for setting realistic and achievable targets and objectives.

All employees within Global Port Services (Scotland) Ltd are responsible for the reporting of all accidents, incidents, near misses, hazards, potential impacts and any concerns or improvements to their supervisor or manager.

Global Port Services (Scotland) Ltd are committed to:

- Eliminating hazards and reducing Occupational Health risks by;
 - Preventing injury and ill-health to employees as a result of workplace activities;
 - Mitigation of the adverse impacts of foreseeable hazards through effective risk management controls;
- Comply and maintain a clear and documented QHSE Management System which meet all applicable legal, regulatory and best practice requirements;
- Creating a safe and healthy working environment that preserves the environment;
- Set, monitor and review targets and objectives that are appropriate and relevant;
- Continuously monitor and improve our QHSE performance;
- Effective communication of our QHSE performance with both employees and stakeholders;
- Empowering all employees with the right to 'stop the job' if they consider it to be unsafe;
- Promoting effective two-way communication with employees regarding QHSE arrangements to encourage employee involvement;
- Providing adequate information, instruction, training and supervision to ensure the health and safety of employees and others, and to develop a competent workforce;
- Providing adequate resources for the effective implementation of this QHSE policy;
- Protecting the environment and reducing pollution through processes, procedures and objectives;
- Ensuring actions are taken to resolve health and safety issues and concerns in a prompt and timely manner.

Global Port Services (Scotland) Ltd shall demonstrate visible QHSE leadership and commitment to this policy. Every employee shall comply with this policy and be proactive in safeguarding health and safety for themselves and others. Employees and those working on behalf of Global Port Services (Scotland) Ltd are to comply fully with the implementation of this policy and obtaining the QHSE objectives that have been set by the organisation.

This policy shall be reviewed by the Global Port Services (Scotland) Ltd Directors at least annually and revised or updated as necessary.



Cameron Coutts
GPSS Managing Director
January 2024

Roles & Responsibilities

Our Managing Director has overall responsibility for health, safety, environment, and quality. Day to day responsibilities for ensuring this policy is implemented lie with our Health and Safety Manager.

To ensure health and safety standards are maintained the following people have responsibility in the following areas:

Aberdeen Facility:

First Aid – Gordon Harper

Fire Warden – Gordon Harper

Glasgow Facility:

First Aid – Greg Allan

Fire Warden – Greg Allan

Nigg Facility:

First Aid – Charlie Cassidy

Fire Warden – Jean Sellar

All employees should co-operate with supervisors and managers on health and safety, environmental and quality matters, taking reasonable care of their own health and safety and the working environment; and report all health and safety, environmental and quality concerns to an appropriate person.

Practical Arrangements**Risk Assessment**

- Global Port Services (Scotland) Ltd will complete relevant risk assessments and take action to reduce risk/impact.
- Global Port Services (Scotland) Ltd will review risk assessments at least annually and when working habits or conditions change.

Training

- Global Port Services (Scotland) Ltd will induct all staff and provide appropriate training on health and safety, environmental and quality procedures.
- Global Port Services (Scotland) Ltd will provide personal protective equipment where needed.

Wellbeing

- Global Port Services (Scotland) Ltd will implement an employee wellbeing programme giving employees access to services to support their mental and physical health.
- Global Port Services (Scotland) Ltd will appoint a qualified mental health first aider and provide mental health awareness for our management team.

Accident/Incident Reporting

- Global Port Services (Scotland) Ltd will ensure that all incidents/accidents shall be reported to management.
- All RIDDOR's/accidents/incidents will be properly investigated and recorded.
- Global Port Services (Scotland) Ltd will co-operate with subcontractors, clients and regulatory agencies during accidents/ incidents at all times.

Monitoring and Review

- Global Port Services (Scotland) Ltd shall carry out internal audits of the company on Quality, Health, and Safety and Environmental.
- Global Port Services (Scotland) Ltd will review all documentation, policies, procedures, registers on an annual basis or where and when necessary.

Consultation

- Global Port Services (Scotland) Ltd will consult with staff on matters of health and safety, environmental and quality through our employee safety meetings and in other ways.
- Global Port Services (Scotland) Ltd will act upon concerns escalated and ensure that we implement improvements without delay.

Evacuation

- Global Port Services (Scotland) Ltd will make sure that all staff and visitors are aware of the emergency evacuation process. We will ensure that all escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.

Contractor Liaison

The Company shall share information on risk(s) with other organisations, such that a co-ordinated approach to implementing risk control measures can be achieved.

Global Port Services (Scotland) Ltd shall ensure that arrangements include:

- informing other employers of any risks to their employees from work to be carried out by The Company and any necessary controls to be introduced.
- make method statements / work package plans / task briefings available to all relevant parties, where identified.
- co-operate with other employers working in the same area regarding the implementation of control measures for the adequate overall control of risk.
- providing access to premises, worksites, and employees for the purpose of inspections and audit(s) by employers who may be affected by The Company operational activities.

Employee Competence and Training

- Global Port Services (Scotland) Ltd shall ensure that all new employees are made aware of the Company's commitment to HSEQ as part of their general induction training.
- All new employees will be assessed for competency skills and training prior to employment and where applicable will be recorded on the competency and skill matrix.
- All training needs will be identified through regular work appraisals. The company is committed to using industry approved training providers.
- Global Port Services (Scotland) Ltd will ensure that this policy is communicated and available to all relevant stakeholders as appropriate.
- This policy and the IMS shall be reviewed for effectiveness and suitability at least annually as part of the management review process.