

**ANNUAL HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY OBJECTIVES**

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REVISION TABLE

Revision	Date	Signature	Comments
6	15/05/2020	<i>R. S. Walpole</i>	New objectives added

1. Health & Safety Objectives

No.	Target	Action Plan	Responsible person/team	Period of review
1.	Improve identification and reporting of Health & Safety issues during site visits	Implemented at Office Workshop Meetings. Continue to review, target site visits to raise issues.	Partners	December 2020
2.	Completion of Designer's Risk Assessments for every project	Discuss Designer's Risk Assessments at Office Workshop Meetings. Sample audit of projects to check compliance.	Partners	December 2020
3.	Eliminate tripping hazards in the office	Encourage all employees to report any tripping hazards. Regular Senior Management Safety Inspections to identify any new tripping hazards.	Partners	December 2020

2. Environmental Objectives

No.	Target	Action Plan	Responsible person/team	Period of review
1.	Increase ratio of CO ₂ emissions from public transport compared to emissions from cars	Encourage use of public transport over cars whenever possible.	Partners	December 2020
2.	Reduce paper usage	Negotiate out delivery of design deliverables in a hard copy format. Utilise double-sided printing where possible.	Partners	December 2020
3.	Reduce printing in colour (prolong cartridge lifespan)	Remove table shading from company reports and forms.	Partners	December 2020

3. Quality Objectives

No.	Target	Action Plan	Responsible person/team	Period of review
1.	Use consistent guidelines for Check Categories	Compare and summarise clients' standards, highlighting requirements in each case. Specify standard company procedure in cases where Check Categories are not specified.	Partners	December 2020
2.	Mandate final drawings review on a drawing board rather than computer screen	Final version of the drawing is to be printed out in specified format and reviewed first by Project Engineer and then project checker.	Partners	December 2020