

The T H WHITE Group comprises T H WHITE Limited, including the trading entity known as Palfinger UK, T H WHITE Installation Limited, and T H WHITE Machinery Imports Limited. The scope of this policy encompasses all these entities, which are collectively referred to in this document as 'the Company'.

We fully recognise our legal, moral and economic responsibilities to ensure the way we work protects the wellbeing not only of our employees and their families, but also extends to our customers, contractors and the wider community.

The Company is committed to ensuring health and safety is integral to our business processes and decisions, making it part of our everyday working practices, fulfilling our legal responsibilities and reducing our occupational health and safety risks.

We will strive to achieve this through the promotion of a positive health and safety culture and operative effort at all levels throughout the organisation, as well as driving continuous improvement of our management standards to uphold our '*Work Well, Work Safe*' ethos. This will include certification to recognised H&S standards such as ISO 45001, Safe Contractor, Constructionline and Achilles, the scope of which will be defined by relevance to the activities of different operational divisions.

This policy will be reviewed at least annually but may be updated at any time to reflect changes in legislation or to our working practices.



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Chief Executive Officer – T H WHITE Group



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Contents

	Page
Section 1: Health and safety responsibilities	
1.1 Chief Executive Officer	3
1.2 Divisional Directors	3
1.3 Group health and safety manager	4
1.4 Managers, Supervisors, Team leaders	4
1.5 Roles with other health and safety responsibilities	5
1.6 All employees	5
Section 2: Arrangements for Health and safety	
2.1 Procedures for managing hazards and risks	6
Risk assessment	
Safe plant and equipment	
Hazardous substances	
Asbestos	
Personal protective equipment	
Manual handling	
Display screen equipment	
Working hours	
Alcohol and drugs	
Driving for work	
Mental health and wellbeing	
Health surveillance	
Welfare	
Construction (design and management) regulations	
2.2 Control of contractors	8
Contractor appraisal	
Contractor control	
2.3 Training and supervision	8
Training	
New employees	
2.4 Accident, incident and emergency procedures	9
Accidents and incidents	
First aid	
Emergency procedures	
2.5 Consultation and communication	9
Consultation with employees	
Communication	
2.6 Monitoring and review	10
Auditing	
Review and reporting	

1 Health and safety responsibilities

1.1 Chief Executive Officer

Has ultimate responsibility for Health and Safety within the Company and is responsible for ensuring the effective implementation of this policy, and in particular will:

- Champion a positive health and safety culture within the Company through personal commitment and leading by example
- Ensure integration of health and safety considerations across all business decisions
- With support from the Group H&S manager, ensure that the Company complies with all legal requirements and has the capability to remain abreast of changes in legislation or industry best practice relevant to Company activities
- Ensure the provision of adequate resources in terms of finance, competence, and time to implement this policy
- Monitor the effectiveness of this policy and its supporting procedures through receipt of regular reports on health and safety performance and responding to any significant issues as necessary
- Ensure board members are kept apprised of current health and safety performance and any key influencing factors

1.2 Divisional Directors

Responsible for promoting a positive health and safety culture and ensuring adequate resource provision to actively deliver the required standards within the Divisions, and will:

- Adopt a proactive approach to health and safety, leading by example and actively engaging in health and safety issues
- Integrate health and safety in business decisions, especially during changes to procedures, equipment, premises, or staff
- Provide adequate resource and support to ensure suitable risk assessments and safe systems of work are implemented relevant to the activities of the Division
- With support from the Group H&S manager, monitor Divisional performance and support initiatives for improvements
- Ensure personnel with appointed health and safety responsibilities are provided adequate time to carry out their duties
- Provide adequate resources to ensure that staff are suitably trained
- Ensure through delegation that all procedures for testing, inspection and maintenance of equipment are effectively implemented

1.3 Group Health and Safety Manager

Acts as the focal point for all matters relating to health and safety, providing legislative interpretation, relevant advice, and supporting others in discharging their responsibilities under this policy, and in particular is responsible for:

- Developing health and safety policies and supporting procedures in line with Company strategy, taking account of current legislative requirements and industry best practice
- Establishing suitable and adequate systems for the monitoring of compliance and providing regular performance reports to the Company CEO, Directors and employee groups
- Actively promoting a positive health and safety culture and equipping individuals to take ownership of health and safety performance
- Conducting audits and reviews to identify actions for the reduction of risk and improvement of health and safety operational standards. Following up and assisting in the implementation of agreed actions
- Managing the recording, reporting and investigation of incidents, ensuring where appropriate that reports are issued under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Identifying and advising on health and safety training requirements and standards
- Maintaining the organisational capability to remain abreast of legislative and industry changes and have access to specialised support where required

1.4 Managers, Supervisors, Team leaders

Responsible for ensuring personnel are competent to carry out their tasks safely and are aware of the relevant hazards which could impact both themselves and others, and will:

- Ensure health and safety standards are maintained within their departments with applicable safety controls and checks being observed, and where relevant, appropriate PPE available and in use
- Ensure all equipment/machinery is properly inspected, maintained and safe to use
- Make team members aware of emergency and accident reporting procedures, and ensure that adequate provision of first aid and fire marshals are maintained
- Ensure new and inexperienced employees always receive adequate supervision
- Review work processes and risk assessments to assess adequacy of controls and identify any gaps in hazard identification
- Maintain expected standards of housekeeping

1.5 Roles with other health and safety responsibilities

Includes first aiders, fire marshals, depot coordinators, and those attending H&S meetings. Personnel in these roles will carry out their duties as outlined in the supporting procedures / specifications, including:

- Proactively raising issues which impact on their ability to carry out the role effectively
- Raising suggestions for improvement
- Where relevant acting as a conduit to raise / represent health and safety issues raised by others
- Maintaining suitable records as required for the role

1.6 All Employees

Everyone has a responsibility to uphold Company health and safety standards, and the following applies to everyone within the organisation:

- Take reasonable care of your own and other people's health and safety
- Do not engage in any activity or practice, including horseplay, that could potentially cause harm to yourself or others
- Co-operate with your employer on health and safety
- Observe and adhere to risk assessments, in conjunction with any specific method statement or safe system of work
- Follow the training you have received. Do not interfere with or misuse any equipment, or use equipment without suitable training
- Use personal protective equipment according to instruction and as identified by a risk assessment
- Report immediately any deficiency in procedures or equipment defect that may be detrimental to health or safety
- Report, as soon as is reasonably practical, any injury sustained whilst at work. Dangerous occurrences or near misses must also be reported as soon as possible
- Maintain familiarity with emergency procedures, including location of first aid equipment and the identity of first aiders
- Keep all gangways and floors clear of obstructions and maintain a good standard of housekeeping

2 Arrangements for health and safety

The Company will strive to maintain a healthy and safe working environment through the provision of safe equipment and working practices, as required by the Health and Safety at Work Act and supporting regulations.

The Company will appoint suitably qualified people with a working knowledge of the relevant legislation and current standards and obtain the services of competent external advisors where specialist advice is required.

2.1 Procedures for managing hazards and risks

Risk assessment

The Company will make a suitable and sufficient assessment of the risks to the health and safety of its employees whilst at work, and to persons not in their employment who may be impacted by our activities.

Safe plant and equipment

The Company will ensure that all plant and equipment is fit for purpose, adequately maintained and complies with the Provision and Use of Work Equipment Regulations. Independent statutory inspections will include:

- Inspections of lifting equipment to conform with the Lifting Operations and Lifting Equipment Regulations (LOLER)
- Inspections of pressure vessels as per written scheme of examination, to conform with the Pressure Systems Safety Regulations
- Inspections of local exhaust ventilation (LEV) to comply with Control of Substances Hazardous to Health Regulations (COSHH)
- Fixed wiring in all premises will be inspected every 5 years

Checks and inspections will be carried out to ensure equipment is maintained in a safe working state.

Hazardous substances

The Company will carry out appropriate COSHH assessments for all substances hazardous to health used in the workplace, to ensure that suitable controls are implemented for the safe use, storage, and transport of such products.

Asbestos

All premises are surveyed to determine whether asbestos containing materials are present, the amount and condition is documented in the management survey report. An asbestos register and management plan will be maintained at each location. Before any significant structural work is carried out a type two demolition survey will be commissioned.

Prior to working on clients' sites, a copy of the asbestos register will be sought. All engineers and surveyors that may encounter asbestos containing materials will receive asbestos awareness training. Where material which may contain asbestos is found unexpectedly and likely to be disturbed, all work will cease, and a qualified person appointed to carry out further investigation.

Personal protective equipment

Personal protective equipment (PPE) shall be provided where risks cannot be effectively controlled in other ways. All PPE shall carry the CE and/or UKCA mark, be suitable for its intended use and compatible with other PPE worn simultaneously.

Persons issued with PPE shall receive training on the correct use, maintenance, and storage of the equipment and the limitations and level of protection afforded by such equipment. Protective footwear is mandatory in workshops, subject to specific local exclusions for designated pedestrian walkways. High visibility clothing is mandatory in all yard areas.

Manual handling

Manual Handling will be avoided wherever possible. Where manual handling cannot be avoided, tasks will be assessed and planned to reduce the risk of injury so far as reasonably practicable. All employees will receive manual handling training.

Display screen equipment

All employees that use display screen equipment (DSE) as a significant part of their daily duties are required to risk assess the workstation and forward the assessments to their line manager. DSE assessments are reviewed at least annually.

Working hours

The Company will comply with the relevant working time regulations and maintain details of hours worked. Employees that wish to work more than 48 hours per week, averaged over a 17-week period, must refer to HR for a working time opt out form. Dependant on role and age, some employees may not be eligible to opt out. The Company Working Hours policy details further requirements on rest breaks, daily and weekly rest periods.

Alcohol and drugs

The Company has a zero tolerance of alcohol and illegal drugs whilst at work. It also recognises that it has a duty to ensure employees who may be struggling with alcohol or drug related issues are referred for appropriate support.

The taking of drugs, other than those prescribed for medicinal purposes, or the consumption of alcohol is strictly forbidden whilst at work. Where there is reasonable suspicion that a person is under the influence of drugs or alcohol while at work, appropriate steps will be taken in line with the Company drugs and alcohol policy.

Driving for work

All staff that drive vehicles on behalf of the Company will receive driver awareness training and are required to maintain high standards of driving at all times. All drivers must read the Company drivers' handbook which details driver responsibilities and requirements.

Hand-held mobile devices must never be used whilst driving. Fully hands-free equipment may be used in line with the Company policy contained within the drivers' handbook.

Mental health and wellbeing

The Company will implement measures to manage and support the mental health and wellbeing of employees, including the provision of mental health supporters within the business and signposting available sources of advice, in line with the Company mental health and wellbeing policy.

Health surveillance

Health surveillance will be provided where required under statutory provisions or where required to maintain the health and safety of identified vulnerable persons.

Welfare

The Company will provide adequate welfare facilities and ensure a safe and healthy working environment at its premises to comply with the Health, Safety, and Welfare Regulations, and where relevant as required by the Construction (Design & Management) Regulations

Construction (Design and Management) regulations (CDM)

We will comply with the requirements of the CDM regulations as relevant to the duty being carried out by the Company e.g., Principal Contractor, Principal Designer, Client etc

2.2 Control of contractors**Contractor appraisal**

All contractors will be required to demonstrate their competence prior to being engaged. A contractor appraisal questionnaire must be satisfactorily completed as part of becoming an approved contractor. Contractor performance will be monitored and reviewed

Contractor control

The Company will ensure, as far as reasonably practicable, that contractors working for or on our behalf comply with legislative requirements and best practice standards. The Company will control the activities of all subcontractors carrying out work on their behalf and ensure that their activities do not adversely affect the health and safety of people directly exposed to, or in the vicinity of, those activities.

The Company will ensure that contractors are provided with information to address risk to which they may be exposed during their work due to the activities of either employees or other parties under our control.

2.3 Training and supervision**Training**

The Company will provide information, instruction, training, and supervision as reasonably required to assure the health, safety, and welfare of its employees. Suitable records will be maintained of all training provided.

Specific training will be provided for persons appointed to have certain health and safety responsibilities, such as fire marshals or first aiders.

New employees

New employees, including persons transferring to new roles within the Company, will receive a safety induction before starting work. Suitable levels of supervision will be provided, relevant to the persons level of experience, knowledge, training and ability.

2.4 Accident, incident and emergency procedures

Accidents and incidents

All accidents must be recorded in the site accident book and reported to the Group H&S manager. Investigations will be carried out by line managers for all accidents, dangerous occurrences and near misses to determine root causes and remedial actions. Where relevant, reports will be submitted to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

First aid

An adequate and appropriate number of people trained in first aid will be provided at all premises occupied by the Company's employees. The number of first aiders is determined by assessment of the likelihood and potential severity of injuries and the number of employees at each location. A list of first aiders on site will be displayed on noticeboards.

Suitable first aid equipment will be located throughout the premises and all mobile engineers will carry first aid kits.

Emergency procedures

Emergency fire procedures will be communicated to all staff and tested by means of a planned evacuation at least annually. Each of the Company's sites will maintain an adequate number of trained fire marshals to aid in the safe evacuation of premises and liaise with the emergency services.

Fire detection and warning systems will be regularly maintained and tested weekly.

2.5 Consultation and communication

Consultation with employees

Health and safety meetings will be held at each location at least annually. Attendees of these meetings should proactively seek any issues relating to health and safety which persons in their location would like raised in the meeting. Meeting content and actions will be recorded. Health and safety will be included as an agenda item in other relevant location meetings such as depot meetings.

Employees can freely raise health and safety issues at any time with team leaders, supervisors, depot co-ordinators, health and safety meeting attendees, line managers, persons with appointed health and safety responsibilities or directly with the Group H&S manager.

Communication

Health and safety information, including but not limited to risk assessments, procedures, records of inspection, and audits, are available on the U drive which is accessible by everyone in the organisation. Information will also be made available via various other channels including, meetings, e-mail, notice boards, universal drive on the server, and toolbox talks.

2.6 Monitoring and review

Auditing

Audits of the Company's health and safety management system and its effectiveness will be carried out centrally. An independent audit will also be completed at each location at least annually.

Further audits may be carried out as required by insurers, customers, accreditation bodies and other interested parties.

Construction projects are assessed at intervals relevant to the size and risks of the project and in line with the monitoring and audit requirements stipulated in the construction phase plan

Review and reporting

Regular monitoring measures, results from audits and recommendations for improvement are reported to management and Directors and discussed within safety meetings.

A summary of health and safety performance, including accident statistics, is provided for all Divisional and T H WHITE Holdings board meetings.

The Company will ensure that this Health and Safety policy is reviewed at least annually, or when otherwise required by changes in legislation, technology, or the Company's trading activities.