



ZERO HARM

SIG HEALTH, SAFETY & ENVIRONMENT

The Following is to be used to answer questions found on most Supplier Vendor Questionnaires:

Insurance:

Q1: Please provide your insurance Details

| | Insurer | Policy No: | Limit of Indemnity | Expiry Date |
|------------------------|---------------------------------------|----------------------------|--------------------|-------------|
| Employers Liability | AIG Europe Ltd | 20620417 | £25,000,000 | 28/02/2019 |
| Public Liability | AIG Europe Ltd | 20620414 | £15,000,000 | 28/02/2019 |
| Professional Liability | AIG Europe Ltd Endurance Worldwide | 0034643027 LPI105938902 | £10,000,000 | 30/06/2019 |
| Fleet | AIG Europe Ltd | 20620357 | £20,000,000 | 28/02/2019 |

Services offered: Procurement supply and distribution of products to the building trade and construction industry.

Health & Safety:

Q2. Does your company participate in CHAS or any other SSIP Scheme?

Only our SIG Offsite Business participate in CHAS

Q3. If you employ more than 5 employees does your company have a written Health & Safety Policy (if yes, please provide a copy)

Yes

Q4. Is your Company OHSAS:18001 Accredited (if yes provide a copy)

Yes

Q5. Who is it accredited by?

Intertek

Q6. When was your first accredited?

2006

Q7. When does your certificate Expire

April 2021

Q8. When was your Health & Safety Policy last reviewed?

May 2018

Q9. Who has overall responsibility for Health & Safety Matters?

Kevin Moore – Group Health, Safety & Environmental Manager

Q10. What are their qualifications?

NEBOSH General Certificate

Q11. Who has Day to Day responsibility?

Branch Managers are responsible for the day to day health and safety within their sites.

Q12. Do you have a Drugs and Alcohol Policy?

Yes



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Accident Reporting:

Q13. Describe your procedures for recording and investigating accidents & incidents?

We have an externally hosted system where branch managers can log the accidents & incidents; these are flagged up to the HS&E team via email alert. Minor incidents are investigated at branch level; with serious either in nature of the injury or potential investigated by one of our Regional Health, Safety & Environmental Managers.

Q14. Please provide details of the number of HSE Reportable Accidents your company has had in the past 3 years

| | Fatality | Major | >3 Day | >7 Day |
|------|----------|-------|--------|--------|
| 2017 | 0 | 8 | 11 | 21 |
| 2016 | 0 | 13 | 16 | 22 |
| 2015 | 0 | 10 | 19 | 37 |
| 2014 | 0 | 14 | 16 | 38 |
| 2013 | 0 | 19 | 16 | 42 |

Q15. Please provide the Rates for:

| | Average Number of Employees | Accident Incident Rate RIDDOR Per 1000 Employees | Accident Frequency Rate RIDDOR Per 100,000 Hours Worked | Accident Frequency Rate All Lost Time Per 100,000 Hours Worked |
|------|-----------------------------|--|---|--|
| 2017 | 5093 | 5.69 | 0.31 | 1.03 |
| 2016 | 5367 | 6.21 | 0.35 | 1.05 |
| 2015 | 4967 | 9.46 | 0.52 | 1.35 |
| 2014 | 4852 | 10.71 | 0.58 | 1.49 |
| 2013 | 4930 | 12.37 | 0.69 | 1.52 |

Audits –

We have internal audits carried out by the H&S regional management team along with external audits carried out by Intertek. The Branch Manager has day to day responsibility for H&S.

Health & Safety Training:

Q16. Do you have an ongoing training program for employees (if yes please describe)

Yes: All new staff undergo a Health & Safety Induction. Senior management attend external IOSH Managing Safely training programmes. SIG's directly employed Health & Safety Trainer delivers a Bespoke RoSPA accredited Modular Health & Safety Training programme for Managers and Supervisor along with a range of workshops including: 'Working Safely', 'Supervising Safely', 'Manual Handling' and Work at Height', 'Regional Operations Manager Workshop' and 'Health and Safety for Drivers'.

Workforce Involvement:

Q17. Do you have a formal process for consulting with your workforce on Health & Safety Matters? (if yes provide details)

Yes, we have quarterly health and safety meetings in each branch which are recorded on our Internal SHE27 form. We also carry out 'Toolbox Talks'.

Environmental Management:

Q18. Does your company have a written Environmental policy?

Yes, SIG has an integrated Health, Safety and Environmental Policy

Q19. Is your company BS EN ISO 14001:2004 Accredited?

Yes

Q20. Who is accredited by?

Intertek

Q21. When was your first accredited?

2006

Q22. When does your certificate Expire

September 2018

Q23. When was your Environmental System Last Reviewed?

September 2017

Q24. Who has overall responsibility for Environmental matters?

Kevin Moore – Group Health Safety & Environmental Manager

Q25. What are their qualifications?

Associate Certificate in Environmental Management



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Q26. Who has day to day responsibility for Environmental matters?

The Branch Managers have day to day responsibility.

Enforcement Actions:

Q27. Please provide details of the number of Health & Safety Notices/Prosecutions your company has had in the past 3 years

| | Prosecution | Prohibition | Improvement |
|------|-------------|-------------|-------------|
| 2017 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 3 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 1 |

Q28. Please Give Details

| Level | Number | Date | Remedy Date | Division | Subject |
|--------------------|--------------------|-----------|-------------|--------------------|--|
| Improvement Notice | IN/06/MT/051016/01 | 5-Oct-16 | 07-Feb-17 | Building Solutions | You have failed to demonstrate that the relief valves fitted to the pentane storage vessel |
| Improvement Notice | N/06/MT/020316/01 | 3-May-16 | 2016 | Building Solutions | Breach of Control of Noise at Work Regulations 2005, Regulation 6(2) |
| Improvement Notice | IN/06/MT/020316/02 | 3-May-16 | 2016 | Building Solutions | Failure to make a suitable and sufficient RA in relation to LT Movement. |
| Improvement Notice | 304473463 | 16-Jan-13 | 19-Feb-13 | SIGD | Breach of Management of Health and Safety at Work Regs. – Inadequate Traffic Management. |

Q29. Please provide details of the number of Environmental Notices/Prosecutions your company has had in the past 3 years

| | Prosecution | Prohibition | Improvement |
|------|-------------|-------------|-------------|
| 2017 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |



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Q30. Please Give Details

| Level | Number | Date | Year | Division | Subject |
|-------|--------|------|------|----------|---------|
| | | | | | |