

Health & Safety Policy

This Policy provides a statement of Royal Mail Group's commitment to the management of Safety and Health

Main topic areas

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Getting help

Contact your manager if you have any queries about this Policy.

Managers can obtain specific safety advice by contacting their Safety, Health & Environment Business Partner or Specialist.
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Intranet support for the policy and the Safety, Health and Environment Management System and associated Standards, tools and procedures is available in the UK via the Safety, Health and Environment Management System Knowledge Database.

Owner: Group Risk and Improvement Manager
Version: 5
Date: April 2019



<p>1. Introduction</p>	<p>Royal Mail Group regards the management of safety and health as an integral part of the business.</p> <p>This policy demonstrates Royal Mail Group’s commitment to the management of safety and health risks, removing or reducing the likelihood of injury or harm to its employees and others affected by its undertakings to an acceptable level.</p>
<p>2. Overview / Purpose</p>	<p>This Policy will apply across the whole of Royal Mail Group and sets a clear statement of intent in relation to the management of safety and health across Royal Mail Group.</p> <p>The Policy outlines Royal Mail Group’s commitment to ensuring that all activities and work will be carried out in a safe manner and will ensure the safety and health of its employees and others who may be affected by Royal Mail Group’s activities.</p> <p>The Policy also outlines the expectations that Royal Mail Group has of all of its employees in maintaining a safe and healthy working environment.</p>
<p>3. Scope</p>	<p>Within this policy “Royal Mail Group” means Royal Mail Group Ltd and includes:</p> <ul style="list-style-type: none"> • UK Operations and Commercial Teams; • GLS, Parcelforce Worldwide and Royal Mail International; and • All support functions for the above businesses such as HR, Finance, Communications, Legal, Company Secretary, Compliance, Property and Facilities Solutions (including Property and Facilities Solutions Ltd), Internal Audit and Risk, IT and Strategy and Transformation. <p>In addition, it is expected that all Joint Ventures and Subsidiaries will support the policy intent through their own safety and health arrangements (this is included in due diligence procedures).</p> <p>This policy and associated Safety, Health and Environment Management System Standards cover all Royal Mail Group employees and also all casuals, agents, professional interims, agency workers and contractors where appropriate whilst they are undertaking activities for Royal Mail Group.</p> <p>The Policy has been effective since 1st April 2019 and has been fully adopted after sign off of the Policy Standard by the Global Director of Safety, Health, Wellbeing & Sustainability, and the Policy Statement by the Chief Executive Officer.</p>
<p>4. Technical / Legislative subject information</p>	<p>This policy ensures that Royal Mail Group prepares and periodically reviews a written statement of its commitment to safety and health in the workplace, setting out the obligations for both management and employees to ensure they maintain a safe place, safe person philosophy consistent with the appropriate legislative framework applicable to that Business Unit, Support Function, Joint Venture or Subsidiary.</p> <p>The Policy is adopted under the Board sponsorship of the Chief Executive Officer, and is re-communicated to all employees after each revision.</p>

5. Policy statement

Royal Mail Group Health & Safety Policy

Royal Mail Group will ensure that safety and health remain core business values, and are committed to achieving and maintaining an incident-free working environment, at all times where everyone is safe, healthy and secure.

We require everyone:

- To promote and comply with the Health and Safety Policy, and to lead by personal example;
- To be responsible for their own personal safety and health, and for the safety and health of those they work with or might impact through their work activities;
- Whether directly employed by Royal Mail Group, or working at our facilities, to work responsibly to our safety and health standards, whilst complying with applicable laws, regulations, and industry good practice;
- To identify hazards, and to assess and manage risks so that we perform our work safely;
- To challenge any unsafe acts and conditions, and any practices which could give rise to unsafe or unhealthy situations;
- To report every incident which causes an injury so that root causes can be identified and countermeasures implemented; and
- To share good practice and safety alert information, and to support continual improvement.

This policy is maintained through:

- Safety and health being the responsibility of line management, delivered with the support of our people and of our Safety and Health specialists;
- The implementation of an effective Safety, Health and Environment Management System supported by a framework of Standards which set out the principles for deployment of safety and health programmes in the various parts of Royal Mail Group;
- The use of appropriate tools, techniques and safety programmes to engage our people in safety improvement;
- The monitoring and review of safety and health performance, and the regular audit of the implementation of our safety and health standards and programmes;
- The provision of the necessary resources, information, instruction, training and communication to ensure the appropriate levels of awareness and competence for safe operations; and
- Consultation with our employees and their representatives.



Rico Back
Chief Executive Officer
April 2019



<p>6. Where to go for further information</p>	<p>For UKPIL access, further information can be gained via the Group Safety, Health and Environment Management System Knowledge Database.</p>
<p>7. Related documents</p>	<p>Useful information is available in relation to this Policy as follows:</p> <ul style="list-style-type: none"> • SHE Instruction 1.1 Safety, Health and Environment Policies and Roles and Responsibilities <p>This is available in the UK on the Group Safety, Health and Environment Management System Knowledge Database.</p>
<p>8. Ownership and review</p>	<p>This Policy and the associated Organisational Charts are owned by the Global Director of Safety, Health, Wellbeing & Sustainability who is responsible for their maintenance.</p> <p>The Policy materials are reviewed on an annual basis. The intended future review date is March 2020.</p>