

## SFY/HSH/B001 - Issue 4 - 14/01/2003 Health and Safety Policy Statement

This Policy applies to all of BT's business operations in the UK and Overseas.

### Statement of Intent

BT intends to achieve the highest standards of health and safety in all Lines of Business. The company aim is to secure a culture where the protection of health and the promotion of safety are integral components of all our commercial activities. We will strive to ensure that no-one is harmed by our activities, products or services and will seek to secure the commitment of all who are associated with the Company to these aspirations.

### Guiding Principles

- **This Policy acknowledges the commercial advantages and the humanitarian necessity of robust and effective health and safety performance.**

*Health and safety performance is a key indicator of our success in managing the business. Implementing the policy effectively will yield financial and social benefits which will contribute to our vision of being the most successful world-wide communications group.*

- **Achieving the aims of the policy will be the responsibility of Line Management.**

*The Group Chief Executive accepts overall responsibility for Safety Performance within BT. The Chief Executive Officer of each line of business will be responsible for safety performance within their sphere of control. Implementation of the policy will be carried out by line managers.*

- **Everyone within BT must contribute and feel able to contribute if we are to succeed.**

*Everyone within BT has a responsibility to ensure they take reasonable care of their own health and safety and the safety of others. It is essential that managers and their people seek to work in ways where safe behaviour is seen as normal and unsafe acts are not acceptable. No one will be disadvantaged as a result of raising health and safety concerns or adopting reasonable safe practices. Mechanisms will be established to ensure that all employees and their representative bodies can fully contribute to the safety culture of the business. The provision of Information, Instruction and Training in the most appropriate form will be assigned the highest priority so that all employees understand the risks they face and how to control those risks to a level which is consistent with the objectives of this policy.*

- **We will strive to achieve excellence in our health and safety performance wherever we work.**

*Internationally accepted best practice will be adopted as a Group Wide minimum level of performance. Assessments of risk will form an integral part of the operational management process. Risks will be reduced to a level which is as low as is reasonably achievable.*

- **Competent Specialist Support and clear technical information will be readily available to all who need it.**

*Appropriate levels of specialist support will be available to managers so that uncertainty about legal or technical aspects of health, safety and welfare issues will not hinder performance. Health and safety solutions will be developed by those who work with the risks. Guidance on safe working practices will be presented in an easily understood style using a format accessible to everyone who needs the information.*

- **We expect our partners and others who work with us to share our aspirations in the area of Health and Safety Performance**

*The health and safety performance of contractors will represent a key criterion used in the selection process. Wherever contractors seek to work for BT, their health and safety policy and performance must equal or better the standards achieved within BT.*

### Output Measures

- We will publish annually BT wide targets for health and safety performance which are consistent with the aims of the policy statement. These will represent a mix of quantitative and qualitative measures which chart our progress towards the ultimate target of zero incidents and the creation of an environment where safety is embedded in our day to day activities.
- We will publish our performance against these targets in our Annual Report, explain the reasons for any failures and the corrective action taken.
- Lines of Business will set targets which are equal to or better than the BT published performance standards. Any failure to achieve these targets will be the subject of an investigation and report to the Main Board.
- All significant accidents and near misses will be investigated to identify any improvements necessary to prevent a recurrence. Effective statistical analysis of all accident reports will be carried out to identify trends and common threads so that corrective actions can be effectively implemented.
- Top level audit of safety performance will be conducted to measure compliance with company policy and procedures. Periodic independent audit will be commissioned to assess progress against our published policy and to benchmark our performance against external organisations.

#### **Feedback and Review Arrangements**

Comments and suggested amendments to this policy should be addressed to the author.

**The policy will be reviewed annually or sooner if required.**

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