

## Register of 45001 Objectives & KPIs

IMS	Policy Statement	Objective(s)	KPIs	TARGET	Process / Department	Resources	Current progress
Health & Safety	To ensure we comply with health and safety requirements we will keep ourselves and our members informed of changes to legislation.	To maintain a legal register so as to bring into one collection all the legislation that impacts on our organisation's health and safety.	Average time to update the register and inform key colleagues and our members of change.	HSS newsletters sent out every month to members and key colleagues.  HSS virtual briefings twice yearly, attended by members and key colleagues.	QHSE Manager uses Barbour Index Legal Register notification system to keep system up to date.  Policy Directorate keep the Learning and Application Group informed of Government thinking via the implementation board.  HSS informs members and key colleagues of change both through newsletters and briefings.		Barbour update for bookmarked documents received 11/01/2021.  Weekly updates by Policy Directorate through Implementation Board to the Learning and Application Group.  HSS briefings received
	We will lead the manufacturing industry by not only promoting best practice but implementing best practice within Make UK where it is reasonably practicable to do so.	For Make UK to migrating from OHSAS 18001 to ISO 45001.  To assist our members in adopting ISO 45001 OH&S Management Standard.	The number of compliance matters resolved before migration completed.  Number of members HSS successfully engages with through our ISO 45001 promotion.	To have migrated prior to the September deadline.  SROs appointed for each site.  Number of members that sign up.	Operations board assisted by QHSE Manager progress migration, through nominating board members to lead specific aspects and reviewing progress at their meetings.		Policy being up-dated New objectives being agreed Recommendations for appointment of SRO's and Coordinators for each site presented by HR Director to CEO.
	All our people and stakeholders have an awareness and understanding of health and safety hazards and risks that affect our business.	Make UK colleagues, contractors, delegates, apprentices and other stakeholders to be given site inductions relevant to their role and responsibilities.	Percentage of colleagues who have completed mandatory induction training within 1 month of joining.  Percentage of contractors and other stakeholders who have completed mandatory induction training.	All new staff to receive induction training in H&S within one month of joining Make UK.  All contractors to receive site inductions prior to commencing work on our sites.	Process for colleagues driven by HR. Process for contractors driven by Property Manager, assisted by site coordinators. Process for other stakeholders driven by sites SRO assisted by coordinators.		Colleague inductions currently at 100%. Inductions mostly completed within first week.  Contractor inductions are focus for improvement due to site closure and key staff working from home.

IMS	Policy Statement	Objective(s)	KPIs	TARGET	Process / Department	Resources	Current progress
Health & Safety	COMPETENCE: All our people and stakeholders have the competence to undertake their work with minimum risks to health and safety.	All staff appointed to technical roles have appropriate qualifications and experience. All staff returning to their workplaces complete COVID-19 awareness course	First Aiders at all sites trained appropriate to their role. All sites to have trained fire wardens. Those appointed key H&S responsibilities given appropriate training prior to taking up the role.	Ensure all staff competent to fulfil their OH&S roles.	SROs identify training needs. HR identify roles in job descriptions.		Inductions ongoing. Training course for new SROs and Co-ordinators being planned.
	COMPLIANCE: Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise health and safety risks.	To keep all equipment requiring statutory testing certified by competent persons. To ensure written risk assessments are completed for all locations and activities that present significant risk. To review RAs before the review date is exceeded. To encourage colleagues to act if they see an unsafe practice or condition.	Number of RA reviewed and transferred onto SHE.	All risk assessments to be reviewed within 2 years.	SRO's, Heads of Business Units, QHSE Manager, OH&S Coordinators to work together to complete location and task RAs.		Review of risk assessments behind schedule due to COVID-19, limiting access to sites.
	CONTRACTORS, SUB-CONTRACTORS AND ASSOCIATES. We will engage and collaborate with our contractors and associates to ensure their:	To reduce the number of contractors we employ and centralise contractor control at national and regional level. To supply pre-construction / maintenance information to all contractors at the tender stage. To receive RAMS / Construction phase plans from contractors prior to work commencing. To monitor contractor practices on site.	Number of contracts centralised. Number of RAMS challenged. Number of checks conducted by SRO's nominated person.	No PO signed until health and safety capability and competence fulfil our expectations.	Contractor Policy Property Manager will not sign off PO till appropriate documentation has been completed satisfactorily.		Procurement study completed, planning based on recommendations started. Contractor policy and procedures being reviewed by top management. Coordinators not on site due to COVID-19.
	<ul style="list-style-type: none"> <li>health and safety capability and competence fulfil our expectations;</li> <li>health and safety performance is monitored and reviewed; and</li> <li>work activities have minimal health and safety impacts on our activities.</li> </ul>						

IMS	Policy Statement	Objective(s)	KPIs	TARGET	Process / Department	Resources	Current progress
Health & Safety	<p>WORKER INVOLVEMENT, COMMUNICATION AND CONSULTATION. We will constantly encourage, develop, review and share “health and safety good practice” both internally and externally.</p> <p>We will engage with affiliates and commercial partners to promote health and safety excellence.</p> <p>We will engage and influence our people and stakeholders to drive improvements in health and safety.</p>	<p>To use digital platforms to help make consultations far more inclusive than before the pandemic.</p> <p>To include basic checks on affiliates and commercial partners to confirm align with our beliefs.</p> <p>To consult using multiple methods, including, National Staff Forum and Executive Boards National Briefing.</p> <p>HSS briefings and webinars to members and key colleagues.</p>	<p>Number of meeting between colleagues, their line manager and Head of Service.</p> <p>Number of Executive briefings that include OH&amp;S matters.</p> <p>Number of HSS briefings and webinars.</p> <p>Number of joint programs with our affiliates and commercial partners that prompt good OH&amp;S practice.</p>	<p>Virtual meetings with line managers and colleagues to take place at least once per month.</p> <p>Minimum of two Executive Briefing a year.</p> <p>Minimum of two HSS briefings.</p> <p>Minimum of 6 HSS Webinars</p>	<p>Procedure 10, communication and Participation.</p> <p>Department Heads to monitor number of meetings actually taking place.</p> <p>Policy Directive arranges executive briefings for everyone to attend.</p> <p>HSS work with marketing and members to identify hot topics and legislative changes.</p>		All targets are on schedule.
	<p>WORK-RELATED HEALTH &amp; WELLBEING. We will assess our health and wellbeing risks. All our people will be informed of the health and wellbeing risks that affect them both when working from home, at our sites and at our member’s/client’s sites. Health surveillance will be conducted to satisfy health and safety legislation.</p>	<p>Actively promote psychological and emotional wellbeing within MAKE UK</p> <p>To introduce a wellbeing app.</p>	<p>% of positive responses in staff survey.</p> <p>% loss time due to ill health</p>	<p>Wellbeing Champion at each site with activity plans.</p> <p>Work towards being compliant with ISO 45003</p>	<p>CEO actively promotes the importance of health and wellbeing with Make UK.</p> <p>Executive Board monthly update on wellbeing.</p> <p>Central Services - HR and Homeworking Implementation Group</p>		<p>Mental Health First Aiders in place.</p> <p>Wellbeing champions in place</p> <p>Weekly homeworkers calls established</p> <p>Avia Wellness App made available</p>

IMS	Policy Statement	Objective(s)	KPIs	TARGET	Process / Department	Resources	Current progress
Health & Safety	DELIVERING OUR POLICY Our policy will be delivered by generating a culture that does not tolerate threats to health and safety; and ensuring the real involvement of all our people, the contractors, associates and stakeholders.	<p>1. Continue raising awareness and profile of safety within the company.</p> <p>2. To seek the views of staff and identify their concerns.</p> <p>3. To seek improvement suggestions from staff.</p> <p>4. Identify areas that need improving</p>	Number of opportunities for improvement identified.	<p>1. To resolve all non-conformities identified by internal and external auditors.</p> <p>2. To give positive feedback promptly on suggestions.</p> <p>3. To increase the percentage of suggestions made and implemented.</p>	<p>QHSE Manager arranges audits and records opportunities for improvements.</p> <p>On-line Share Point ideas submission form used to collect ideas.</p> <p>Aston has paperwork system for apprentices and workshop staff to raise suggestions.</p>		<p>QHSE Manager populating 02A Risk and Opportunities Register.</p> <p>All staff emailed to remind them that the ideas submission page can be used for OH&amp;S, Sustainability, Quality and Wellbeing.</p>
	POLICY REVIEW This policy will be reviewed and amended, as necessary.	<p>That the executive board will conduct a management review of our IMS.</p> <p>That Senior Responsible Owners and Heads of Service conduct management review annually, and report findings to the board.</p>	Executive Board conduct 6 reviews, spanning over 12 months the key elements listed in Annex AL.	<p>Executive board conduct review with QHSE Manager bi-monthly.</p> <p>On an annual basis company policies reviewed by the corporate board.</p>	<p>Procedure 23, Management Review.</p>		<p>As at end of February, 2 meetings held 2021.</p> <p>Record 46, Management Review Agenda and Records</p>