

## Quality Policy

The Managing Director has established a quality policy statement appropriate to the needs of the organisation and its customers, which includes its commitment to continual improvement. The statement is reviewed for continuing suitability and is communicated, understood and implemented throughout the organisation.

### Policy Statement

JD Excavations aims to be the best at everything it does. We will do this by:

- Placing the highest value on being customer driven and meeting requirements
- Setting and monitoring achievement of objectives
- Focussing on efficiency and service standards
- Continually improving the effectiveness of the quality system

#### 1.1.1


It is the policy of JD Excavations to provide the highest possible quality of services to all our clients, to consistently provide our services within the agreed cost and time limit. The achievement of high quality and consistency calls for a systematic and disciplined approach by all staff in all activities associated with the delivery of the customer's specific requirements.

In order that the requirements of this policy are met, the company shall operate a quality assurance system that meets the requirements of BS EN ISO 9001 : 2008.

The company is committed to the ongoing improvement of the quality management system through the establishment and ongoing review of specific measurable quality objectives, and the involvement of staff in meeting these objectives.

This manual defines the management organisation responsible for quality. The Managing Director has ultimate authority and responsibility for the effectiveness of the Quality Management System and is responsible for implementing and maintaining the systems described in this manual and in the associated procedures.

It is part of the company's training programme that this policy is understood, implemented and maintained at all levels in the organisation. Copies of the company policies form part of the Assignment Instructions issued for each contract. This policy will be reviewed on a regular basis to confirm its continuing suitability in assisting with the achievement of the company's objectives.

  
Managing Director

March 2012

JD Excavations

# Health and Safety Policy

## 1. General Statement Of Policy On Health And Safety At Work

- 1.1 JD Excavations are committed to do all that is reasonably practicable to provide a safe and healthy place of work for all employees. The company recognizes that it has a duty to act as a good employer and to conduct its business activities in such a way to achieve the highest possible standard of health and safety for employees, clients and members of the public.
- 1.2 The Company will fulfill its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, Approved Codes within the Health and Safety at Work Order 1978 (NI).
- 1.3 Careful evaluation of all work activities, by way of Risk Assessments, has been undertaken in accordance with legal requirements.
- 1.4 This document has been prepared In accordance with the requirements of the health and safety at work order 1978 (NI) and will be reviewed annually or if any new work processes or changes occur. It will be passed to each new employee at their induction training.

**In pursuance of safety the company will:**

- Provide Safe access to and egress from the workplace
- Provide and maintain a safe place to work for all staff whilst at work.
- Provide safe plant and equipment which is maintained and inspected
- Provide a safe environment for employees, clients and visitors.
- Ensure the health and safety of all employees in connection with the use, handling, storage and transport of equipment and substances.
- Maintain, revise and publicise the Health and Safety Policy.
- Provide instruction, information, training and supervision.
- Promote personal responsibility on the part of all employees to avoid and prevent health hazards and injuries to themselves and others who may be affected by their acts or omissions.
- Ensure that employees are aware of their obligation to co-operate with the Company in compliance with its duties, requirements and statutory obligations.

Name:	J Doyle
Position:	Managing Director
Signature:	
Date:	Jan 2012

## 1.1 Environmental Policy

JD Excavations provide building and civil engineering services to a range of clients. JD Excavations recognises that good management includes all environmental matters and ensures that environmental protection and the prevention of pollution are part of all decisions, policies, activities, products and services. We encourage environmental responsibility through all levels of our organisation, by employee awareness, environmental communication, and training.

The company will:

- Ensure compliance with all applicable environmental legislation and other requirements to which the company subscribes which relate to our environmental aspects
- Provide for the publication of the Environmental Policy internally, by posting the document on the premises of the company and externally to all interested parties, on request.
- Provide for the setting and achievement of environmental objectives and targets for the company, and for the publication of the environmental objectives and targets by the posting of the document in the premises of the company.
- Maintain efforts to achieve continual improvement in the environmental performance of the company, the starting point being to comply fully with the requirements of ISO14001: 2004.
- Avoid the depletion of natural resources by endeavoring to reduce paper use and recycle waste paper and office consumables.
- Select suppliers who themselves take responsibility for environmental issues.
- Foster openness, dialogue and discussion with employees, clients, suppliers, contractors and all interested parties regarding the environmental performance and the environmental objectives and targets of the company.
- Measure environmental performance by conducting regular environmental audits and assessments of compliance with the Environmental Policy, relevant environmental legislation and the requirements of the company.



Managing Director

Jan 2012

**JD Excavations**