



# **Safety**

## **Section 01: Policy, Leadership & Administration**

### **SA.01.PO.001**

## **Health, Safety, Environment, and Energy Policy**

## Issue History

Issue:	Date:	Author:	Comment:
1	Jan 2025	Stuart Browning	Annual review and update. Doc updated with new Document Control numbering. Previous document number SM 1.01.
2	Nov 2025	Stuart Browning	Annual review and update. Adjustments to Job titles and assignment of professional head status as per organisational changes. Updates to section 3.2 to reflect revised SMS structure in SharePoint.

## Release Control

Prepared by:	Authorised by:	Date Approved for Release:
Stuart Browning - Operations & Safety Director	Rob Mullen - Managing Director	SSEB – 25 <sup>th</sup> November 2025

## Document Review and Audit

This policy will be implemented from the date of Safety, Security and Environmental Board approval

This Policy will be reviewed annually or when any of the following occur:

- Introduction of new or alteration to existing methods of working
- Internal re-organisation or restructuring where this directly impacts the scope of contents
- After any incident or audit that highlights the need for review of systems and procedures relating to this policy/procedure
- Any relevant changes in legislation, industry standards or best practices

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## References

- SA.01.PO.001 Health, Safety, Environment, and Energy Policy Statement

## Associated & Related Documents

- NA

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## 1. Organisational Safety Tree

Commitment to safety is led from the top and safety responsibilities have been identified for all levels of staff. c2c has identified three posts where the holder must, by their qualifications and experience, be competent to specify and manage safety issues relevant to their area of expertise. These posts are referred to as Professional Heads. The posts are:

- Operations & Safety Director - Professional Head of Occupational Safety
- Operations Standards Manager - Professional Head of Railway Operations
- Asset and Property Director – Professional Head of Infrastructure (Stations and Offices)
- Head of Engineering - Professional Head of Engineering (This is currently outsourced to SNC-Lavalin and is managed by the Engineering & Sustainability Director).

## 2. Managerial Safety Responsibilities

General and specific health, safety, environment and energy responsibilities are laid down in detail in individual job descriptions, together with details of experience, knowledge, qualifications, training and competency requirements.

## 3. General Arrangements for Health, Safety, Environment and Energy

**3.1** The Health, Safety, Environment and Energy Policy is available on the c2c SharePoint Hub (Safety Manual section 1). This document is available to all staff, either directly or on request from their local manager or supervisor. The Managing Director's Health, Safety, Environment and Energy Policy Statement is posted on all c2c safety notice boards. Attention is drawn to the policy and statement of general arrangements during induction training whenever staff commence employment with c2c and also as part of the Core Safety Briefing.

**3.2** All the documents that support the c2c Safety Programme follow the 21-element format shown below:

1. Policy, Leadership and Administration
2. Management Training
3. Planned Inspections
4. Task and Workplace Risk assessment
5. Accident/Incident Investigation
6. Security
7. Emergency Planning and Response
8. Competence, Licences and Permits
9. Fire Safety Management
10. Employee Training
11. Road Vehicle Management
12. Health Controls
13. Auditing and Management Check Arrangements
14. Engineering Design & Modification
15. Communications
16. Recruitment and Placement

- 17. Procurement
- 18. Management of Contractors
- 19. Environment
- 20. Operations Manual
- 21. SDC Manual

**3.3** c2c's health, safety, environment and energy objectives are set and agreed by the company's Board and are published in the Business Plan. These objectives are derived from an analysis of health, safety, environment and energy performance and trends. Other objectives are set for the company when it is appropriate to do so. Individual managers' safety objectives are cascaded from those of the company as a whole through the management structure.

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