

ATLANTIC & PENINSULA

Australia



A&P WORK SAFE HOMESAFE™ 365

INTRODUCTION TO ATLANTIC AND PENINSULA MARINE SERVICES LTD

Atlantic and Peninsula Marine Services' number one priority is to safeguard the safety and wellbeing of our staff, customers and sub-contractors.

Our commitment to keeping each other safe lies at the heart of everything we do and every decision we make. By working together - we can reduce the risk of accidents in our workplace.

In order to reinforce this commitment, in 2018 we launched our Work Safe, Home Safe (WSHS) initiative, a programme which defines the core values that underpin the safety culture here at APMS.

Since the launch of WSHS, we have seen real health and safety improvements across the Group. We have invested heavily in creating the right processes, infrastructure and behaviours to ensure a happy, healthy and prosperous workplace.

Some of our proudest business achievements of the last 18 months have been in the field of Health, Safety, Environment and Quality (HSEQ).

Within A&P Group, our UK business, we have achieved the coveted ISO 9001:2015; ISO 14001:2015 and ISO 45001 professional accreditations which recognise our commitment to HSEQ and have been awarded the prestigious RoSPA Engineering Services Sector Award for our sustained efforts so far. Most significantly of all, we have secured Fit for Nuclear status which means our practices meet the approval of one of the most rigorously demanding and heavily regulated sectors in the world. As you will read later, Atlantic and Peninsula Australia is also achieving great success.

We have made great progress - however, there is still more to do and we need your help.

We each need to get involved and think safety in everything that we do, both in and out of work. We ask that you read this document and commit to embracing WSHS in your everyday working lives and share our values with our customers and supply chain.

We all want to work safely and go home safely.

ATLANTIC & PENINSULA
— **Marine Services Ltd** —

A&P
GROUP



David McGinley

Chief Executive Officer of Cammell Laird
Ship Repairers and Shipbuilders and
Atlantic & Peninsula Marine Services

ATLANTIC & PENINSULA AUSTRALIA

Atlantic & Peninsula Australia (APAU) continues to demonstrate the high level of commitment to health and safety which is seen across the Group.

We have transferred best practices and implemented the same high standards that are deployed by A&P Group since the first maintenance period was conducted in Australia in 2012. Over the last eight years, these practices have been developed and refined to meet Australian legislation and are the foundations of our Integrated Management System (IMS) which was certified to ISO 9001, OHSAS 18001 and ISO 14001 in 2014.

The delivery and continual improvement of our safety processes and practices has been paramount throughout the In-Service Sustainment and Support Contract for HMAS Choules where zero lost time injuries have been sustained for almost five years during over 1,000,000 hours of operation and production activities. In March 2020, we were proud to secure the latest ISO standard for Work Health and Safety, ISO 45001 - further proof of our ongoing commitment to health and safety.

APAU are excited to roll out the successful Work Safe, Home Safe initiative which comes at a great time for us, the programme will provide a central pillar for safety culture as we continue to grow our business in Australia.

Work Safe, Home Safe (WSHS) defines the core values which form the basis of our safety culture here at APAU. By establishing and communicating these values, we aim to provide clear direction to others on the core behaviours and attitudes which are expected of our staff, suppliers and stakeholders.

As APAU continues to grow in scope and capability, this initiative is critical to ensuring that we continue to deliver our services to the highest levels of safety and ensure that everyone is safe and well, and we invite you to do your part in our journey.

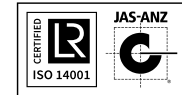
APAU considers our personnel to be our most important asset, their technical knowledge, commitment and can-do attitude help us deliver the service the customer wants.

Quality is embedded in all of our systems and procedures to get it 'right first time', and being customer focused this is key to consistently delivering our services. To achieve this we must have an integrated approach to working with our customer and our supply chain.

This is where careful and detailed forward planning and collaboration is paramount to achieving compliance and delivering to expectations. WSHS and its core values will feature in all supplier engagement, safety training and inductions.

The focus areas of our WSHS programme is to ensure that everyone:

- **Is considerate to others and their surroundings.**
- **Knows and understands the rules and requirements.**
- **Speaks up, asks questions and discusses safety.**
- **Follows the rules and adopts the WSHS values.**



OVERVIEW OF OUR INTEGRATED MANAGEMENT SYSTEM

APAU has developed a comprehensive Integrated Management System (IMS) to maintain compliance with the latest ISO standards which we are certificated with LRQA.

APAU undergoes rigorous audits from LRQA and our customers to review our core processes and procedures and ensure that we do what we say we do.

Each member of our staff contributes to the success of our IMS through their commitment to implement our policies, processes and safe work procedures in their daily work practices.

Top level IMS documents:

- **HSEQ Policy Statement.**
- **HSEQ Management System Manual.**
- **Site Safety Management Plan.**
- **Environmental Management Plan.**
- **Continual Improvement Policy.**

The IMS captures customer requirements, the Work Health and Safety Act, WHS Regulations, and industry best practice. The safety of our workforce is ingrained throughout the IMS system, our most valuable asset is our workforce and their skills and commitment are key to our success.

By integrating with our customers and suppliers APAU are able to ensure that safe systems of work are effective and meet all legislation and customer requirements whilst also delivering best practice.

To aid collaboration and the sharing of information APAU as part of Work Safe, Home Safe have launched the HSEQ Observation Card which provides everyone with a simple mechanism to provide effective feedback on issues, improvements, ideas and good performance.

Please contact the HSEQ Manager (back cover) if you require a copy.

WSHS VALUES

The safety of our employees, customers and sub-contractors is paramount in our day to day working lives.

It is critical that we all understand the behaviours which are expected of us. Everyone within the business needs to work together to ensure we adhere to these values.

There are four clear components to our A&P Work Safe, Home Safe values:

- **CARE**
- **COMMITMENT**
- **COMMUNICATION**
- **COMPLIANCE**

This booklet outlines our behavioural safety values and the ways in which we can encourage our teams to work together and support our safety culture.



CARE

Care can mean many things - looking out for others, considering the wellbeing of other people, observing what's happening around you and caring about maintaining the best safety practices.

We all need to foster a genuine enthusiasm towards creating a healthy, safe and pleasant working environment.

Above all else - we all need to believe that the goals set out in WSHS are possible, in order to achieve a positive health and safety culture.



COMMITMENT

Commitment to our Work Safe, Home Safe values is essential if we are to maintain our health and safety culture.

Our WSHS values need to be embedded in everything we do and supported by everyone in the business if they are to remain the bedrock of A&P Group.

This way we will maintain a safe workplace and environment every day of the year.

The commitment of everyone working within A&P to the WSHS values is critical to its success, looking out for each other getting involved and thinking safety in everything that we do allows us to Work Safe and Go Home Safe every day.



COMMUNICATION

Good communication is critical to the success of a business.

Good communication is not just about passing on information. It's a two way process which should involve speaking up if you see something unsafe, completing immediate corrective actions (ICA), being proactive and asking questions and listening to the information provided.

At A&P we insist on an open and honest culture with strong communication at all levels. This level of communication will help nurture well motivated employees who respect and consider each other.

If you have any concerns then make sure you report them or speak to someone as soon as possible, the timely reporting of safety concerns can prevent someone being injured.



COMPLIANCE

Complying with all of our safe systems of work and our Work Safe Home Safe values sets the foundations for A&P to develop a strong safety culture.

This requires each and every one of us to adopt a professional and positive attitude and to follow the safety rules and procedures we have put in place, at all times.

By complying with our core values, we will be able to work safe and go home safe.

If your not sure of anything then ask your supervisor, line manager or the HSEQ team. It's important everyone understands what compliance means it helps us understand any workplace hazards/risks.

**SENIOR
MANAGEMENT**

**SET HIGH
STANDARDS**

**MANAGERS/
SUPERVISORS**

**APPLY
STANDARDS**

EVERYONE

**MEET HIGH
STANDARDS**

CONTINUAL IMPROVEMENT

APAU has changed and improved continually since the first maintenance period in 2012 and this has been critical to our success.

To formalise this and create a more effective and systematic mechanism for change, APAU have implemented a new Continual Improvement (CI) policy and processes which will underpin the development of our business.

The motivation to change coupled with effective mechanisms set out by the CI policy and processes will go hand in hand with WSHS and the values it prescribes and both of these initiatives will underpin the HSEQ Awareness Programme and the launch of the HSEQ Observation Card.

The HSEQ Observation Card will provide everyone with the opportunity to raise issues and provide recommendations and good ideas, the system will allow us to record findings and track actions.

Each issue or recommendation will be assessed by the APAU HSEQ Team and will be actioned appropriately with all significant matters and opportunities raised to Senior Management for their awareness, assessment and approval for development and incorporation.

It is important that all staff and stakeholders have the opportunity to contribute and have a simple means of raising issues, observations and suggestions.

The cards are available on our internal IMS, on hard copy around our work sites and office and are available electronically from our website and mailing list.

Please feel free to make a contribution.

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HSEQ OBSERVATION CARD

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HSEQ OBSERVATION CARD OVERVIEW

Reporting HSEQ observations is key to our HSEQ culture and continuous improvement. HSEQ Observation card helps to identify HSEQ issues to ensure follow up action is undertaken. The card also provides an opportunity to acknowledge and celebrate good practice.

All stakeholders including A&P staff, customers and contractors are encouraged to complete observation cards. All observation cards received will be recorded and followed up by the HSEQ team.

If you require assistance to complete an HSEQ observation card please contact any HSEQ team member.

Most importantly, if any safety issue relating to high risk work is observed, please stop the work immediately and contact the HSEQ team.

Examples of situations where the observation card should be used:

- After seeing and addressing safety issues.
- For capturing good ideas and suggestions for improvements or changes.
- If a document or process does not exist or is incorrect or incomplete.
- To recommend praise or acknowledgement of good work.
- If something is witnessed to be of poor quality or condition.
- To communicate good or bad behaviours or conduct.
- Simply anything that you may wish to express that may require action, change or recording.

HSEQ OBSERVATION CARD

The safety of our employees, customers and suppliers is paramount to ensure we **WORK SAFE** and go **HOME SAFE**. When you observe an unsafe condition, behaviour or a good practice, please write your observation on this card (use both sides) and discuss with your supervisor or a member of the HSEQ team.

Safety issues relating to high risk work must be stopped and reported to the HSEQ team immediately before completing the Observation card.

Name: _____

Organisation: _____

Contact details: _____



Date: _____

Time: _____

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Insert 'x' in the appropriate box:

SAFETY ISSUE	<input type="checkbox"/>
QUALITY ISSUE	<input type="checkbox"/>
GOOD PRACTICE	<input type="checkbox"/>
HIGH RISK: WAH, Confined Space, Hot Work, Crane Ops, Lifting, Rigging	<input type="checkbox"/>
Isolation	<input type="checkbox"/>
Document or Process	<input type="checkbox"/>
Hazardous Chemical	<input type="checkbox"/>
House Keeping	<input type="checkbox"/>
Noise, Dust or Radiation	<input type="checkbox"/>
Plant, Equipment or Tools	<input type="checkbox"/>
PPE	<input type="checkbox"/>
Scaffold	<input type="checkbox"/>
Workmanship	<input type="checkbox"/>
Other	<input type="checkbox"/>

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Location: _____

Description: _____

What immediate action was taken: _____

What can be done to prevent a recurrence: _____

Name of the supervisor or HSEQ team member observation discussed with: _____

WSHS CASE STUDY - COVID-19

In line with the WSHS philosophy, Atlantic and Peninsula Australia's number one priority is to safeguard the health and safety of our employees, sub-contractors, and customers. APAU has developed a COVID-19 Response Plan and Risk Assessment to ensure we can deliver our services effectively while protecting our staff, stakeholders and the wider community during the pandemic.

A combination of rigorous risk assessments, preplanning and ongoing communication with customers, sub-contractors and staff members have ensured we mitigate the risk of COVID-19 entering the workplace and minimise disruption to our schedules of work.

Our safety team are available to answer any questions in relation to COVID-19 and we ask that you report immediately any of the following:

- Breaches or concerns of improper social distancing and virus control measures.
- If you are diagnosed with COVID-19.
- If you are feeling unwell or you are staying home from work due to COVID-19 like symptoms and have been on an APAU site.

Some of the measures we have implemented include:

- **Physical distancing and alternative working arrangements.**
- **Individual risk assessments to support those more vulnerable.**
- **Frequent and regular updates to staff and stakeholders reported daily to defence and CASG.**
- **Updated management plans and procedures.**
- **Increased cleaning and provision of hand sanitation and masks.**
- **Full vessel / ship antimicrobial clensing.**
- **Onsite screening and temperature checking.**
- **Signage, information and education and the sharing of information with industry partners.**

CONTACT

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A&P TYNE

A&P TEES

**A&P
FALMOUTH**

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