



# KDM GROUP HSEQ-MS STRATEGY OBJECTIVES – 2024

Occupational Health & Safety is a strategic driver and a core business value here at KDM Group. Our goal is simple, to achieve HSEQ excellence by providing workplaces free from harm, supported by a culture which ensures that the safety of our people and protection of the environment is an absolute priority. We hold the principle that the best solution for the management of occupational health and safety is also the best business solution for all stakeholders working with, or on behalf of KDM Group. We remain committed to measurable and continual improvements in our health and safety performance through the implementation of this HSEQ Strategy Objectives Plan for 2024



I am delighted to present the KDM Group first annual Occupational Health and Safety Strategic Plan.

Throughout our business HSEQ performance continues to improve significantly with the implementation of strategic objectives and interventions.

Over the past 3 years, and by reviewing the **Annual KPI Reports**, our **Incident Frequency Rate** has reduced by **17%** year upon year, and injuries which resulted in time lost away from work have reduced by **25%**. More importantly, the average number of days lost through injury for those that were injured at our workplace has reduced by **11%** (**figures are inclusive of contractors**)

In tandem with these outstanding improvements, our culture continues towards an increasing awareness where concern for our people and the environment drives HSEQ excellence as a core business value and strategic driver at KDM Group. These achievements are vital to the company's on-going success as a market leading fit out contractor throughout the United Kingdom

The **2024** Strategic Plan continues our roadmap of key strategies and interventions to build on our desired goal of HSEQ excellence and deliver outstanding performance across the business. The plan defines a blueprint for each business sector, to develop deliverable outcomes based on these objectives, and the strategic drivers. This year our plan seeks to further consolidate the significant improvements achieved over the past several years.

Implementation of the strategic plan takes place at both Director level and at all KDM business regions. At the Director level, the goal continues to be the achievement of the strategic objectives that require a coordinated approach across the business, bringing together all divisions in unison. At regional level, the objective is to implement the arrangements and support the Group HSE Director with the KDM Group objectives and targets outlined within this plan.

I encourage each Group Director to develop their HSEQ performance outcomes for 2024 based upon this **Strategic Plan**.

As CEO, I support the implementation of this Strategic Plan by:

- Promoting the directions of the 2024 HSEQ Strategic Plan.
- Ensure the objectives of the plan are appropriately considered and resourced
- Participate in the achievement of the set objectives outlined in the Plan.

The allocation of resources to meet the priorities of this Strategic Plan is addressed through appointment of the Group HSE Director and the HSE Department

Iain Jones  
CEO

January 2024

# KDM GROUP HSEQ STRATEGY OBJECTIVES – 2024

## PRIORITY AREA 1

### Organisational Culture

**Strategic Objective:** *The acceptance of occupational health safety as a core organisational value in the minds of Directors, Senior Managers, employees and our Stakeholders to support lasting HSEQ performance outcomes.*

#### Key Actions:

- Implement a core principles program in line with the strategic driver and goal of HSEQ excellence.
- Further develop the KDM HSEQ awareness program to promote predictability, clarity and familiarity for participants.
- Cascade the HSEQ awareness program through senior management of departments and Business Units in key performance indicators.
- Managers' responsibilities include active participation in HSEQ programs & workplace consultation
- Managers are informed of expected HSEQ behaviours with responsibilities/ performance expectations as defined for all employment layers.
- Oversee employee participation in HSEQ programs including workplace consultation arrangements reflected in key performance indicators.
- Report all incidents within 24 hours, with a blame free learning culture endorsed by senior management.
- Continue the KDM Group **Beyond Zero** safety initiative to further assess organizational culture change and goal of HSEQ Excellence

## PRIORITY AREA 2

### Systems and Processes

**Strategic Objective:** *Consolidation of systems and processes to drive operational excellence in the management of occupational health and safety risks & environmental impacts.*

#### Key Actions:

- Maintain the KDM Group **HSEQ-MS** system across all offices regions and projects.
- Monitor compliance with the **HSEQ-MS** and related policies, procedures and initiatives across all regional offices and projects.
- Continue scheduled audits and inspections on all projects throughout the United Kingdom
- Report on trends and corrective actions on a monthly basis.
- Promote health and safety legislation across the business and related policies, procedures, forms, and guidelines
- Maintain the ISO certification of the KDM Group **HSEQ-MS to ISO 45001:2018 ISO 14001:2015** international standards
- Undertake random reviews of workplace injury management processes to align these processes with system requirements.
- Evaluate and further develop programs to enhance HSEQ awareness through the delivery of approved training within KDM
- Undertake internal compliance audits within the offices and regional business areas.

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## KDM GROUP PRIORITY AREA 3 Performance Data & Analysis

**Strategic Objective:** Monitor the effectiveness of control strategies and the accuracy of HSEQ data to respond to significant incidents, detect recurring trends and learn from experience.

### Key Actions:

- Continue the implementation of the KDM Groups occupational health and safety incident reporting system to monitor the accuracy, timeliness and reporting of incidents.
- Expand incident investigation training across all regions as required, to further stress root cause analysis.
- Expand the occupational health & safety incident reporting system to include proactive reporting of hazards and risks
- Evaluate improvement outcomes against the set objectives and targets and measure against the current industry sector performance.
- Monitor workplace hazards and incident reporting to identify trends and proactive interventions.
- Monitor all the Projects trend analysis through the Monthly **KPI Workbook**, to obtain a clear vision about the hazards and the trend analysis against each Project
- Maintain compliance reporting to the Directors, for further actions.

## KDM GROUP PRIORITY AREA 4 Risks to People and the Environment

**Strategic Objective:** Systematically identify and manage 1<sup>st</sup> Contracts significant risks to people and the possible impacts on the environment.

### Key Actions:

- Initiate risk assessments for all tasks and record the actions in the risk registers
- Develop a process for carrying out risk assessments for all foreseeable office risks, including the employees working environment and office maintenance
- Further develop and implement Guidance Procedures (SOP's) and undertake training on key matters to all employees exposed
- Continue HSEQ Alerts and corrective actions for significant risks or environmental impacts as they emerge.
- Continue the HSEQ Blitz on selected topics each month and ensure information is cascaded throughout the business regions by means of Toolbox Talks carried out by Management
- Implement prepared toolbox talk topics and other awareness strategies for key safety risks and environmental impacts.
- Scope and implement control measures for emerging risks including fitness for work, stress and fatigue.

## KDM GROUP PRIORITY AREA 5 Occupational Injury or Illness

**Strategic Objective:** To reduce occupational injury or illness through continued application of injury and illness prevention programs.

### Key Actions:

- Improve accident incident rates by **15%** on Projects.
- Review injury intervention programs to determine their effectiveness in addressing the principal sources of occupational injury to employees or subcontractors
- Evaluate and further refine interventions associated with the injury mechanisms 'being hit by objects' and 'contact with heat and electricity'
- Promote stress management awareness program,
- Promote stress management training for work related tasks which interface with clients demands
- Implement a hotline (WhatsApp) for situations which involve difficulties or problems in the workplace.
- Update and further implement the safety Initiative programme to address sources of injury to site and office personnel.
- Implement standardized systems and processes for key injury management functions and tasks

## KDM GROUP PRIORITY AREA 6

Train, Support and Motivate

**Strategic Objective:** Train, support and motivate people to identify and manage workplace safety risks or environmental impacts.

### Key Actions:

- Identify roles and responsibilities for employees with accountability for key positions charged with occupational health and safety.
- Target training needs to responsibilities at regional locations including subcontractors
- Subscribe with reputable training providers to increase the awareness of KDM employees.
- Management personnel required to undertake 'Risk Management' Training.
- Maintain the HSEQ learning and development program to include the following: -
- HSEQ induction to all new staff within 1<sup>st</sup> week of employment
- DSE Assessment training – All office staff
- Promote 'awareness training' in occupational health and safety for Directors and Senior Management within all regions.
- Monitor the training on the **KDM HSEQ-MS** for Directors and all Senior Management within the business.
- Maintain the KDM training plan based upon the business needs, and further develop the KDM CPD programme for all Group employees.
- Partner with the training department to identify individual training needs.

## KDM GROUP PRIORITY AREA 7

Service Provider Engagement

**Strategic Objective:** Enable KDM Group personnel to better manage the performance of service deliverables consistent with KDM HSEQ policies and procedures.

### Key Actions:

- Review standardized occupational health and safety procurement, contract conditions and pre-qualification of subcontractors and suppliers align with certification standards and legislative requirements
- Continue to appoint sub-contractors / vendors from the approved database
- Undertake on-going audits of the sub-contractors / vendors in order to achieve annual objectives and set targets.
- Review service provider prequalification software and modify or implement new systems for KDM Group.
- Implement a pilot 'online induction programme' for subcontractors to login and undertake the required / desired online training programmes. 2024