

J J E ELECTRICAL CONTRACTORS LTD

PART OF THE J J E GROUP

QUALITY, ENVIRONMENT & OCCUPATIONAL HEALTH & SAFETY POLICY

Document Control

Company	J J E Electrical Contractors Ltd
Group	Part of the J J E Group
Company Registration Number	16182299
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Directors	Mr Sean Michael Kerrigan & Mr John Joseph Kerrigan
Scope	Domestic, commercial and industrial electrical contracting and associated services
Effective Date	27 August 2026
Version	1.0
Review	At least annually and following significant changes
Next Review	August 2027

1. Policy Statement

J J E Electrical Contractors Ltd, part of the J J E Group, is committed to delivering high-quality electrical contracting services while protecting people, the environment and the health, safety and wellbeing of employees, subcontractors, clients, visitors and members of the public.

We are committed to a culture of quality, environmental responsibility and occupational health and safety. We will comply with applicable UK legislation, contractual requirements and other obligations relevant to our activities, and will continually improve our management arrangements and performance.

This policy provides the overall framework for our integrated approach to Quality, Environment and Occupational Health & Safety (QEOH&S).

2. Scope of the Policy

This policy applies to all activities undertaken by or on behalf of J J E Electrical Contractors Ltd, including domestic electrical installations, commercial installations, industrial electrical contracting, electrical testing and inspection, maintenance, EV charging, solar-related electrical works, fire alarm works, remedial works and associated electrical engineering services.

It applies to directors, employees, apprentices, agency workers, subcontractors, labour-only subcontractors, consultants, suppliers and other persons whose work may be affected by or affect our operations.

3. Management System Principles

Our management approach is based on a practical Plan–Do–Check–Act cycle. We will identify requirements and risks, plan controls and objectives, implement them through competent people and documented procedures, check performance through inspections and reviews, and act on findings to prevent recurrence and drive continual improvement.

This approach is consistent with recognised management-system principles, including those reflected in ISO 9001 for quality, ISO 14001 for environmental management and ISO 45001 for occupational health and safety. The company does not claim certification to these standards unless separately certified.

4. Quality Commitment

We aim to deliver electrical work that is safe, compliant, reliable, fit for purpose and completed to agreed specifications, programmes and contractual requirements.

We will:

- Understand and confirm client requirements before work starts.
- Use competent and appropriately qualified personnel.
- Use suitable materials, equipment and installation methods.
- Follow drawings, specifications, standards, manufacturer instructions and approved methods.
- Plan work to prevent defects rather than relying solely on final inspection.
- Carry out appropriate inspection, testing and verification.
- Maintain records of inspection, testing, certification and completion.
- Control non-conforming work and correct defects promptly.
- Protect materials and completed works from damage.
- Manage client changes and variations in a controlled manner.
- Monitor customer feedback, complaints and satisfaction.
- Select and monitor suppliers and subcontractors proportionately.
- Learn from defects, near misses, complaints and lessons learned.

5. Quality Objectives

Quality objectives will be established and reviewed in proportion to the size and nature of the business and projects undertaken.

Examples include:

- High first-time quality and reduced rework.
- Completion of inspection and testing records.
- Timely completion of certificates and handover information.
- Reduction in customer complaints.
- Prompt close-out of defects and snagging.
- Supplier and subcontractor performance monitoring.
- Compliance with project specifications and applicable electrical requirements.
- Continual improvement of processes and workmanship.

6. Environmental Commitment

J J E Electrical Contractors Ltd recognises that electrical contracting can have environmental impacts through vehicle use, energy and material consumption, packaging, waste generation, noise, dust, pollution risks and the manufacture and disposal of electrical equipment.

We will seek to prevent pollution, minimise waste and use resources responsibly. Environmental controls will be proportionate to the nature, scale and environmental risks of our activities.

7. Environmental Controls

We will, where relevant:

- Apply the waste hierarchy and seek to prevent and reduce waste.
- Reuse and recycle suitable materials where practicable.
- Segregate waste streams where appropriate.
- Use authorised waste carriers and suitable disposal or recovery facilities.
- Maintain appropriate waste transfer and consignment records.
- Manage hazardous waste appropriately.
- Handle WEEE, batteries, lamps, oils, chemicals and other controlled or hazardous materials responsibly.
- Prevent spills, leaks and uncontrolled releases.
- Store fuels, chemicals and other potentially polluting substances securely.
- Reduce unnecessary energy and water consumption.
- Consider environmental performance when purchasing materials and services.
- Reduce unnecessary vehicle journeys and idling where practicable.
- Consider sustainable and durable products where technically and commercially appropriate.
- Maintain good housekeeping on sites, vehicles and storage areas.

8. Pollution Prevention and Environmental Emergencies

All personnel must take reasonable steps to prevent pollution. Spill kits and suitable controls will be provided where the risk warrants them.

Environmental incidents, including spills, leaks, uncontrolled releases, improper waste disposal or significant pollution risks, must be reported immediately. The company will take appropriate steps to contain the incident, protect people and the environment, notify relevant parties where required, investigate the cause and implement corrective action.

9. Occupational Health & Safety Commitment

J J E Electrical Contractors Ltd considers the protection of people to be a core business responsibility. We will take reasonably practicable steps to prevent injury and ill health arising from our activities.

We will:

- Identify hazards and assess occupational health and safety risks.
- Implement suitable control measures.
- Provide safe systems of work and method statements where required.
- Provide appropriate supervision.
- Provide suitable information, instruction, training and competence.
- Provide and maintain appropriate PPE where required.
- Consult with workers on health and safety matters.
- Investigate incidents, near misses and dangerous occurrences.
- Monitor the effectiveness of controls.
- Maintain emergency arrangements.
- Consider occupational health as well as immediate safety risks.
- Continually improve our safety culture and performance.

10. Electrical Safety

As an electrical contractor, electrical safety is a fundamental priority. Work will be planned and carried out by competent persons using appropriate procedures and controls.

Controls may include isolation and lock-off procedures, proving dead, suitable test equipment, identification of circuits and services, appropriate protective equipment, controlled access, inspection and testing, safe energisation procedures and compliance with applicable electrical standards, project requirements and manufacturer instructions.

11. Risk Assessment and Safe Systems of Work

Risk assessments and method statements will be prepared and implemented where required by the work, project or applicable legal and client requirements.

Risk assessments will consider foreseeable hazards including electrical energy, work at height, access equipment, tools and machinery, lifting and manual handling, fire, hazardous substances, dust, noise, vibration, asbestos, confined spaces, excavation and hidden services, traffic and vehicles, temporary works, lone working and interaction with other contractors.

Controls will follow the hierarchy of control as far as reasonably practicable. Risk assessments will be reviewed when circumstances change, following incidents, or where existing controls are found to be ineffective.

12. Occupational Health

The company recognises that occupational ill health may develop gradually. We will consider risks such as exposure to dust and fumes, noise, vibration, manual handling, hazardous substances, poor ergonomics, fatigue, stress and other work-related health risks.

Where appropriate, controls may include substitution, engineering controls, ventilation, exposure reduction, work rotation, suitable PPE, information and training, welfare arrangements and occupational health support.

13. Competence, Training and Awareness

Only suitably competent persons will undertake work requiring specific skills, qualifications, training or experience.

The company will identify relevant competence requirements and provide or arrange appropriate training, instruction, supervision and refresher training where necessary. Records of relevant competence and training will be maintained.

Personnel are expected to stop and seek advice where they are unsure of a safe or technically correct method of working.

14. Consultation and Worker Participation

We recognise that workers are an important source of information about hazards, quality issues and practical improvements. Employees and relevant subcontractors will be encouraged to raise concerns, suggestions and lessons learned.

Workers will not be penalised for raising genuine quality, environmental or health and safety concerns in good faith.

15. Site and Workplace Standards

Sites, vehicles, tools, equipment and work areas will be maintained to appropriate standards of housekeeping and safety.

Work areas should be kept orderly, access and escape routes maintained, materials stored securely, waste controlled, tools inspected as required and hazards communicated to relevant personnel.

Where working on occupied premises, appropriate arrangements will be made to protect clients, residents, visitors, children and other members of the public.

16. Tools, Plant and Equipment

Tools, plant, access equipment and test instruments will be suitable for their intended use and maintained in safe working condition. Where inspection, calibration, examination or maintenance is required, this will be completed at appropriate intervals.

Defective or unsafe equipment must be removed from service or clearly controlled until it can be safely repaired or disposed of.

17. Procurement and Supply Chain

We will seek to procure materials and services that meet specified quality, safety and environmental requirements.

Suppliers and subcontractors may be assessed according to risk, considering competence, qualifications, insurance, quality performance, environmental controls, health and safety arrangements and legal compliance.

Where relevant, subcontractors will be required to comply with site rules, risk assessments, method statements and our QEOH&S requirements.

18. Waste and Resource Management

The company will manage waste responsibly and in accordance with applicable legal requirements. As a waste producer, we will take reasonable steps to ensure waste is stored safely, accurately described and transferred only to appropriately authorised persons or facilities.

Electrical and construction activities may generate cable offcuts, packaging, metals, electrical equipment, batteries, lamps and other waste. Appropriate segregation, reuse, recycling and disposal arrangements will be used where practicable.

19. Emergency Preparedness

Appropriate emergency arrangements will be established for foreseeable incidents. Depending on the workplace and project, these may include electrical incidents, fire, serious injury, pollution or spills, severe weather, structural or access incidents and other emergencies.

Personnel will be made aware of relevant emergency arrangements, including alarm, evacuation, first aid, emergency contact and incident-reporting procedures.

20. Incident, Near Miss and Non-Conformance Management

Incidents, near misses, environmental events, customer complaints, defects and non-conformances will be recorded and investigated in proportion to their significance.

The company will seek to identify immediate causes, underlying causes and opportunities to prevent recurrence. Corrective actions will be assigned, monitored and closed out appropriately.

21. Monitoring, Inspection and Audit

Performance will be monitored through appropriate inspections, site checks, quality records, testing records, environmental checks, health and safety inspections, incident trends, customer feedback, supplier performance and management review.

Internal audits or structured reviews may be undertaken where appropriate. Findings will be recorded and corrective actions followed through to completion.

22. Objectives and Continual Improvement

The Directors will establish and review appropriate QEOH&S objectives and priorities. Objectives may include improving customer satisfaction, reducing rework, improving inspection completion, reducing waste, improving recycling, reducing environmental incidents, improving training completion, reducing accidents and near misses, and strengthening worker consultation.

The company will use lessons learned, performance data, audits, inspections, incidents and feedback to continually improve its management arrangements.

23. Legal and Other Requirements

The company will identify and comply with applicable legal and other requirements relevant to its operations. These may include health and safety, electrical safety, environmental and waste legislation, employment requirements, client specifications, project requirements and applicable industry standards.

Where legislation or project requirements change, relevant procedures and controls will be reviewed and updated.

24. Leadership and Responsibilities

The Directors have overall responsibility for this policy and for providing appropriate leadership and resources.

Managers and supervisors are responsible for implementing requirements within their areas of control, communicating expectations, monitoring work and addressing concerns.

All employees and subcontractors are responsible for working safely, following approved procedures, maintaining quality standards, protecting the environment and reporting hazards, defects and incidents.

25. Communication of the Policy

This policy will be communicated to relevant employees and made available to relevant interested parties where appropriate. It will be supported by more detailed procedures, risk assessments, method statements, training and project controls. A copy may be provided to clients, principal contractors, suppliers, subcontractors and other stakeholders as appropriate.

26. Review and Continual Improvement

This policy will be reviewed at least annually and sooner where there are significant changes to legislation, business activities, organisational structure, project risks, client requirements, incidents or management-system findings.

The review will consider whether the policy remains suitable, adequate and effective and whether changes are needed to objectives, responsibilities, controls or resources.

27. Director Approval and Declaration

J J E Electrical Contractors Ltd, part of the J J E Group, is committed to maintaining high standards of quality, environmental responsibility and occupational health and safety. We will provide leadership, resources and appropriate controls to support this commitment and will seek continual improvement in our performance.

For and on behalf of J J E Electrical Contractors Ltd

Director: Mr Sean Michael Kerrigan

Signature: 

Date: 28/08/2026

Director: Mr John Joseph Kerrigan

Signature: 

Date: 28/08/2026