

## Health and Safety General Statement

WEC GROUP Ltd recognises its duties under the standard requirements ISO 45001:2018 and current Health and Safety legislation and will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment for its employees.

All Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the Health, Safety and Welfare of those that are likely to be affected by the operation of the business.

WEC GROUP Ltd recognises its duty to make regular assessment of the hazards and risks created in the course of the business.

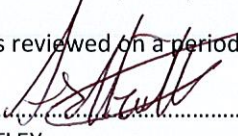
WEC GROUP Ltd recognises its duty, so far as is reasonably practicable;

- to meet all statutory , regulatory and legal obligations to maintain safe and healthy working conditions and employees health and fitness for work;
- to provide adequate control of the Health and Safety risks so identified,
- to consult with all employees on matters affecting their Health and Safety,
- to provide and maintain safe plant and equipment,
- to ensure the safe handling and use of substances,
- to provide information, instruction, training where necessary for the workforce, taking account of any who do not have English as a first language,
- to ensure that all employees are competent to do their work, and to give them appropriate training,
- to prevent accidents and cases of occupational illness ,
- to actively manage and supervise Health and Safety at work,
- to have access to competent advice,
- to seek continuous improvement in the Health and Safety performance and management through regular (6 monthly) reviews and revision of this Policy, and
- to provide the resource required to make this Policy and WEC GROUP Health and Safety arrangements effective.
- the duty to co-operate and work with other employers when work is deployed at premises or sites under their control to ensure the continued Health and Safety of all those at work
- the duty to co-operate and work with other employers and their employees, when their employees come onto WEC GROUP premises or sites to do work for the group, to ensure the Health and Safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under Health and Safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company Health and Safety rules in an Employee Health and Safety Handbook which is made available to every employee employed by the Group.

In support of this Policy a responsibility chart and more detailed arrangements have been prepared.

The Policy is reviewed on a periodic basis.

Signed .....  ..... Date 4.10.2019  
STEVE HARTLEY,

**MANAGING DIRECTOR**

## **Organisational Arrangements**

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

### **Overall Responsibility**

The Managing Director accepts overall responsibility for all matters, including those regarding health, safety and welfare.

### **Management Responsibility**

Managers are responsible for ensuring that the safety policy is implemented within their own departments. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

### **Management Duties include the following:**

- a) ensuring that employees, contractors and visitors are aware of safety procedures
- b) planning and implementing continual cost effective improvement in health & safety performance ( to be achieved through risk assessments, safety audits and safety surveys
- c) ensuring that within their function all work is carried out in compliance with statutory and regulatory requirements, codes of practice and company rules
- d) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment
- e) providing adequate training, information, instruction and supervision to ensure that work is conducted safely
- f) taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
- g) bringing to the prompt attention of senior management any health and safety issue that requires their attention
- h) ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors
- i) maintaining safe access to and egress from the workplace at all times. Managers dealing with particular topic areas will be advised of any specific health and safety duties.
- j) maintaining and recording weekly health and safety checklists of hazards and control measures in their responsibility area.
- k) Considering all necessary actions to ensure the performance is monitored and objectives are achieved .
  
- l) Where CDM Regulation applies, a planning responsible will be appointed

### **Supervisors and team leaders**

- a) Investigate all accidents and “near misses” and report to Management
- b) Maintain good housekeeping in their department at all times
- c) Assist in Training employees and inductions
- d) Ensure that appropriate PPE are worn at all times
- e) Ensure all hazards in their department are promptly reported to the manager and rectified if within their control
- f) Attend safety meetings, where required
- g) In addition , must ensure that persons in their areas:
  - Are given appropriate safety training and are familiar with all health & safety arrangements
  - Are fully aware of any hazards in the department
  - Know the location of first aid facilities and the procedure for reporting accidents, dangerous occurrences and hazards.

### **Employee Responsibility**

All employees must :

- a ) take reasonable care for their own health and safety
- b ) consider the safety of other persons who may be affected by their acts or omissions
- c ) work in accordance with information , training provided and health & safety rules
- d ) refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- e) Wear and use appropriate PPE provided by the Company for their scope of work
- f ) report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- g) not undertake any task for which authorisation and / or training has not been given
- h) Apply good housekeeping in the area of work

Note: Everyone is expected to be involved in maintenance and improvement of health & safety standards within WEC Group Ltd and is responsible for their own and the others safety.

### **Health and Safety Manager**

The qualified Health & Safety Manager is responsible for:

- a) Maintaining and update the Legal Register in hard copy or electronically
- b) Appraise and advice on all equipment and methods of work at the planning, design , development, installation and commissioning stages, to ensure optimum integration of health & safety considerations
- c) Be available to provide assistance, support and to make recommendations on all matters related to health & safety
- d) Take immediate actions to stop any illegal or dangerous practices, then they must consult without delay , with the manager responsible.

- e) Inductions & safety training for the employees
- f) Maintain and update safety boards
- g) Communication and upgrade the safety culture within the Group
- h) Monthly/ Yearly Occupational and Health and safety performance
- i) Coordinate internal occupational screening and maintain records

#### **Employees Safety Representatives**

Names, job titles and functions of these people are listed below :

HSQE MANAGER

H&S Manager

Fire Marshals: See the list generated by the Database

First Aiders : See the list generated by the Database

#### **Occupational health service ( OHS)**

- a) An occupational health service is available to employees, provided internally
- b) The level of service at each site will vary, depending on site activities and number of people. That will include health screening, HAV test, air sampling, hearing tests, etc.

#### **Health Surveillance**

WEC GROUP will ensure that health and safety surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welth.

#### **First Aid**

WEC GROUP will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace.

#### **Emergency Procedures**

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each department is responsible for ensuring that all the employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

Fire marshals will assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

#### **Planning and Implementation**



Planning is the key of ensuring that health & safety Policy is effective.

Planning for Health & Safety involves setting objectives, identifying hazards, assessing and mitigating risks and implementing standards of performance and developing a positive culture.

WEC GROUP objectives are focused on operating and maintaining facilities in a suitable and safe manner, consistent with health & safety good practices. The standards will be the basis for audits on the system carried out and as per system procedures, having a key role in continual improvement.

As appropriate Health & Safety Manager will set standards, forms and training materials which must to be adhered to and will set targets through the Management Review meetings.

### **Information and Communication**

WEC GROUP will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees( visitors, contractors).

Statutory notices will be displayed throughout the workplace.

Safety briefings meetings will be held regularly, during which time matters arising in connection with health and safety may be discussed and mitigation actions will be established.

### **Employee Involvement in Policy Development**

Employees and / or their representatives will be consulted about the content of individual safety rules and procedures and involved in performance monitoring and established objectives achievement.

*Health & Safety Management Structure*

