WJ UK

Expert in Water Management

WJ UK
Health & Safety Policy

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1. INTRODUCTION

WJ UK is a company headquartered in Kings Langley, Hertfordshire with office/yard facilities in Bilsthorpe, Nottinghamshire that provides whole-life, sustainable solutions for water management through design, procurement and installation including ongoing aftercare.

The WJ Group has set out the following vision, mission and targets:

- Our Vision: To be the water management partner of choice, worldwide
- Our Mission: To deliver confidence through excellence
- Our values: Confidence, Pride, Trust & Conscientiousness

Health & Safety is recognised by the Company as paramount importance and as such we are committed to the prevention of injury and ill health for all employees & subcontractors and to ensure that our work does not endanger anyone else.

2. HEALTH & SAFETY POLICY STATEMENT

2.1. Overview

We are committed to meeting both current applicable health, safety & welfare legislation and customers Health & Safety requirements, we will provide a safe place to work, continually develop and use safe systems of work, maintain plant and equipment in a safe condition, provide appropriate welfare facilities and make suitable and sufficient arrangements for the use, storage and transport of articles and substances associated with its activities.

We aim to provide a positive Health & Safety culture based on positive behaviour, interventions, actions, consultation and engagement with all stakeholders.

2.2. Implementation

WJ will actively seek and request the support and co-operation of all employees, suppliers and clients in Health & Safety matters. WJ has arrangements to consult with both our employees and suppliers to ensure they understand their and our Health & Safety responsibilities. Health & Safety is important to our business because we value our employees, suppliers and customers greatly.

This Health & Safety policy is implemented via:

- Our Integrated Management System (IMS)
- Regular gathering and review of employee & customer feedback.
- The employment of trained, competent and professional staff.
- A schedule of audit and review.

This policy is communicated to all WJ employees and reviewed periodically. It is a controlled document and is made available to all employees and to any client or member of the public requesting it.

2.3. Policy Compliance

All employees have a responsibility within their own areas of work to help ensure that Health & Safety is embedded within the culture of the whole of the company.

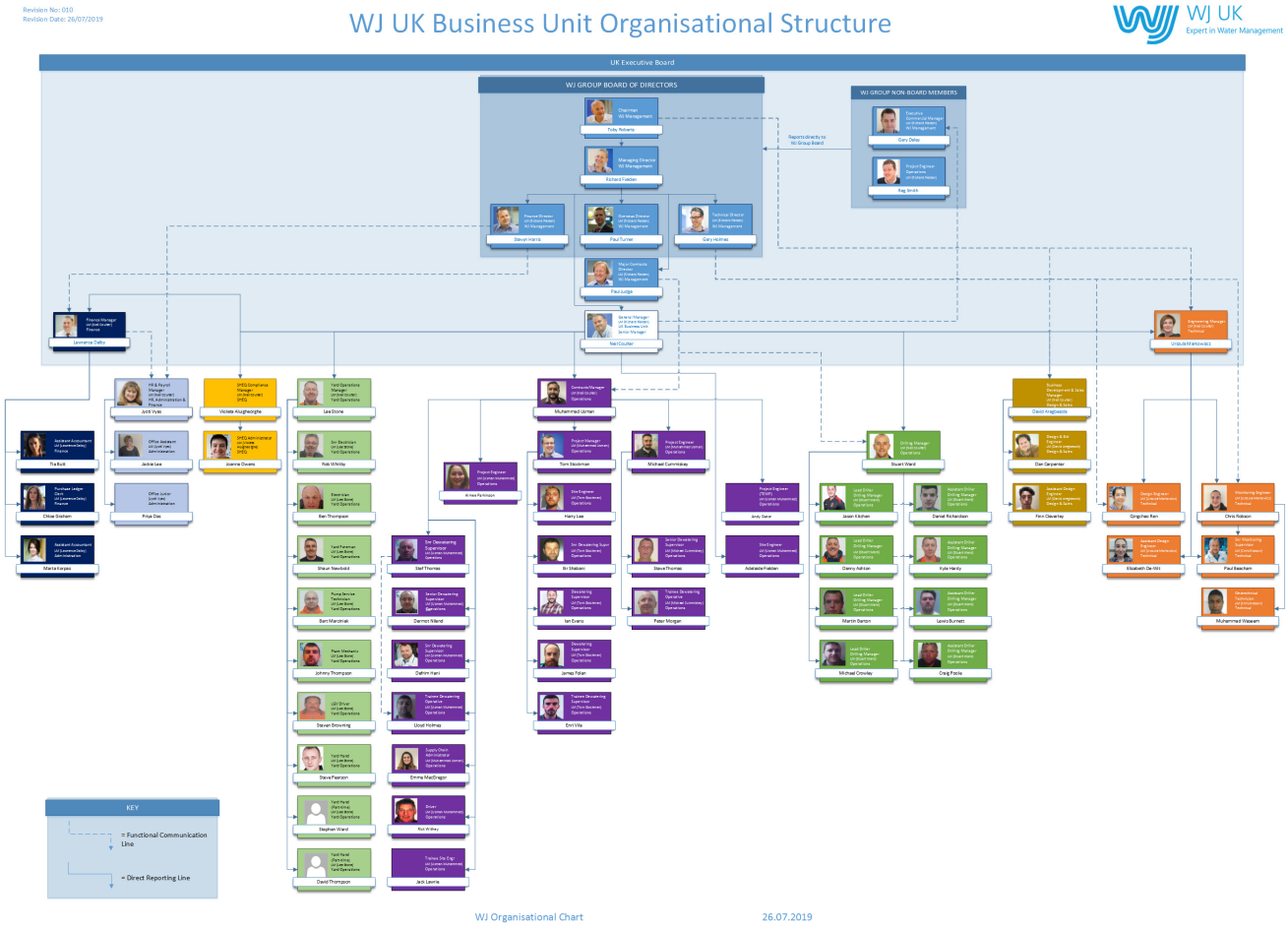
WJ will engage and work in partnership with our supply chain to provide a safe environment and supply chain. Anyone who suspects any breach of Health & Safety legislation or best practices, should report it immediately to their Line Manager, the Health & Safety Manager or a Director. Any employee who reasonably considers starting or continuing work would place them or others in serious or imminent danger can and should refuse to work, doing so without fear of reprisals.

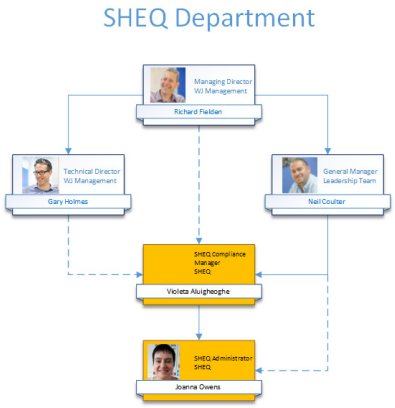
Richard Fielden	**Toby Roberts**	Issue Date: 14/06/2019
Managing Director	Executive Chairman	Review Date: 14/06/2020

3. ORGANISATION

The Company operates a structure within which health and safety is a line management responsibility.

Directors, managers and supervisors at all levels have responsibilities according to their position for the health, safety and wellbeing of those under their control and for those who may be affected by the Company's operations. The SHEQ Manager is appointed as "competent person", as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999, to assist the company in complying with the requirements and prohibitions by or under the relevant statutory provisions.





4. ARRANGEMENTS

We are committed to achieving class-leading standards and performance by placing Health and Safety at the heart of our business. This approach is reinforced through the appointment of a WJ Group board director as our "Director Champion for Health and Safety".

Our goal is to operate in an accident free environment and to be the best in our field. We owe this to our most important asset; our people, to the employees of our supply chain partners and customers, and to members of the public who live, work and commute near our sites.

4.1. Resources

To ensure that our health and safety performance is as strong as our commitment, the Company evaluates the need for and provides adequate resources including people, plant and equipment, materials, time and finance to ensure the health and safety of its employees and others affected by its operations. This includes standards of supervision for all works under our control.

External organisations are used as required to provide other services such as information and training, occupational hygiene, health surveillance, counselling and environmental support.

4.2. Management Systems

WJ has implemented an integrated management system, to comply with OHSAS 18001:2007 which provides a framework for measuring and improving our performance. This includes annually setting Health & Safety objectives and monitoring key performance indicators which support the company's commitment to continually improve our management system and OH&S performance by ensuring effective management of our operations and work systems. Our health and safety management system is implemented in all parts of our business to covers all areas of our operations; planning, control, monitoring and review.

Planning	Control	Monitoring	Review
• H&S plans designed, implemented, monitored and reviewed at all locations. • Systematic approach to risk assessment adopted for each operation. • Emergency plans considered and established where appropriate	• Clear responsibilities defined. • Standards and controls established in Healthy and Safe Systems of Work. • Effective communications through a defined regime of inductions, briefings, toolbox talks. • Effective supervision	• Clear objectives and targets. • Pro-active regime of inspections and process surveys. • Pro-active health surveillance regime for at risk employees. • Reactive regime of near miss reporting and accident/ incident investigation. • Trend and themes report completed and communicated.	• Regime of regular management reviews in place. • Hierarchical review structure from main board to projects. • Management system regularly reviewed along with all relevant data to ensure continual improvement.

4.3. Skills, Knowledge & Training

We have minimum training requirements for all employees to ensure they have enough knowledge to undertake their roles and responsibilities.

These minimum training requirements extend to those who work for, and under the control of our supply chain when working on our projects.

Health and safety training records are maintained, and regular reports made to enable a full evaluation of our performance to be undertaken.

All our site staff are required to hold a current and relevant Construction Skills Certification Scheme (CSCS) Card. In the event that a relevant CSCS Card category is not available for a specific job function WJ UK will demonstrate that the employee has the necessary skills, knowledge, training and experience to carry out the job or task.

Selection criteria are used for subcontractor pre-qualification to ensure that only subcontractors with an appropriate level of skills, knowledge, training, experience and organisational capability are appointed.

4.4. Planning

Effective design and planning are an integral part of the management systems to ensure safe and healthy systems of work are implemented.

Planning is being done for all our work locations and describe the management arrangements for the work location to ensure the health and safety of the workforce and others including the public.

The assessments will include details such as: site management organisation, responsibilities, competence requirements, work location rules, health and safety risks anticipated and requirements for safe and healthy methods of work, permits to work operated, monitoring arrangements, site layout and access.

4.5. Safe and Healthy Systems of Work and Emergency Plans

Written safe and healthy systems of work are prepared and reviewed prior to commencement of activities where a significant risk to health and safety has been identified.

In planning safe and healthy systems of work, significant hazards are identified and assessed for risk. The necessary arrangements and control measures are then identified.

Emergency procedures in relation to fire and first aid are planned, implemented and tested. Other emergency procedures are developed as required for the activity or location.

4.6. Communication

Information, including emergency procedures and site rules, is provided by means of induction training, pre-work briefings/toolbox talks, notice boards and management briefings.

This process engenders consultation and co-operation between management and all site workers.

In order to promote the "next level" of health and safety performance sought by the entire industry, we have identified that tackling the cultural challenges of health and safety is key and carry out sustained, periodic behavioural safety training programmes.

4.7. Maintaining Safe and Healthy Systems of Work and Monitoring Performance

Performance is measured against legislative requirements and company standards with objectives and associated targets through a structured regime of inspections.

Accidents are recorded and investigated, identifying root causes and necessary actions to prevent recurrence.

Auditing of the management systems is carried out periodically to ensure that compliance standards are being achieved.

Monthly reports are published detailing performance against the Company standards, objectives and associated targets.

5. EMPLOYEE RESPONSIBILITIES

The following responsibilities are applicable for the positions detailed in the Organisation detailed on page 5.

Where individuals have additional health and safety responsibilities then these will be detailed within the health and safety plan for the work location.

If any individual is uncertain in any respect of their responsibilities, they are to raise the matter with their line manager or supervisor immediately.

5.1. All Employees

- Set a good personal example and be empowered to stop any activity should there be an unacceptable health and safety risk.
- Take reasonable care to safeguard their own health and safety and that of others who may be affected by what they do or fail to do.
- Report any unsafe conditions, near misses or incidents/accidents/work related diseases to their line manager/supervisor.
- Only manage, supervise, and carry out work that they have the appropriate level of skills, knowledge, training and experience to undertake.
- Co-operate with the company and will not interfere with or misuse anything provided in the interests of health and safety or welfare.
- Comply with all company management systems, rules and instructions which affect their work such that they do not put themselves or anyone else at risk.
- Ensure they are aware of, and adhere to, emergency arrangements and any additional guidance issued by the Company.
- Ensure, where there are people under their control that they are trained and competent for the operations they are required to perform and are adequately informed of the planned safe and healthy system of work and emergency arrangements.

5.2. WJ Group Board of Directors

- Executive responsibility for management of health and safety of the company, including board approval of this health and safety policy.
- Ensure that lines of responsibility within the company are clearly defined.
- Executive responsibility to make adequate resources available to ensure the effective implementation of this health and safety policy.
- Executive responsibility for the setting and achievement of health and safety objectives and associated targets for the company to drive continual improvement.
- Executive responsibility for the management of health and safety throughout the company by including monitoring of both leading and lagging indicators and acting where necessary.
- Conduct regular tours across all business units.

- Ensure health and safety is included on the agenda of company board meetings and actions are followed up.

5.3. Director Champion for Health & Safety

- This position is assigned to a member of the WJ Group Board of Directors and the responsibilities detailed below are in addition to those line management responsibilities the position holder has as Managing Director/Director and do not detract from those line management responsibilities, or the line management responsibilities of others.
- The Director Champion for Health and Safety will facilitate the Board in:
    - Formulating/developing health and safety policy
    - Setting health and safety objectives and associated targets
    - Considering health and safety implications when making decisions
    - Reviewing health and safety performance and acting on identified problems when necessary
    - Ensuring adequate and appropriate resources are provided to implement the health and safety policy

5.4. General Manager

- Responsibility for the management of health and safety across the whole of WJ UK premises work sites and activities
- Ensure that lines of responsibility within their area of responsibility are clearly defined
- Responsibility to make adequate resources available to ensure the effective implementation of this health and safety policy
- Ensure arrangements are made to ensure all levels of staff receive adequate and appropriate training
- Responsibility for the setting and achievement of health and safety objectives and associated targets to drive continual improvement
- Monitor both leading and lagging health and safety indicators and act where necessary.
- Conduct regular tours across all business units.
- Ensure that health and safety is addressed in all management meetings and actions followed up.

5.5. Departmental and Project Managers

- Responsibility for the management of health and safety within their area of responsibility
- Consult and communicate with all personnel under their control
- Develop the safety culture within their area of responsibility

- Ensure that employees receive appropriate induction, information, instruction, training and supervision, especially young persons and those who are less experienced
- Implement company requirements in relation to health and safety including:
    - Arrangements for a good standard of facilities including welfare
    - Assignment of responsibilities for all levels of management and supervision to ensure safe and healthy systems of work
    - Selection and use of competent subcontractors, suppliers and designers
    - Sufficient planning including hazard identification and risk assessment
    - Preparation, review and implementation of method statements to establish safe and healthy systems of work
    - Arrangements for the provision and maintenance of suitable plant, transport and equipment
    - Monitor both leading and lagging health and safety indicators within their area of responsibility and take action where necessary
    - Report and investigate injuries, diseases and dangerous occurrences
    - Co-operate with enforcing authorities

5.6. Supervisors

- Responsibility for the supervision of health and safety within their area of responsibility
- Ensure compliance with company requirements in relation to health and safety
- Contribute to risk assessment and preparation of written safe and healthy systems of work
- Ensure that all facilities including welfare, plant and equipment are maintained in good condition
- Ensure the implementation and maintenance of safe and healthy systems of work for all activities within their area of responsibility
- Ensure all those within their area of responsibility have the appropriate level of skills, knowledge, training and experience, and that supervision levels are appropriate
- Consult with employees, provide assistance and guidance to see that new employees, particularly apprentices and young person learn to work in a safe and healthy way.

5.7. Professional and Technical Staff

- Implement company arrangements in relation to health and safety within their discipline/ field of expertise
- Eliminate or minimise hazards wherever possible
- Keep up to date of best practice in relation to their field of expertise

- Work to professional standards for their field of expertise
- Co-ordinate and co-operate with others to ensure their output contributes to the most effective safe and healthy solution
- Ensure their output includes appropriate information to enable others to fulfil their responsibilities

5.8. SHEQ Manager

- Liaise and co-ordinate with WJ UK to share health and safety best practice, lessons learnt and where appropriate shared initiatives
- Monitor changes in legislation and best practice ensuring the Company remains compliant and at the forefront of best practice
- Set the direction of company health and safety arrangements, acting as "process owner", ensuring standards meet legislation and best practice
- Review, revise as appropriate and publish health and safety management systems, processes and forms that ensure the Company effectively meets its health and safety policy commitments and legal obligations
- Lead on the development of new company health and safety systems and initiatives as identified and required
- Review inspection and audit data, identifying issues, trends and topics where awareness needs to be raised
- Ensure that company health and safety training is available, meets company requirements and reflects current legislative requirements and best practice
- Develop campaigns as appropriate, and ensure that posters, toolbox talks and other promotional materials are current, relevant and promote best practice
- Monitor the recording, investigation and analysis of information on injuries, instances of ill health and dangerous occurrences to assess trends
- Produce regular reports for company board and management boards, attending board meetings as appropriate
- Provide guidance and support to the managers on matters appertaining to compliance with this health and safety policy and the implementation of the Company management systems
- Conduct regular tours across all operational areas to ensure consistent focus of business unit health and safety staff to current priorities, and ensure acceptable standards are being achieved
- Represent company on industry bodies and working groups
- Maintain regular contact to foster a good relationship with the Enforcing Authorities

5.9. SHEQ Administrator

- Liaise, co-operate with and seek advice from the Health and Safety Manager on matters appertaining to company arrangements and standards for health and safety
- Be enthusiastic in promoting class leading health and safety standards
- Provide assistance where required with specialist health and safety administrative aspect
- Provide briefing and coaching on the implementation of company arrangements with respect to health and safety
- Other duties as required to promote and improve the health and safety standards and performance within their business unit
- Liaise with client/customer representatives and supply chain to foster a good relationship
- Ensure that the document control for the management is system is maintained up to date.

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