



## **HEALTH AND SAFETY POLICY**

**The Statement** – It is the policy of Wilo (UK) Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

The management team at Wilo (UK) Ltd are committed to fulfilling all of our obligations with respect to matters of health and safety. We accept our duties under the Health and Safety at Work Act 1974 and other applicable legislation and recognise that our responsibilities extend not only to the wellbeing of our employees, contractors, customers and co-workers but also to members of the public who might be impacted by our activities.

In particular we acknowledge the following company responsibilities:

1. To provide and maintain safe and healthy working conditions taking account of any statutory requirements
2. To provide information, training, instruction and supervision to enable employees to perform their work safely and efficiently
3. To make a priority of risk avoidance, reduction or control considering those working on or affected by our projects with due regard to those involved during the entire installed lifetime of systems
4. To make available necessary safety devices and protective equipment and to monitor their use
5. To ensure the safe handling, use and disposal of substances
6. To prevent accidents and cases of work-related ill health.

The management team reminds all employees of their responsibilities regarding health and safety. We highlight the following points as being most critical in helping us to ensure that our health and safety policy is effective:

1. All employees must co-operate with supervisors and managers on matters of health and safety, this to include the reporting of any accidents, incidents or near-miss incidents as soon as possible
2. All employees must use any protective clothing and equipment provided
3. No employee shall interfere with anything provided to safeguard their own, or anyone else's, health and safety
4. All employees should take reasonable care of their own health and safety and that of anyone who might be affected by their acts or omissions
5. All employees should report any health and safety concerns to an appropriate person.

The Company operates a policy of non-attribution whereby no person shall be penalised or persecuted for highlighting any perceived health and safety problem or issue. The Company authorises all employees to take immediate steps to stop any dangerous or illegal practices. We actively encourage feedback from employees and see this as a vital tool to aid our continuing efforts to improve health and safety provision at Wilo (UK) Ltd.

All health and safety procedures and this policy document are frequently reviewed to ensure compliance with latest legislation and industry best practice as we strive to prevent accidents and injuries and to keep everyone safe from harm. Wilo (UK) Ltd will encourage employees to examine this policy and to take action or seek advice as appropriate. Employees will be kept fully informed of any amendments to the policy.

**The organisation** – The Company will provide the necessary resources to maintain and apply this policy. The following two roles have key strategic responsibilities in ensuring that the policy is developed and deployed effectively.

*Managing Director* – responsible for overseeing the organisation’s health and safety policy; signing and reviewing the policy; giving effect to and implementing the policy; ensuring that competent staff, adequate materials and safe plant and machinery are deployed as necessary to ensure that business is conducted safely.

*Health, Safety and Quality Manager* – responsible for the development of the health and safety policy; assisting managers, supervisors and employees in the conduction of risk assessments; offering advice and guidance on safe systems of work, selection of suitable control measures, suitable monitoring systems, current best practice and health and safety training needs; co-ordinating investigations into accidents and incidents as necessary.

Whilst these two roles have clearly defined responsibilities we remind all employees that any concerns or issues related to health and safety should be communicated, in the first instance, to the local supervisor or manager. All supervisors and managers are empowered to resolve issues as and when they arise and they will seek further advice and guidance as necessary. Despite these reporting guidelines the management team do operate an open-door policy so any health and safety matters can be raised with any management team member at any time.

At an operational level the following allocation of responsibilities exists.

*Departmental Managers* – responsible for providing appropriate supervision, instruction and training; completing and periodically reviewing risk assessments on activities within their department; conduct investigations into accidents and incidents; issue and monitor the use of personal protective equipment; ensure that all statutory requirements are met.

*Supervisors* – responsible for ensuring that safe systems of work are complied with; provide supervision, instruction and training; advise employees of hazards and applicable controls within work area; ensure that employees are aware of fire procedures and first aid provision; ensure that good housekeeping standards are maintained; assist in completion and review of risk assessments; ensure that work equipment is inspected prior to use.

*Employees* – Responsible for ensuring that they do not endanger themselves or others; comply with/adhere to safe systems of work; not to misuse anything provided in the interest of health and safety; to co-operate with the Company regarding matters pertaining to health and safety; to bring to the attention of supervisor or manager anything which may lead to an accident or injury.

**The arrangements** – This policy statement should be viewed along with the Company Health and Safety Manual and any guidelines or procedures which present the specific arrangements by which the policy aims will be delivered.

Dated: January 2nd 2018 - Date of next review: January 2nd 2019



Richard Harden  
**Managing Director**