

## WCJ Health and Safety Policy Statement

WCJ acknowledges and accepts its legal responsibilities for ensuring the health, safety, and welfare of all employees, subcontractors, and others affected by its activities. The company is committed to providing safe and healthy working conditions through various measures.

### Key Points:

#### 1. Providing Safe Working Conditions:

- Ensuring safe plant and equipment.
- Establishing safe systems of work.
- Providing a safe place of work, access, and egress.
- Ensuring safe use, handling, storage, and transport of substances.
- Creating a safe working environment.
- Offering adequate information, instruction, training, and supervision.

#### 2. Employee Involvement and Consultation:

- Seeking support, cooperation, and consultation from employees, clients, contractors, and others affected by the company's activities.
- Conducting regular health and safety discussions.
- Taking responsibility for the health and safety of others and the environment.

#### 3. Organization and Responsibilities:

- The Head of the Company is responsible for overall health and safety, ensuring financial provision, providing information and instruction, and promoting effective health and safety management.
- A Health and Safety Coordinator/Representative monitors policy implementation, conducts safety audits/inspections, investigates accidents, reviews legislation, and liaises with stakeholders.

#### 4. Employee Responsibilities:

- Employees must take reasonable care for their own and others' health and safety, cooperate with employers, and comply with the company's health and safety policy.
- They should read and understand the policy, report defects and incidents, use appropriate tools and equipment, and participate in investigations.

#### 5. Arrangements:

- **Communication:** Regularly communicating and consulting with employees on policy content, site-specific rules, legislation, training, and new equipment.
- **Training:** Providing induction training, training for new/existing machinery or technology, and specific training for hazardous substances, PPE, and manual handling.
- **Risk Assessments:** Carrying out formal risk assessments, involving employees, and ensuring adequate instruction and training.
- **Method Statements:** Preparing written safe working procedures for high-risk tasks.
- **Cooperation with Clients:** Familiarising with client procedures, informing others about specific risks, and following site instructions.

- **Welfare Facilities:** Arranging toilet/washing and eating/rest facilities on-site.
- **Work Equipment:** Complying with regulations, assessing new equipment, providing training, maintaining and inspecting equipment, and reporting faults.
- **Personal Protective Equipment (PPE):** Issuing appropriate PPE, providing training, and reporting defects.
- **Hazardous Substances:** Assessing substances, informing employees, and keeping records.
- **First Aid & Accident Reporting:** Providing adequate first aid provision, reporting accidents, and complying with RIDDOR regulations.
- **Other Health & Safety Information:** Ensuring general safety, fire safety, work at height, working in the office, and depot/storage area conditions are addressed.

### **Conclusion:**

WCJ is committed to maintaining a safe and healthy working environment for its employees, subcontractors, and others affected by its activities. Through clear policies, responsibilities, training, and communication, WCJ aims to achieve the highest standards of health and safety in the workplace.



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