

WCF Ltd - H&S POLICY STATEMENT

Updated: October 2018

Date of next review: November 2019

General Objectives

The objectives of our Health and Safety (“H&S”) Policy Statement are:

- To prevent accidents and ill health resulting from our activities;
- To identify, minimise, mitigate and control risks through risk assessment;
- To maintain a safe place of work, including safe plant and equipment and safe working practices;
- To ensure that hazardous substances are stored, handled, transported and delivered safely;
- To consult and provide sufficient information, training and supervision to enable all colleagues to operate safely and contribute positively to their own and others’ H&S at work;
- To aim for a reduction in lost time incidents and near misses;
- To show progressive improvements in our depot and process audits;
- To ensure that suitable arrangements are in place within each business to effectively monitor and manage H&S and report on performance;
- To comply with relevant H&S legislation and meet our statutory duties; and
- To adopt best practice in H&S systems and processes as appropriate.

This Statement is reinforced by the existence of a detailed H&S Policy for each individual business, which contains clear documents regarding the policies, risk assessments, standards, procedures, responsibilities and duties required to effectively manage H&S. The policies are reviewed on an annual basis, benchmarked against best practice and updated accordingly.

Guiding Principles

Our commitment to H&S is reinforced within our company values. Our first Guiding Principle states that “we will always put safety first”.

Board Responsibilities

The overall responsibility and accountability for the health, safety and welfare at work of all employees and others who may be affected by the activities of WCF, including, but not restricted to, visitors, members of the public and contractors, vests with the Managing Director and Deputy Managing Director. These H&S responsibilities are delegated on a day to day basis within the individual business units to the General Managers. Formal reporting structure are in place at board level to monitor the H&S performance of the group.

Business Responsibilities

Each General Manager is responsible for ensuring that an appropriate H&S Policy is developed and implemented for their specific sites and areas of activity, and that adequate resource is assigned to H&S at a business level, as well as ensuring that any audit recommendations are implemented at the earliest opportunity.

All work areas, activities and processes are subject to a systematic programme of risk assessment. These are effectively communicated to colleagues and others to whom they might apply. Written safe systems of work are produced to communicate safety instructions and training is given as appropriate.

Alongside the group roles of H&S Manager, Compliance Manager and Estates & Facilities Manager, the General Managers of the business units continually review and monitor the effectiveness of their systems and make necessary arrangements through training, supervision, audit and inspection to monitor compliance and take remedial action to address any shortcomings discovered as a result of this process. Reporting of safety observations is encouraged as a proactive approach to improving these systems. Qualified third parties support us by conducting depot and process audits.

The General Managers are responsible for taking the appropriate disciplinary action against any employee who has a disregard for the H&S Policy.

Accidents, incidents, near misses and H&S activity are reported to the Board monthly and the H&S Manager attends board meetings annually.

Employee Responsibilities

All colleagues are required to actively co-operate with the H&S Policy by working with due regard to the safety of themselves and others. If they observe any practice that in their view does not conform to H&S standards, they should report this immediately to their Line Manager. No employee should knowingly take any action that could endanger the safety of themselves or their colleagues.

WCF expects and encourages similar support from contractors, members of the public and other visitors to its facilities.



JL Ritzema
Managing Director
October 2018



PJ Murray
Deputy Managing Director