

wave

Wees Alert!
Veiligheid Eerst!

Safety Enforcement Policy

Version for employees

 **VolkerWessels**

DE TOEKOMSTMAKERS

VolkerWessels expects everyone who works for us to comply with the safety rules and so prevent dangerous situations or even accidents. VolkerWessels attaches great value to proper compliance with the safety rules, which are part of the WAVE programme.

In order to ensure that the safety rules are correctly observed, an enforcement policy has been drawn up.

Safety values

Core value

Safety

We work safely or we don't work.

Values

Consistent

Safety is part of everything we do

Responsible

I am responsible for my own safety and the safety of others

Willingness to learn

I want to learn from accidents and near-accidents

Open

I challenge others about unsafe behaviour and safety

Action

I stop working when the work is unsafe; if necessary I shut the work down

Respect

I accept being held accountable for safety

Honest

I report all accidents and near-accidents



VolkerWessels safety rules



Use the prescribed personal protective equipment (PPE)



Use mobile devices in a safe place



Make sure the workplace is safely segregated off



Make sure the workplace is tidy



Use the correct (approved) equipment and tools



Perform an LMRA (Last-Minute Risk Analysis)



Don't work or drive under the influence of alcohol and/or drugs



Don't smoke outside the designated areas



1. Introduction

VolkerWessels wants every employee to go home safe and healthy at the end of the working day. As one of the larger employers in the Netherlands, VolkerWessels has a social responsibility – not only because a lot of people are dependent on VolkerWessels for their work and incomes, but also because the risk of accidents is always present.

We all run risks due the amount of labour-intensive work that is carried out every day. In addition, a big company like VolkerWessels is very visible in society. Every day, there are hundreds of company vehicles with VolkerWessels logos on the roads and hundreds of construction sites displaying VolkerWessels flags. Visibility is great and is good advertising for our fantastic work. At the same time, visibility makes us vulnerable to reputational damage in the event of an incident and/or emergency.

In order to protect ourselves physically and protect our company, it is therefore important that we feel responsible for enforcing a safe working environment for everyone. Workmanship, setting a good example, challenging each other and a professional attitude are part of that. We have agreed arrangements about this together, which are reflected in the values and rules of our WAVE safety programme (WAVE is the Dutch acronym for ‘Be Alert’ and ‘Safety First!’). These WAVE values are naturally in line with health & safety and other legislation and regulations.



2. Target group and scope

The enforcement policy has been drawn up by the Executive Board with the consent of the Works Council, based on our shared interest in the safety of employees.

The enforcement policy applies to all VolkerWessels employees in the Netherlands in the following sectors: Construction & Property and Infrastructure.

Subcontractors and suppliers also play an important role in the safety chain. The enforcement policy has therefore also been declared applicable to contracts that VolkerWessels concludes with its subcontractors and suppliers.

3. Justification

All VolkerWessels employees are obliged to do everything they can to ensure their own health and safety and the safety of other persons involved in terms of attitudes and behaviour in the workplace, in accordance with their training and the instructions given.

4. Principles of the enforcement policy

The most important principle of the enforcement policy is compliance with the WAVE core value and the seven WAVE values. We speak up when something is wrong and learn from accidents/near accidents by discussing them with each other. Expressing appreciation for safe working and rewarding vigilance, resulting in the avoidance of problems or more serious problems, are important positive elements of the enforcement policy. Nevertheless, there are (unfortunately) still situations in which sanctions have to be imposed on employees who do not take their responsibilities seriously.



5. Infringements

- Unsafe behaviour or actions which (may) result in endangering oneself and/or others.
- Improper use of equipment (all the machines, installations, devices and tools used in the workplace) and hazardous materials, which (may) result in endangerment to oneself and/or others.
- Failure to work in accordance with the applicable safety rules, safety regulations and safety instructions. Improper use or failure to use the prescribed personal protective equipment (PPE) and, following use, failure to store away the PPE in the designated place.
- Refusal to participate in or cooperate with educational meetings and/or instructions related to health and/or safety without a valid reason and/or without prior approval from the supervisor.
- Being aware of (potential) health and/or safety hazards
- and failing to immediately report them to the person in charge at that location.
- Failing to immediately report accidents and near-accidents.
- Working or driving under the influence of alcohol, drugs or mind-altering substances including medicines which are known to negatively influence the ability to work or drive.
- Smoking outside the designated areas.

In reaching a verdict, the nature and circumstances of the work activities and the infringement will be taken into account.



6. Sanctions

The Safety enforcement policy is not optional. If the seriousness of the infringement(s) and the circumstances justify it, one of the following sanctions will be imposed.

- A. Verbal warning
- B. Written warning
- C. Suspension, possibly followed by compulsory training or one of the other sanctions listed
- D. Temporary or permanent removal from post and transfer to a more junior post
- E. Dismissal (summary or otherwise)

7. When and by whom can a sanction be imposed on a VolkerWessels employee?

Under our WAVE values: “I speak up about unsafe behaviour and safety!” and “I accept being held accountable for safety!”, we may, can and must challenge each other on unsafe situations, unsafe actions and unsafe behaviour. Challenging each other and talking about accidents/near-accidents raises awareness and reduces the risk of accidents. In this way, we are building a safe working environment together.

If speaking up does not have the desired effect, or in the event of unsafe actions which the employee knew or could have known would or could have led to an unsafe situation, the person responsible for enforcing the safety policy on location (‘the responsible person’) has an obligation to impose sanctions.

In any event, all employees are expected to be familiar with the WAVE core value and values and the applicable safety regulations and safety instructions.

Only the immediate supervisor is entitled to impose a verbal and/or written warning on an employee if an infringement is observed. A note is made of the verbal warning in the individual’s employee file. The written warning is also recorded in the individual’s employee file. The written warning is also sent to the management of the relevant operating company.



Depending on the infringement, further action – suspension, transfer and/or dismissal – may also be taken. If a decision is taken to suspend the employee in question, the period of suspension will be used for an investigation. As a further measure, the employee may be required to participate in an (additional) ‘safe working’ course following a warning, suspension or transfer. The operating company in question reserves the right to decide on suspension or dismissal (summary or otherwise) at any time if, in the opinion of the operating company in question, the seriousness of the infringement and the circumstances justify it.

Sanctions C, D and E are subject to the requirement that, in accordance with the 4-eyes principle, as well as the immediate superior, that person’s own superior must approve the sanction.

8. Appeals procedure

With the exception of sanction E (dismissal (summary or otherwise)), a VolkerWessels employee may submit a written appeal against a sanction imposed to the independent VolkerWessels complaints committee (veiligheid@volkerwessels.com).

The complaints committee consists of two representatives appointed by the employer, two representatives appointed by the Works Council and an independent third party. The independent third party acts as the chair of the complaints committee. Following receipt of the notice of appeal, the employee will receive a written confirmation of receipt by return or within 5 working days.

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