

# Occupational health and safety policy plan

## General

The occupational health and safety policy is the policy followed by Van Walraven's management on working conditions. The aim of this policy is to ensure employees work in a safe and healthy way. The employer is bound by the Occupational Health and Safety Act to make sure this happens. The employer draws up the occupational health and safety policy in collaboration with the SHEQ consultant and HR manager. Various occupational health and safety topics are further described in Van Walraven's Personnel Guide.

## Components of the occupational health and safety policy plan

### 2.1 Purpose of the occupational health and safety policy

The management strives to ensure optimal working conditions for all employees working at Van Walraven. Not only should work be performed safely, but employees should also feel comfortable, enjoy their work and treat each other with respect. In doing so, the management strives for an open business climate, in which employees and managers hold each other accountable for possible improvements in the occupational health and safety policy leading to an even safer and healthier working environment. The management attaches great importance to the best possible working conditions and is always willing, where possible, to make adjustments to further improve working conditions. In doing so, management particularly appreciates the Works Council's contributions, where they lead to improvements.

### 2.2 Occupational health and safety managers

At the organisation, the following parties involved are responsible for the optimal functioning of occupational health and safety:

- Management;
- Managers;
- HR manager;
- Prevention officer/SHEQ coordinator;
- Company emergency responders;
- Confidential adviser;
- (Expert) staff.

Those responsible all fulfil a role in occupational health and safety; there are no complete, stand-alone positions except that of SHEQ coordinator.

### 2.3 Preventive care

The management seeks to prevent or control safety, health and psychosocial workload risks as much as possible. The prevention officer has an important part to play in this. The SHEQ coordinator performs this role. The responsibilities of the prevention officer include as a minimum drawing up the RI&E and the associated Action Plan, helping to implement the Action Plan and preventive tasks, such as advising management. In the Action Plan accompanying the RI&E, available resources from the industry's Health and Safety Catalogue are used as much as possible.

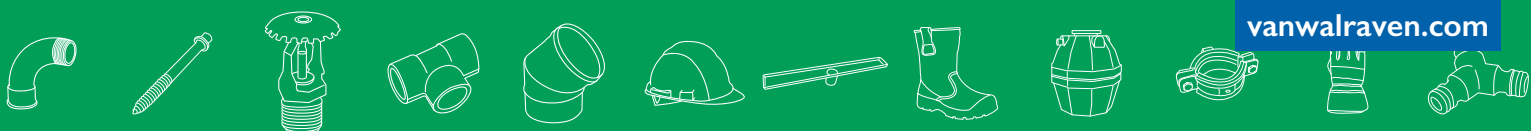
### 2.4 Expert support

The management is assisted by a certified occupational health and safety service (safety net scheme). Employees have access to the company doctor, if required. Furthermore, employees are entitled to have Periodic Medical Examinations (PMO) if they so wish. The methodology of the occupational health and safety service is documented in the Basic Absenteeism Contract. The organisation reviews the contract with the occupational health and safety service on an annual basis.

The management has a contract with the health and safety service MK Basics in Amersfoort. The HR manager is the permanent contact for the occupational health and safety service on behalf of the management.

### 2.5 Occupational Health and Safety Committee

A health and safety committee can be set up from within the board of management if required. The management will ensure that this committee can properly fulfil its tasks, for example, by promoting that the Health and Safety Committee can hold constructive consultations with all HR and MK basics managers involved in health and safety.



## 2.6 Risk inventory and evaluation (RI&E)

Every site within Van Walraven has its own RI&E. The SHEQ coordinator draws these up and is supported in this by management and employees.

The risk inventory and evaluation (RI&E) identifies the work hazards and risk reduction measures. Risk assessment takes place. That means estimating the probability of the hazards actually occurring and the impact on the safety and health of employees. It assesses whether the measures taken are sufficient or whether additional measures need to be taken. There are a number of established sections described in every RI&E such as:

- Working with hazardous substances;
- The risk of physical overload;
- The potential for display screen work to put a strain on workers' health due to them performing screen work for prolonged periods;
- Noise and sound pollution;
- The condition of work equipment in use and potential hazards they pose;
- The use of personal protective equipment;
- Risk of undesirable behaviour such as sexual harassment or violence.

The Plan of Action (PoA) specifies the concrete measures to be taken to reduce or completely eliminate the risks and the timeframe for completion.

The SHEQ coordinator will determine annually whether changed circumstances require (partial) adjustment of the RI&E and job roles within the RI&E.

The RI&Es and PoAs of all sites are discussed with management.

## 2.7 Company emergency response

The management will ensure that contingency plans are drawn up for each site and will appoint company emergency workers for each site. P&O will ensure that emergency response workers are adequately trained and that contingency plans are implemented and reviewed. An evacuation drill is performed at each site at least once a year.

## 2.8 Absence policy

The absence policy is reviewed periodically and adjusted where necessary.

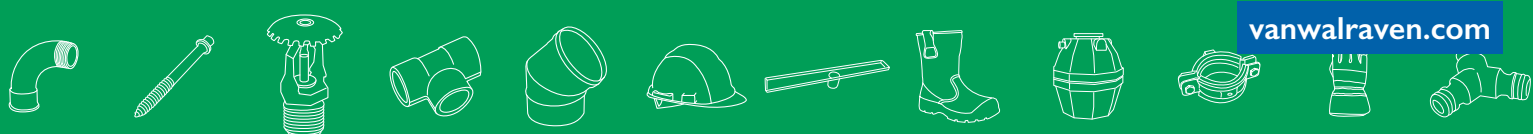
The sick leave policy is part of the health and safety and personnel policy at Van Walraven and is included in the staff handbook.

The aim of the absence policy is to control and reduce absenteeism and contribute to an optimal working environment, healthy working conditions and good working relations.

The absence policy can only work effectively if managers and employees are systematically involved. Both groups are responsible for ensuring the policy's successful implementation. The organisation is supported in absence counselling by the occupational health and safety service works in line with the requirements and deadlines of the Eligibility for Permanent Incapacity Benefit (Restrictions) Act (Wet verbetering Poortwachter). Absenteeism data are reviewed annually.

## 2.9 Information and education

The SHEQ coordinator (prevention officer) and/or managers provide information and instruction to employees on various health & safety-related matters such as the use of work equipment, personal protective equipment, noise, physical strain, welding fumes, etc. This also focuses on vulnerable groups in the organisation (such as young people, pregnant or elderly people) and how aggression, violence and sexual harassment are dealt with in the organisation.



### 2.10 Aggression, intimidation and violence

The organisation operates a policy against undesirable behaviour such as (sexual) harassment, aggression, violence, bullying and racist behaviour. An external confidential advisor has been appointed.

### 2.11 Working hours

In determining working hours, the management applies the obligations set out in the Working Hours Act and the Technical Wholesale Trade CLA. When assigning work, personal circumstances are taken into consideration as much as possible. Every employee records their overtime hours worked in a digital system and these are available to the Social Affairs and Employment inspectorate. The director is responsible for data management.

### 2.12 Registration of occupational accidents

The organisation reports the more serious accidents that are 'subject to reporting' to the Social Affairs and Employment inspectorate. Accidents subject to reporting are defined as workplace accidents that have resulted in death, permanent injury, or hospitalisation of employees at work. The SHEQ coordinator will always be informed. An accident report form is completed by the victim's manager for all accidents (excluding incidents where only plasters are required). The form is then emailed to the SHEQ coordinator. The SHEQ coordinator records accidents that led to absenteeism in the accident register for each site. This involves reviewing the accident and discussing it with those involved (management, supervisors and employees).

### 3. Review

The occupational health and safety policy is part of the strategic policy. As such, the occupational health and safety policy plan is not a stand-alone policy. The elements that make up this plan will be reviewed regularly. These reviews may result in this occupational health and safety policy plan being amended before the end of the term in consultation with the management and HR manager. The review of this occupational health and safety policy plan will of course take place before the expiry of that deadline if not before.

## Declaration of intent on occupational health and safety policy

Van Walraven's management is aware of its responsibility with regard to the care for Safety, Health, Welfare and Environment (HSE). It hereby declares that it will be guided by the following principles in preparing and implementing the occupational health and safety policy.

- Compliance with obligations under the Working Conditions Act, Working Conditions Decree, Working Conditions Regulations and other laws and regulations;
- Recognising the duty of care for good working conditions, health protection and promoting the well-being of employees, temporary employees, trainees, contractors, clients, subcontractors, visitors and third parties in such a way that they are not exposed to unacceptable risks, discrimination, intimidation and violence;
- Taking into account minimising environmental impact;
- Recognising the importance of taking safety measures, providing resources, providing information and instruction and monitoring;
- Consulting with the Works Council in the preparation and implementation of the occupational health and safety policy.

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