



Wavin's WorkSafe Basics

Wavin Group
2015



Health, Safety and Environment play a key role in our ability to create value for all our stakeholders, like our employees, (sub)contractors and customer staff. We believe that people working with or for us should be able to go home at the end of the day without having suffered or caused harm in any way. This is our moral obligation to all who interact with Wavin.

Therefore, we all have a responsibility to prevent accidents and health issues from happening. We can only achieve this if each employee at Wavin understands the risks, realizes the critical importance of safety and knows what to do. Therefore, we have compiled the Wavin WorkSafe Basics. These WorkSafe Basics state the minimum safety behaviour expected from all who work with and for us.

The Wavin WorkSafe Basics describe how to mitigate and avoid the most common Health & Safety hazards and risks. I expect that every individual is familiar with and applies them. The safety of everyone depends on our commitment to these WorkSafe Basics at all times, in all circumstances and on all sites.

We all have a responsibility towards each other's safety: please act accordingly.

Yours sincerely,

Maarten Roef
Wavin President & CEO



The 10 WorkSafe Basics

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1. Always hold handrails when walking on staircases



2. Always stick to pedestrian walkways and wear your safety shoes when leaving the walkways



3. Always use and maintain safety interlocks and guarding



4. Always keep your workplace tidy & organised



5. Always wear your seat belt where provided, obey speed limits and only call hands free



6. Always use work permits where required



7. Only use authorised cutting tools



8. Always keep emergency exits clear of obstacles



9. Only operate equipment in which you are trained



10. Always wear prescribed Personal Protective Equipment



1. Always use handrails

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- ☐ Always use the handrails when going up and down staircases
- ☐ Only carry small loads, keeping one hand free to use the handrail
- ☐ Seek assistance for large loads
- ☐ Only take one step at a time
- ☐ Wear suitable footwear
- ☐ Never run up or down stairs
- ☐ Report any rails that are loose or damaged

2. Always use walkways & safety shoes

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- ☐ Always use the walkways provided, both inside and outside of buildings
- ☐ Always use the crossing points and check for traffic before crossing
- ☐ Always make eye contact with drivers and acknowledge each other before proceeding
- ☐ Never climb over or through barriers into roadways
- ☐ Always wear safety shoes when walking outside of the pedestrian walkways provided or where prescribed
- ☐ Do not run

3. Always use and maintain safety interlock and guarding (SIG)

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- ☐ Check SI&G before use (existence and condition).
- ☐ Report any failures on SI&G to your manager
- ☐ Never use equipment with damaged or missing SI&G
- ☐ Obtain authorization for the removal or modification of SI&G; in such an event take measures to prevent contact to hazardous parts.

4. Always keep your workplace tidy & organised

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- ☐ Clean and tidy up your area when necessary and at the end of your work day.
- ☐ Keep each material in the correct place and classify them to be easily accessed.
- ☐ Organize and order your tools and equipment
- ☐ Use labeling and signals to indicate what goes where.
- ☐ Place trash/waste in proper containers.
- ☐ Keep walkways and stairs clear.

5. Always wear your seat belt, obey speed limits and only call hands free ⁸



- ☐ Always comply with traffic rules and regulations, including mobile phone usage
- ☐ Always wear your seatbelt in all vehicles (Company, private, forklift trucks etc)
- ☐ Check that everyone in the vehicle is wearing a seatbelt correctly before starting to drive.
- ☐ Avoid using your phone while driving.
- ☐ When you call from your car, only hands free calls are allowed
- ☐ Adhere to speed limits and warning signs, both in plant area and public roads

6. Always use work permits where required

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No Permit No work

- ☐ Understand the hazards & do not compromise
- ☐ Know where and when work permits are required
- ☐ Only authorised personnel to issue a work permit
- ☐ No work requiring a permit to commence until permit is issued and authorised
- ☐ Responsible staff to supervise compliance with the set rules in the work permit during and after work activity
- ☐ Work permit system applies to contractors and suppliers as well as Wavin personnel
- ☐ After an emergency or fire alarm, all work permits have to be reviewed and re-issued.

7. Only use authorised cutting tools

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Right cutting tool for the task?

- ☐ Only use cutting tools after training and instruction
- ☐ All regular tasks requiring the use of a cutting tool will have a list of authorised cutting tools
- ☐ Only cutting tools from the authorised list to be used in the work area
- ☐ Irregular tasks requiring the use of a cutting tool must be referred to your Supervisor/Manager who will undertake a dynamic risk assessment with you to determine the most appropriate tool and PPE to be used
- ☐ Use of unauthorised cutting tools and use of authorised cutting tools that have been modified or damaged in any way affecting their safe use is prohibited and may lead to disciplinary action.

8. Always keep emergency exits clear of obstructions

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- ☐ All emergency exits and all emergency stairs / ladders and such must be readily accessible / reachable
- ☐ Every-one on site has the responsibility to act if any emergency exit or equipment is blocked.
- ☐ Where this is the case, clear the obstruction and report on " the safety report system".

9. Only operate equipment on which you are trained

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**AUTHORISED
USE ONLY**



**AUTHORISED
USE ONLY**

- ☐ Always make sure that you and your team are trained for the equipment being used.
- ☐ Always use prescribed extra safety equipment when necessary.
- ☐ Always follow the Standard Operating Procedure
- ☐ If you are not trained, or encounter a new, unexpected and/or unknown situation, stop and ask a supervisor for support.
- ☐ Never use motorized equipment in which you are not formally trained

10. Always wear prescribed Personal Protective Equipment (PPE)

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- ☐ Always use prescribed PPE, no exceptions!
- ☐ Make sure visitors wear appropriate PPE when on-site
- ☐ When you see some-one not using PPE, support him/her by showing how to use the PPE
- ☐ Always make sure you know the PPE requirements for a given job
- ☐ Maintain your PPE and apply for new PPE when needed

Work Safe – Stay Safe!

